

**MINUTES/DRAFT
PPLCS BOARD MEETING
PPLCS BOARD RM**

2:00 PM

April 19, 2016

- I. A. Call to Order 2:05 PM**
B. Invocation led by Calvin Stevenson and Pledge of Allegiance led by David Corbin.
C. Present: David Corbin, Rita Maupin, Susan Harris, Renae Rountree, Ruth Attaway, Barbara Belford, Deborah Hynes, Lennetta Loman-Greene and Calvin Stevenson.
Excused Absence: Vicki Montford, Pam Pichard
Unexcused Absence: none
Staff Present: Mary Balint and Cynthia De La Hunt
- II.** Motion was made to approve the Agenda with additions by Calvin Stevenson, seconded by Renae Rountree. Motion carried.
- III.** Agenda Items:
- A.** Motion was made by Ruth Attaway, seconded by Calvin Stevenson to approve the minutes with changes from the March 15, 2016. Motion Carried.
- B.** Motion was made by Calvin Stevenson, seconded by Rita Maupin to pay the bills as presented and reviewed. The contract for Movie Licensing will be discussed at a later meeting once Deborah Hynes completes negotiations. The Network Solutions contract was negotiated by Mary Balint and will begin being paid once a year. Motion Carried.
- C.** Administrator's report was given by our new administrator, Mary Balint. Motion was made by Rita Maupin, seconded by Calvin Stevenson to pay Mary as a work day for Monday, April 25, 2016 to return to the Walton County Library to complete the Staff Day project she had begun before taking the Administrator position with PPLCS. Motion carried.
- It was decided that Mary will tour the PPLCS area libraries and spend some time with the directors and be available to assist in the libraries if needed.
- In an effort to be more efficient, it was decided to state the name of any person who adds an item to agenda. This will help each member be better prepared to discuss their items.
- D.** Deborah is negotiating with Ebsco for a new contract before the current contract ends with consideration of the exit of WCPL from PPLCS.
- E.** Motion was made by Ruth Attaway, seconded by Calvin Stevenson to approve an upgrade with KOHA for all four counties at a cost of \$160.00. Motion carried.
- F.** The PPLCS board members received copies of the State Aid contracts for PPLCS and the four county's libraries.
- G.** The e-rate deadline has been extended to May 24, 2016.

- H.** Motion was made by Calvin Stevenson, seconded by Rita Maupin to approve the evaluation for Cynthia De La Hunt and retro-pay her raise from February 16, 2016, the date Susan Hughes gave the evaluation.
- I.** The auditor and fiscal year 14-15 audit was discussed.
- J.** The transition of WCPL exiting PPLCS was discussed. It was decided that Mary and the directors will approach Gasden County about the possibility of joining PPLCS in the new fiscal year.
- K.** There was discussion on PPLCS purchasing displays to professionally represent PPLCS and the county libraries at public events. The item will be re-visited at the May 17, 2016 board meeting with visual aids.
- L.** Motion was made by Deborah Hynes, seconded by Calvin Stevenson for PPLCS to book and pay for Summer Read Program entertainment for all four counties, not to exceed \$2500.00. Motion carried.
- M.** The PPLCS board would like for Mary Balint to attend the Florida Special District Conference in Sarasota, FL in June. Mary will get all the costs for the conference and bring this information to the May 17, 2016 meeting.
- N.** Motion was made by Renae Rountree, seconded by Lennetta Loman-Greene to allow Mary Balint to sign page 5 to 'Receipt of Employee Policy' until the board reviews and updates the current policy, dated 2005.
- O.** There was discussion on who puts out an RFP when a library needs to spend over \$5000.00 from their PPLCS budget (\$39,000.00).
- P.** Motion was made by Rita Maupin, seconded by Susan Harris to allow two WCPL employees to check out the PPLCS credit card for use at the Genealogy Conference on May 2, 2016.

IV. Roundtable Discussions

- V.** Motion to adjourn by David Corbin at 4:20 pm.

The next board meeting is scheduled for May 17, 2016 at 2 pm.