

**MINUTES/DRAFT**

**PANHANDLE PUBLIC LIBRARY COOPERATIVE SYSTEM**

**4:30 PM**

**JIM'S BUFFET AND GRILL**

**August 18, 2015**

**I. CALL TO ORDER @ 4:56 PM**

**INVOCATION AND PLEDGE OF ALLEGIANCE led by Mr. David Corbin**

**ROLL CALL**

Present: David Corbin, Ruth Attaway, Renae Rountree, Rita Maupin, Marie Simpson, Lennetta Greene, Barbara Belford, Susan Harris and Calvin Stevenson

Absent: Wendel Whitehurst, Deborah Hynes and Pam Pichard

Others Present: Susan Hughes and Cynthia De La Hunt

**APPROVAL OF AGENDA**

Motion made by Ruth Attaway, seconded by Renae Rountree to approve the agenda as presented.

**APPROVAL OF MINUTES FROM PREVIOUS MEETINGS:**

Motion made by Calvin Stevenson, seconded by Lennetta Greene to approve the minutes from the June 30, 2015 meeting as corrected. Motion carried.

**II. AGENDA ITEMS**

Motion made by Susan Harris, seconded by Marie Simpson to pay bills as presented to the Board. Motion Carried.

Motion made by Calvin Stevenson, seconded by Barbara Belford to approve FY 2015-16 budget and advertise for public meeting in September. Motion carried.

Motion made by Renae Rountree, seconded by Rita Maupin to allow Susan Hughes to attend the PLAN FLA mini conference in September and E-rate training in October.

Motion made by Renae Rountree, seconded by Calvin Stevenson to designate all directors as sub-admin to have access to USAC E-rate online system. Motion carried.

Motion made by Rita Maupin, seconded by Calvin Stevenson to set Feb. 28<sup>th</sup> as the deadline to contact auditor each year. Motion carried. New auditor agenda item was tabled.

Motion made by Rita Maupin, seconded by Calvin Stevenson to secure the PPLCS credit card in the Finance Dept. and be signed in/out by PPLCS staff for approved expenditures. Motion carried.

Motion made by Rita Maupin, seconded by Ruth Attaway for PPLCS to pay for one in-state conference per year for PPLCS Administrator providing funds are budgeted; exceptions must be Board approved. Motion carried.

Motion made by Renae Rountree, seconded by Rita Maupin to sign intent to participate in PLAN/Recorded Books contract at a cost of \$6000. Motion carried.

Motion made by Renae Rountree, seconded by Ruth Attaway for WCPL to spend \$5000.00 at Books-a-Million. Motion carried.

**III. ADMINISTRATOR'S REPORT-HUGHES**

Petty Cash and Leave Balances were reported.

Susan's experience at the Digitization Conference was discussed.

Progress of the USAC/E-rate process was reported. All extensions request for FY 2012-13 and FY 2013-2014 were approved and all corrections for FY 2014-15 have been made and moved to next review level.

#### **IV. ROUNDTABLE**

HCPL had a great Summer Program this year. They hosted 2 mos. of activities.  
Also partnered with the local hospital to host the Back 2 School bash.

CCPL will host author Lisa Wingate on Sept 29, 2015.  
The Great Leaps mentoring and tutoring for grades 1-5 has begun after school.

WCPL Dust Bowl display will be displayed until 8/28/15.  
'Bullets and BBQ' mystery dinner will be held at the Ag. Center on Aug. 22, 2015.

JCPL has added exciting new online programming.  
The renovation grant has been approved.

#### **EXPECTATIONS FOR THE NEXT MEETING:**

Next budget meeting will be September 15, 2015 at 3 p.m. at the PPLCS office.

Next board meeting will be September 15, 2015 at 4:00 p.m. at the PPLCS Board Rm. in Marianna, FL.

#### **V. ADJOURNMENT**

**@ 6:00 pm**

**Prepared by Cynthia De La Hunt**