

Pinellas Public Library Cooperative

Board of Directors Meeting

October 28, 2008, PPLC Headquarters

Topic	Individual Responsible	Time
	Actions Required	
Opening	Chairperson	2 minutes
<i>A brief statement of welcome, introduction of guests, and thanks to the host organization if offsite.</i>	Establish quorum	
Board Governance	Chairperson Treasurer	10 minutes
<i>Ratify minutes of previous meeting. Notify board of future meeting locations and upcoming events. Treasurer's Report presented</i>	Accept Minutes Accept Treasurer's Report	
A - Minutes – September 23, 2008 B - Treasurer's Report – September 2008		
Operations Report	Executive Director	10 minutes
<i>The Executive Director's time to raise board awareness on operational issues and secure board approval, if required. Answer Director's questions, if any, on PPLC operations. (Directors will be expected to review all materials sent by the Executive Director, but only raise questions if clarification is required.)</i>	Review PPLC Reports, correspondence, action items	
C – All Correspondence D - Executive Director Report D-1 - Talking Book Report D-2 - Deaf Literacy Report D-3 - Born to Read Report		
Library Director Liaison Report	LDAC Chairman	5 minutes
<i>The Library Director Liaison updates PPLC Board on items of interest among member libraries.</i>		
E – LDAC Report		
Finance Committee	Finance Committee Chairperson	5 minutes
<i>The Chairperson for the Finance Committee will update Board on action items and finance business.</i>		
Optional Agenda and/or Minutes		

Board Discussion – Long Range Plan	Directors	40 minutes
<i>Group discussion, prioritization of objectives and review of action assignments</i> <i>Directors review progress on action assignments.</i> <i>Committee reports will also be addressed.</i> <i>(Topics will have been selected in the previous meeting from the long range plan)</i>	Prioritize objectives Assign tasks Update LRP	
F – DRAFT Long Range Plan		
Board Business – Review and/or Approval	Executive Director	10 minutes
<i>Unfinished Business items and New Items of Business for Board review and/or approval.</i>		
G – 2008 Legislative Appointment Schedule		
Training	PPLC Staff	25 minutes
<i>Training for Directors on topics identified in the long range plan and other topics i.e. “Sources of Funds”</i>	Review handouts	
Agenda Preparation	Directors	5 minutes
<i>Develop agenda for next meeting.</i>	Contribute topics	
Meeting evaluation	Directors	5 minutes
<i>Capture what worked well in the meeting, and what didn’t.</i>	Assess meeting	
Adjourn Meeting	Directors	

Next Regular Board Meeting: November 18, 2008 – St. Petersburg Johnson Branch – 4:00 pm

Board package issued to Directors one week prior to Board Meeting.

Materials	Action Required
<i>Correspondence (optional)</i>	<i>Read for information only</i>
<i>Treasurer's Report</i> <i>One page summary prepared by Treasurer</i> <i>Summary detail provided on request.</i>	<i>Read and approve</i>
<i>Directors Report</i> <i>Continue current format</i>	<i>Read and approve</i>
<i>Long Range Plan</i>	<i>Read and prepare for discussion</i>
<i>Possible agenda topics</i>	<i>Contribute new topics and select next meeting agenda items.</i>