

Pinellas Public Library Cooperative

Board of Directors Meeting

November 18, 2008, St. Petersburg Johnson Branch Library

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.</i> <i>Notify board of future meeting locations and upcoming events.</i> <i>Treasurer's Report presented</i>	Accept Minutes Accept Treasurer's Report	
A - Minutes – October 28, 2008 B - Treasurer's Report – October 2008		
Operations Report ▪ Board Business - Review and/or Approval	Executive Director	20 minutes
<i>The Executive Director's time to raise board awareness on operational issues and secure board approval, if required.</i> <i>Answer Director's questions, if any, on PPLC operations.</i> <i>Unfinished Business items and New Items of Business for Board Review and/or approval</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 E – State Aid to Libraries Grant Application F – Long Range Plan Approval (2008 – 2011) G – Memorandum of Agreement – DFFLA Grant H – PPLC Policy Manual - New Circulation Policies I – Board Vacancies – At-Large District 2 & L. Rohrer		
Library Director Liaison Report	LDAC Chairman	5 minutes
<i>The Library Director Liaison updates PPLC Board on items of interest among member libraries.</i>		
J – 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>		
K - 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	
<i>(Hand-out F – Objective 3.3 Revision Discussion)</i>		
Training	St. Petersburg Library Staff	20 minutes
<i>Training for Directors on topics identified in the long range plan and other topics. This Month: “Polaris”</i>	Review handouts <i>Staff Presenter – ANGELA PIETRAS, St. Petersburg Library</i>	
Board Activities	Directors	5 minutes
<i>Discuss monthly activities at related agencies/libraries</i>		
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 Annual Board Meeting: January 27, 2009 – PPLC – 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>