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**PPLC Board of Directors  
Official Minutes  
Board Meeting  
Wednesday, October 28, 2020  
3:30 pm. @ PPLC**

Karen Roth, Chairman  
 Doug Lewis, Vice Chairman  
 Henry Schubert, Secretary & Treasurer  
 Bill Berger  
 Lynne Faimalie  
 Jeffrey P. Gellermann

William B. Horne II  
 Michael Jefferis  
 Brian Lowack  
 LDAC Representative, Vince Gadrix  
 Cheryl Morales, Executive Director

- I. Call to Order:  
Karen Roth Chairman called the Board Meeting to order at 3:30 pm.
- II. Introduction: FY'21 LDAC Liaison  
Roth welcomed Vince Gadrix Library Director from Gulf Beaches Public Library. Morales commented Gadrix will be the LDAC Liaison for this year. Gadrix has been in Pinellas County for 3 years and was originally from the Mars Public Library in PA.
- III. Roll Call:  
Martha Frenchek conducted the Roll Call.
- Present: Karen Roth, Doug Lewis, Henry Schubert, Bill Berger, Lynn Faimalie, William Horne, Brian Lowack, Vince Gadrix, and Cheryl Morales. A quorum was represented.
- Absent: Jeffrey Gellermann, Michael Jefferis.
- Public Attendees: None
- IV. Minutes from September 23, 2020 Board Meeting were accepted as presented  
**(Lewis/Faimalie)**

V. Monthly Financial Committee Report:

1. Charles Schwab / Greystoke Consulting Report: September 2020
2. PDR Accountants Compilation Report: September 2020

Schubert commented all financial statements are in order.

Morales announced a donation of 7 shares of Adobe stock to the TBL.

Schubert discussed the process performed by the Finance Committee for selecting a new Investment Advisor. The Finance Committee suggested selecting Level Four as an investment advisory service, pending background checks. The Board unanimously approved the transfer of the investment account from Greystoke to Level Four contingent on background checks (**Schubert/Faimalie**).

VI. Correspondence: None

VII. Executive Director's Report – Cheryl Morales

**Building / Admin.**

- Parking lot paving project is nearly complete. Jeff Gellermann is working with his crew of experts to create a wildlife friendly (bees, butterflies, birds) garden in the new permeable areas. This project will be a showcase for IFAS.
- Roof issues have been resolved. Flat roof will need to be replaced in 2 years. The shingle roof section is new and in good condition.
- Second water main break outside the building on 10.3 was repaired 10.4.20.

**Countywide Services / Member Libraries**

- Museum pass program continues to be suspended as museums gain revenue from paid customers.
- PPLS staff are supporting East Lake Library's outdoor locker service to replace curbside delivery. Will launch in mid-November.
- Working with Member Libraries on annual data collection for State and County.
- LDAC and SIG Liaison migration season.

**Executive Director Activities**

- Website editing/enhancements
- Webinars and virtual meetings

**Strategic Plan – evaluation survey**

- Will draft a new Long-Range Plan after receiving results from the survey. The survey was sent to the Board, the LDAC (with a request to forward to all staff), and PPLC staff.

**Annual Report**

- Reviewed the Annual report

VIII. Old Business:

1. Articles of Incorporation

Board members signed the updated Articles of Incorporation

2. Conflict of Interest

Roth commented she will be working with Morales on a Conflict of Interest policy and form. Staff and Board members sign the statement once a year.

Roth is interested in volunteering to work at the Talking Book Library and asked the

Board if they would approve this. The Board agreed there is no conflict of interest.

- IX. New Business: None
  
- X. LDAC Report – Presented by Vince Gadrix  
LDAC minutes from September 14, 2020 were reviewed.  
Other LDAC topics:  
Reviewed and discussed the Fine Free ongoing issue. Voting will take place during the November 9<sup>th</sup> meeting.
  
- XI. Announcements/Miscellaneous: None
  
- XII. Public Comments: None
  
- XIII. Adjournment:  
Roth adjourned the meeting at 4:00pm.

**The next regular board meeting: Wednesday, November 18, at PPLC @ 3:30 pm.**

*Submitted by Martha Frenchek, Office Assistant*

  
Henry Schubert, Secretary  
  
Karen L. Roth, Chair

18 Nov 2020  
Date of Approval