
**PPLC Board of Directors
Official Minutes
Board Meeting
Wednesday, March 24, 2021
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
 Cheryl Morales, Executive Director
 Vince Gadrix, LDAC Liaison
 Martha Frenchek, Recording Secretary

- I. Call to Order:
Karen Roth Chairman called the Board Meeting to order at 3:30 pm.
- II. Roll Call:
Martha Frenchek conducted the Roll Call.
- Present: Karen Roth, Doug Lewis, Henry Schubert, Bill Berger, Lynn Faimalie, William Horne, Michael Jefferis, Brian Lowack, Vince Gadrix, and Cheryl Morales. A quorum was represented.
- Absent: Jeffrey P. Gellermann
- Guests: Sergio Gonzalez and Jacob Laurendeau, Barton, Gonzalez & Myers, P.A.
- III. Minutes from February 24, 2021 Board Meeting were accepted as presented **(Jefferis/Horne)**.
- IV. Monthly Financial Committee Report:
1. Charles Schwab Greystoke Investment Report: February 2021
 2. PDR Account Accounting Financial Report: February 2021
- Schubert commented the reports were in order. The Finance Committee will present a draft Investment Services Policy (ISP), and it will be presented at the next meeting. Roth and Morales commented Greystoke intended to move PPLC's investment account to Providence. Morales advised Greystoke not to move funds. Plans have been made to move funds to Raymond James through Level Four.

- V. Correspondence:
Morales commented most of the correspondence received through the Board email address are not Board issues but LDAC issues.
- VI. Executive Director's Report - Cheryl Morales
1. Building / Admin.
 - Continuing to resolve IG audit findings
 - ILS Data Integrity planning (patron and item records)
 - Revised/approved Strategic Plan 2021-2025
 2. Countywide Services / Member Libraries
 - DLC, TBL reports are included in the agenda packet
 - Completion of Early Learning video
 3. Executive Director Activities
 - Received proposal from neighbor to purchase a parcel of PPLC land adjacent to the property on the north 38 x 185 ft.
 - Planning FY'22 Staff Development Day in October
 - Soliciting quotes for phone/internet/Wi-Fi migration -for cost savings and improved reliability
 - DLIS Division update with Amy Johnson (State Aid)
 - Courier update
- VII. Old Business:
1. Conflict of Interest Policy

Roth presented the revised Conflict of Interest Policy and pointed out the corrections under Definitions, Review of Policy and Confidentiality.
The Board unanimously approved the Conflict of Interest Policy (**Berger/Jefferis**).
- VIII. New Business:
1. Review of Audited Financial Reports – Barton, Gonzalez & Myers, CPA's

Presentation of FY'20 Audited Financial Statements by Sergio Gonzalez.
Gonzalez commented 2 things required to communicate to the Board. County Policies located in Financial Statements and new County Standard update called Revenue Contract Customer. No difficulties performing the Audit and no disagreement with management.
 2. PPLC Land and Building History – Abby Sheehan

Abby Sheehan (PPLC Office Manager) presented a slide show the History of 1330 Cleveland Street and 11 Lady Mary Drive from 1926 to the present.
 3. Early Learning Video

Morales presented PPLC's new Early Learning video, via the PPLC website link to the PPLC YouTube Channel.

IX. LDAC Report - Presented by Vince Gadrix
LDAC minutes from February 8, 2021 were reviewed.
Other LDAC topics:

- eContent budget was adjusted due to high demand
- Staff Development Day


X. Announcements/Miscellaneous:
None

XI. Public Comments:
None

XII. Adjournment:
Roth adjourned the meeting at 4:55 pm.

The next regular board meeting: Wednesday, April 28, 2021 at PPLC @ 3:30 pm.

Submitted by Martha Frenchek, Office Assistant


Henry Schubert, Secretary

4/28/21
Date of Approval