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**PPLC Board of Directors  
Official Minutes  
Board Meeting  
Wednesday, April 28, 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, Henry Schubert, Bill Berger, Lynn Faimalie, Jeffrey Gellermann, William Horne, Michael Jefferis, Brian Lowack, Cheryl Morales. A quorum was represented.

Absent: Doug Lewis, Vince Gadrix

III. Minutes from March 24, 2021 Board Meeting were accepted as presented **(Berger/Lowack)**.

IV. Monthly Financial Committee Report:

1. Charles Schwab Greystoke Investment Report: March 2021

2. PDR Account Accounting Financial Report: March 2021

Schubert stated the Financial Reports are in good shape.

Schubert commented this is the last Investment Report from Charles Schwab.

Schubert reported the committee recommends move \$163,000 in Restricted funds to the long-term investments, and \$750,000 in unrestricted funds out of checking and divide into laddered bonds. 1 year 300,000/ 2 years 250,000/ 3 years 200,000.

The Board unanimously approved the transfer of Restricted and Unrestricted funds as recommended by the finance committee **(Schubert/Faimalie)**.

V. Correspondence:  
Received correspondence through the Board email from a patron requesting to increase the quantity of eBook holds. Email was forwarded to the LDAC.

VI. Executive Director's Report - Cheryl Morales

1. Building / Admin.

- 4.22.21 – Fire Inspector identified 3 deficiencies -all have been corrected.
  - storage room plastic bins stacked too high to the ceiling
  - ladder in air handler room
  - breakroom chairs stored in closet

2. Countywide Services / Member Libraries

- Will welcome back a small group of TBL Volunteers on May 3. Patrons will also be allowed in. Patrons and volunteers will be required to agree to temperature check and wear a mask
- PPLC website - Donation page for Member Libraries is under construction

3. Executive Director Activities

- Planning FY'22 (virtual) Staff Development Day. Per survey majority voted on a virtual program.
- 4.4 - National Library Week
- 4.22 - BCC budget presentation
- 4.26 - St. Pete Beach Library Ribbon Cutting

4. Upcoming

- 4.28 - 4.30 Florida Literacy Coalition Conference
- 5.4 Statewide Courier Meeting
- 5.6 PRELC meeting
- 5.11 RFP process begins -for replacement of flat roof
- 5.21 Pinellas County Flood Mitigation working group meeting

VII. Old Business:

1. Strategic Plan – update

Reviewed the Strategic plan added page 13 Community Partners and on Page 5 add a section of status update.

2. Investment Services Policy (ISP) – Final Draft

The Board unanimously approved the Investment Services Policy **(Horne/Gellermann).**

Lowack requested an updated list from the IG Audit findings.

VIII. New Business:


1. Internal Controls – Procurement Policy


Tabled for future meeting.

- IX. LDAC Report - Presented by Cheryl Morales  
LDAC minutes from March 8, 2021 were reviewed.  
Other LDAC topics:
- eContent Spending ratio was changed.
  - Indian Rocks Beach reciprocal borrowing -LDAC agreed with Board to keep agreement in place.
  - ILS update and Hoopla 2.0 were discussed.
- X. Announcements/Miscellaneous:  
Berger announced he will be leaving his position with the County in October to travel.  
Horne announced June would likely be his last PPLC Board Meeting
- XI. Public Comments:  
None
- XII. Adjournment:  
The meeting was adjourned at 4:38 pm.

**The next regular board meeting: Wednesday, June 23, 2021 at PPLC @ 3:30 pm.**  
*(No Meeting in May)*

*Submitted by Martha Frenchek, Office Assistant*

  
Henry Schubert, Secretary

  
Date of Approval