
**PPLC Board of Directors
Official Minutes
Board Meeting
Wednesday June 23, 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 3:33 pm.

II. Roll Call:

Martha Frenchek conducted the Roll Call.

Present: Karen Roth, Doug Lewis, Henry Schubert, Lynn Faimalie, Jeffrey Gellermann, William Horne, Brian Lowack, Vince Gadrix and Cheryl Morales. A quorum was represented.

Absent: Bill Berger, Michael Jefferis.

Guests: None.

III. Minutes from April 28, 2021, Board Meeting were accepted as presented **(Lewis/Gellermann)**.

IV. Monthly Financial Committee Report:

1. Level Four Management Report: April, May 2021
2. PDR Account Accounting Financial Report: April, May 2021

Schubert commented all restricted and unrestricted funds were transferred successfully to new account with Raymond James.

V. Correspondence: None

VI. Executive Director's Report - Cheryl Morales

1. Building / Admin.

- Resolving IG Audit findings (*old business*)
- Working with Garland Company on RRP for flat roof replacement process suggestion is replacing with vinyl coating and to remove rocks.
- Job title revision (*new business*)
- Undergoing 1st desk audit for FY 2018 State Aid. The state requested further documentation for 2018.

2. Countywide Services / Member Libraries

- Donation page on PPLC website will go live within a few days. Will have links to all Member Library's donation links, and mailing address for those who prefer to send checks.
- Staff Development Day – after a survey 78% of Library Directors prefer a virtual platform this year. The committee is moving forward.

3. Upcoming

- Morales will be on leave 8.2 - 8.6.

VII. Old Business:

1. IG Audit findings

Reviewed the IG Audit update. Morales stated we are in good shape making progress on implementing the recommendations provided by the IG Audit. She also remarked that the ILS the items have been years in the making and are slow moving.

VIII. New Business:

1. Job descriptions: 1 new position, 4 edited

Discussion on adding 1 new position "Data Integrity Manager" and 4 other job titles were changed from Coordinator to Manager. (Countywide Services Coordinator, Talking books Library Coordinator, Deaf Literacy Center Coordinator, and IT Coordinator). The Board unanimously approved adding 1 new position (Data Integrity Manager) and 4 job title changes from Coordinator to Manager (**Horne/Lewis**).

2. Courier Service

After Morales explained the upcoming changes with the State and local couriers services, the Board agreed to review the draft RFP before it is distributed. The Board may also form a committee to review the proposals. Top selections will be presented to the full Board.

IX. LDAC Report – Vince Gadrix

LDAC minutes from April 12, 2021, were reviewed.

Other LDAC topics:

- Discussion about students returning school library books to public libraries and routed to PPLC through the courier service. A representative from PCS picks up books at PPLC.
- Review of the new Fine free segment of the Circulation Policy.
- Discussion on Databases.
- PPLC donation web page.

X. Announcements/Miscellaneous:

Morales and the Board presented Horne with a card and cupcakes congratulating him on his pending retirement. Roth questioned Horne if he will be attending the next Board meeting. Horne commented his last day will be the 3rd of September and he plans to attend the August meeting. Horne also stated he will be asking the Clearwater City Council to appoint Micah Maxwell, Assistant City Manager, as Interim City Manager until a new City Manager is in place.

XI. Public Comments:

None

XII. Adjournment:

The meeting was adjourned at 4:35 pm.

The next regular board meeting: Wednesday, August 25, 2021 at PPLC @ 3:30 pm.

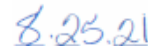
(No Meeting in July)

Submitted by Martha Frenchek, Office Assistant



Henry Schubert, Secretary

Karen L Roth for Henry Schubert



Date of Approval