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**PPLC Board of Directors  
Official Minutes  
Board Meeting  
Wednesday August 25, 2021  
3:30 pm. @ PPLC**

Karen Roth, Chairman  
Doug Lewis, Vice Chairman  
Henry Schubert, Secretary & Treasurer  
Bill Berger  
Michael Delk  
Lynne Faimalie

Jeffrey P. Gellermann  
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, Bill Berger, Michael Delk, Lynn Faimalie, Jeffrey Gellermann (via Conference Call), Michael Jefferis (via Conference Call), Vince Gadrix and Cheryl Morales. A quorum was represented.

Absent: Henry Schubert, Brian Lowack

Guests: Chris Moore

III. Introductions – Michael Delk and Chris Moore

Roth introduced new official and unofficial Board Members:

Michael Delk - City of Clearwater

Chris Moore - Assistant to County of Administrator. Unincorporated County representing Lealman. Chris is scheduled to be confirmed by the BCC to replace outgoing Board member Bill Berger.

IV. Roth asked for a moment of silence in remembrance of Board Member William Horne II

and Norton “Mac” Craig. “Mac” Craig is a former Board Member. They both passed away on Saturday 8.21.21.

- V. Minutes from June 23, 2021, Board Meeting were accepted as presented **(Lewis/Faimalie)**.
- VI. Monthly Financial Committee Report:
1. Level Four Management Report: June, July 2021
  2. PDR Account Accounting Financial Report: June, July 2021
- Roth commented the Financial Committee Chair, Henry Schubert is out sick. There was a short discussion on the new management reports. Will review to determine which reports to request. Roth commented that the Financial Reports are on track.
- VII. Correspondence:
- Morales stated someone sent an email to the Board email address requesting to join the meeting via conference call. Dial-in information was sent, but no person identified themselves on the conference phone at any point during the meeting.
- VIII. Executive Director's Report - Cheryl Morales
1. Building / Admin.
    - Resolving IG audit findings:
      1. ILS Policies and Data Integrity Planning- being developed
      2. Contract Management Policy – pending
      3. Grant approval process – document update pending
    - Flat roof replacement process initiated and RFP being drafted
    - Parking lot project resulted in a 10% savings on stormwater fees (\$600/yr.)
    - FY'22 Budget planning in process
    - 7.2.21 sewer pipe leaked caused cavern under sidewalk. City came out right away to fill cavern.
  2. Countywide Services / Member Libraries
    - DLC, TBL reports included in agenda packet
    - TBLC CARES Act Fund – helped with TBL curbside locker pickup and provided 500 face masks with PPLC logo for countywide distribution
    - Donation page on PPLC website – now live (Libraries, foundations and Friends)
    - Moving forward on planning virtual Staff Development Day 10.11.21
    - Promo materials being developed for Overdue Fine Free launch (10.01.21)
    - Courier Service – RPF being drafted
    - ARPA grant application in review process (200 COHS- Career Online High School diplomas) 7 Member Libraries are committed to the project
  3. Executive Director Activities
    - WUSF interview on library services during a pandemic
    - New Board member orientations
  4. Upcoming
    - FL. Library Cooperative Heads meeting (virtual)
    - Meeting with Abigail Lloyd – new OMB Budget Analyst
    - TBLC Annual Meeting
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IX. Old Business:

1. Courier RFP and news

Morales explained the process of the Statewide and Countywide Courier Services. **Countywide** -will continue to use the courier service provider being used now (6 month contract extension).

**Statewide** -State Library is contracting with UPS for this service.

There was some discussion about cost analysis in FY'22 and possible cost sharing in FY'23.

2. Start date for Conflict-of-Interest Policy

The effective date of the Conflict-of-Interest Policy was determined to be on October 1, 2021. Final policy and forms will be distributed to Board and Staff prior to policy start date (for signatures).

X. New Business:

1. Board replacements TBC by BCC

Chris Moore is scheduled for confirmation by the Board of County Commissioners in September.

2. Board Officers for FY'22

September meeting will have elections for Board Officers.

Doug Lewis announced he will be retiring in January 2022, as he is currently the Board's Vice Chair.

3. Finance Committee members FY'22

Roth commented new Finance Committee members are needed.

XI. LDAC Report – Vince Gadrix

LDAC minutes from June 14, 2021, were reviewed.

Other LDAC topics:

- Courier Service
- Data Integrity
- Getting back to in-person programs
- Career Online high School
- New LDAC liaison effective October 1, 2021- Betcinda Kettells, St. Pete Beach Library

XII. Announcements/Miscellaneous: None

XIII. Public Comments: None

XIV. Adjournment:

Roth adjourned the meeting at 4:54 pm.

**The next regular board meeting: Wednesday, September 22, 2021, at PPLC @ 3:30 pm.**

*Submitted by Martha Frenchek, Office Assistant*

*Henry Schubert*  
Henry Schubert, Secretary

*9/22/21*  
Date of Approval