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**PPLC Board of Directors  
Official Minutes  
Board Meeting  
Wednesday October 27, 2021  
3:30 pm. @ PPLC**

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

Michael Jefferis  
 Brian Lowack  
 Chris Moore  
 Cheryl Morales, Executive Director  
 Martha Frenchek, Recording Secretary  
 Betcinda Kettells, LDAC Liaison

- I. Call to Order:  
Karen Roth Chairman called the Board Meeting to order at 3:36 pm.
- II. Roll Call:  
Martha Frenchek conducted the Roll Call.
- Present: Karen Roth, Henry Schubert, Michael Delk, Lynn Faimalie, Michael Jefferis, Brian Lowack, Betcinda Kettells and Cheryl Morales. A quorum was represented.
- Absent: Doug Lewis, Jeffrey Gellermann, Chris Moore
- Guests: None
- III. Minutes from September 22, 2021, Board Meeting were accepted as presented **(Lowack/Faimalie)**.
- IV. Monthly Financial Committee Report:
1. Level Four Management Report: September 2021
  2. PDR Account Accounting Financial Report: September 2021
- Schubert commented the Committee met with PPLC's Financial Advisor Paul Sterzinger from Level 4. Due to the large number of reports, the committee decided on High Level Reports monthly and Detail Reports Quarterly. Schubert commented this is an evaluation process, and the committee wants to make sure they are receiving enough information for adequate oversight.

V. Correspondence: None

VI. Executive Director's Report - Cheryl Morales

1. Building / Admin.

- Delivery migration update: Running smoothly
- Overdue fine free update: Migration on October 1 went well
- Sewer cleanout pipe under sidewalk-replacement completed
- ARPA grant approved – funding notification pending

2. Countywide Services / Member Libraries

- DLC, TBL reports included in agenda packets
- Staff Development Day: 3 Libraries were closed, 182 registrations – received positive feedback

3. Executive Director Activities

- 10.1 - State Aid application submitted (Part 1) working on Part 2
- 10.18 - ALA Advocacy National Network (meet monthly)
- 10.22 - Pinellas County Flood Risk work group meeting

4. Upcoming

- 11.1 - ARPA Grant meeting with DLIS Director
- 11.15 - ALA Advocacy National Network
- 12.01 - Annual Meeting for PPLC Board of Directors (Annual Plan of Service and Strategic plan - annual update)

VII. Old Business:

1. Board Officers for FY '22

Chairperson - Karen Roth

Vice Chairperson -Michael Jefferis

Secretary & Treasurer - Henry Schubert

The slate of officers for FY '22 was unanimously approved (**Faimalie/Lowack**)

VIII. New Business:

1. RFP for Courier Service – review

Discussion on the Courier Service and the process. Morales commented we have a list of Companies that provide the service. Will post the RFP on PPLC website. Lowack suggested to set up a committee and include one Library Director in the process of hiring a Courier Service. Schubert commented need to include a minimum Insurance requirement in the RFP.

The Board unanimously approved the RFP with changes (**Faimalie/Lowack**).

IX. LDAC Report – Betcinda Kettells

LDAC minutes from August 9 and September 13, 2021, were reviewed.

Other LDAC topics:

- Mask Requirements
- Programs
- Fine free October 1<sup>st</sup> – going very well
- Courier Service (Local/State) going very well. Thanks to Cheryl for doing a great job getting the information out
- Career Online High School (COHS)
- Safety Harbor getting a book bike

Reviewed September 13, 2021, Draft Minutes:

- Concerns to transition to fine free and courier service
- Discussion on Overdrive
- Issues on different platforms/cost issues
- Skipped October meeting due to Countywide Staff Development Day
- Next meeting on 11.8.21

X. Announcements/Miscellaneous: None

XI. Public Comments: None

XII. Adjournment:

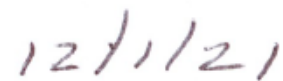
Roth adjourned the meeting at 4:45 pm.

**The next regular board meeting: Wednesday, October 27, 2021, at PPLC @ 3:30 pm.**

*Submitted by Martha Frenchek, Office Assistant*



Henry Schubert, Secretary



Date of Approval