
**PPLC Board of Directors
Draft Minutes
Annual Meeting
Wednesday December 1, 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 3:35pm.

II. Roll Call:
Martha Frenchek conducted the Roll Call.

Present: Karen Roth, Doug Lewis, Henry Schubert, Michael Delk, Jeffrey Gellermann, Michael Jefferis, Brian Lowack, Chris Moore, and Cheryl Morales. A quorum was represented.

Absent: Lynne Faimalie, Betcinda Kettells.

Guests: None.

Roth started the meeting by recognizing Lewis' pending retirement in January, 2022. Morales and the Board presented Lewis with a card and cake, and all congratulated him on his retirement.

III. Minutes from October 27, 2021, Board Meeting were accepted as presented **(Lowack/Lewis)**.

IV. Monthly Financial Committee Report:

1. Level Four Management Report: October/November 2021
2. PDR Account Accounting Financial Report: October/November 2021

Schubert commented the investment is down slightly due to the market. Electronic access was granted to Roth, Morales, and Gail from PDR to view Level 4 reports.

V. Correspondence:

Roth presented an email that was sent to PPLC Board complimenting one of the library staff who gave great customer service at Pinellas Park/Barbara S. Ponce Public Library on 11.09.21.

VI. Executive Director's Report - Cheryl Morales

1. Building / Admin.

- Delivery migration update: 6-month extension with current courier while searching for a permanent courier. Sent RFP to 13 companies with a 12.31.21 deadline for submitting proposals. Website will be modified to include open proposals and Q&A section for bidders.
- ARPA Grant approved by DLIS: (Carrier Online High School Diploma) Funded \$220,400 (200 seats) with no expiration date. State was granted 500 seats that must be used by 5.24.22. PPLC is advising Libraries to go through state portal first.
- Community Redevelopment work: Delk reviewed the improvements slated for Cleveland Street redevelopment.
- Flat roof replacement update: morales is working with Garland to manage the project, including the RFP and vetting process.

2. Countywide Services / Member Libraries

- DLC, TBL reports included in agenda packet.

3. Executive Director Activities

- 11.1 ARPA Grant meeting with DLIS Director
- 11.15 ALA Advocacy National Network
- 11.5 new roof leaks
- 11.16 staff meeting – staff signed off on public records request procedure and conflict of interest policy
- 12.1 State Aid application due date (part 2)

4. Upcoming

- 12.2 Cooperative Library Director's call
- 12.7-8 Annual Library Director's Meeting in Tallahassee
- 12.10 TBLC Board Meeting
- 1.18-19.22 Legislative Library Day in Tallahassee

VII. Old Business:

1. Annual update – Strategic Plan

A discussion on changing updates to the Strategic Plan from quarterly to annually -at Annual Meeting. The board voted to approve the change (**Jefferis/Gellermann**).

VIII. New Business:

1. Roofing Contract

Morales presented a purchase order from Garland (Project Manager) on repairing the Roof. After some discussion, the Board requested transferrable warranty wording included in the contract, county procurement review, and clarification on Garland's fees. The board approved the contract as amended (**Lewis/Schubert**).

2. Annual Plan of Service

Annual Plan of service was reviewed

Board approved the Annual Plan of Service to be included with State Aid application (**Jefferis/Lowack**).

3. Annual Report

Board reviewed and discussed the Annual Report. Suggestions to include an abstract with an explanation about data differences from year to year. Changes are attributed to the Covid pandemic. The Board approved the Annual Report (**Delk/Jefferis**).

IX. LDAC Report – Betcinda Kettells

Morales noted that the LDAC minutes from September 13, 2021, were reviewed at the October 27, 2021 Board Meeting.

X. Announcements/Miscellaneous: None

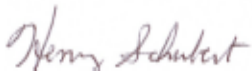
XI. Public Comments: None

XII. Adjournment:

Roth adjourned the meeting at 5:08pm.

The next regular board meeting: Wednesday, January 26, 2022, at PPLC @ 3:30 pm.

Submitted by Martha Frenchek, Office Assistant



Henry Schubert, Secretary



Date of Approval