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**PPLC Board of Directors  
Official Minutes  
Board Meeting  
Wednesday March 30, 2022  
3:30 pm. @ PPLC**

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

Brian Lowack  
 Chris Moore  
 Angela Pietras

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 3:31pm.

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

Present: Karen Roth, Michael Jefferis (via conference phone), Henry Schubert, Michael Delk, Jeffrey Gellermann, Brian Lowack, Chris Moore (via conference phone), Angela Pietras, Cheryl Morales, Martha Frenchek, and Betcinda Kettells. A quorum was represented.

Absent: Lynne Faimalie

III. Minutes from February 23, 2022, Board Meeting approved as amended (**Lowack/Delk**).

IV. Monthly Financial Committee Report:

1. Level Four Management Report: February 2022
2. PDR Account Accounting Financial Report: February 2022

Schubert stated the Budget Reports are on track. Schubert stated Morales and Roth will be collaborating with our Level Four Investment Advisor to improve the Investment Report format.

V. Correspondence: None

VI. Executive Director's Report - Cheryl Morales

1. Building / Admin.

- Courier migration update: new courier company starts March 28 and will be picking up only on the first day. The current courier company will be dropping off only -until March 31, when contract ends. Advised the current company to drop off all empty bins at PPLC.
- Flat roof replacement – update: Cheryl is meeting with roofing project management team on Thursday. Start date is pending.
- Internal Audit completed – Received draft.

2. Countywide Services / Member Libraries

- DLC, TBL reports included in agenda packet.
- AD Hoc e-content committee is reviewing financial input system in place and will make a recommendation for change to the LDAC.

3. Executive Director Activities

- 3.1 Site visits with new Courier (Expak) – show delivery area at 4 Libraries (CLW – Main, Dunedin, Largo and Palm Harbor).
- 3.3 Plumbing work for roof project – Morales distributed images of the project
- 3.7 TBLC webinar
- 3.8 DEI follow up with DeEtta Jones – State Library
- 3.10 Clearwater Lions meeting hosted by PPLC
- 3.11 TBLC Board Meeting
- 3.14 PRELC Meeting
- 3.23 ILS Policy Committee meeting
- 3.24 AD Hoc e-content committee meeting
- 3.28-3.30 Courier contract migration -overlap week.

4. Upcoming

- 4.8 meet with new OMB Budget Analyst – Abigail Lloyd
- 4.12 READ Pinellas Board Meeting
- 4.12 Division update – with State Librarian, Amy Johnson
- 4.22 C.A.F.R. due to PPLC from Member Libraries
- 4.22 DLC and TBL Volunteer Appreciation events

VII. Old Business:

1. Contracts update – Roofing (change order), DLIS ARPA grant, Smart Horizons COHS

- Morales presented Roof Contract change order to the Board.  
After some discussion, the Board unanimously approved Advanced Roofing's Change Order Request (**Lowack/Gellermann**).
- Morales commented all contracts for the ARPA grant have been finalized and signed.

2. DEI Policy – Final Draft, approved by the LDAC 3.14.22

- Morales presented the Final Draft of the DEI Policy to the Board.  
The Board unanimously approved the DEI Policy, effective 3.31.22 (**Schubert/Delk**).

VIII. New Business:

1. Courier contract - final

Reviewed #22 and Immigration Compliance Affidavit, which was added to the contract due to Florida Statute.

The Final Draft of the courier contract between PPLC and Expak was unanimously approved (**Lowack/Gellermann**).

2. Website – Accessibility statement or policy?

Discussion on creating a policy in reference to a fully ADA compliant website. Board decided not to create a policy but keep the accessibility statement on the website.

3. Interlocal Agreement – 2023 revisions

Morales sent copy of the Interlocal Agreement (ILA) to the Board for review and consideration of any changes. Morales reminded the Board about the 5 year (2023) window of opportunity to make changes to the ILA. If no changes are made, the ILA automatically renews for another 5 years (until 2028).

Morales will also send to the Library Directors for review and consideration.

4. FY'21 Audit update

Morales commented the Audit has been completed. The Auditor will present the Audited Financial Statements at the April meeting.

IX. LDAC Report – Betcinda Kettells

Minutes of LDAC Meeting February 14, 2021, were reviewed

Other LDAC topics:

- Debt collection fee change to \$12. Some Libraries use this service to collect fines.
- Met with AD-Hoc committee – e Resource Assessment
- DEI Policy approval

X. Announcements/Miscellaneous: None


XI. Public Comments: None

XII. Adjournment:

Roth adjourned the meeting at 4:55 pm.

**The next regular board meeting: Wednesday, April 27, 2022, at PPLC @ 3:30 pm.**

*Submitted by Martha Frenchek, Office Assistant*

  
Henry Schubert, Secretary

4/27/22  
Date of Approval