Pinellas Public Library Cooperative  
Board of Directors Regular Meeting  
February 21, 2012  
PPLC Headquarters

Members Present:  
Chris Bulleit  
Judi Burr  
Janet O’Harrow  
Sharon Oliphant  
Jan Setzekorn  

Excused:  
Mona Johnson  
Janina Patrus  
Barbara Ponce  

Others Present:  
Mary A. Brown, Executive Director  
Paula Godfrey, PPLC Coordinator, Special Projects & Grant Services  
Maggie Cinnella, LDAC Chairman, Gulf Beaches Library Director  
Roger Johnson, East Lake Advisory Board  
Geri Malham, Staff, Largo Public Library  
Barbara Pickell, Library Director, Clearwater Public Library System

Regular  
The Pinellas Public Library Cooperative Board Meeting was called to order at 4:10 pm by Chairman Judi Burr.

Minutes:  The minutes of the January 24, 2012 Regular & Annual Board Meeting were presented. Minutes were reviewed. With no corrections, they were filed for audit.

Treasurer’s Report:  Treasurer Bulleit reviewed the January 2012 Treasurer’s Reports. Treasurer Bulleit reviewed the PDR Financial Statements. Board will be reviewing and awarding reserves requests this month. M. Brown also noted a meeting with the BB&T representative to review BB&T account. She also reported some changes to the accounting procedures for State Aid funds that are now required by the State of Florida. Treasurer Bulleit also contacted D. Elliott, Greystoke Consulting regarding Schwab account. Discussion followed.

Board Development/Training/Other  
2012 Reserves Presentations:  
Executive Director Mary Brown provided an overview of the Reserves Funds process for attendees including reference to the PPLC Policy Manual section with complete guidelines, rubric, etc. on Reserves Funds applications and funding areas. The Board heard presentations from member libraries who had submitted Cooperative Reserves Funds requests for a total of 3 requests. The presentations were made on the following:  
1) Clearwater/PPLC: Barbara Pickell presented on behalf of the Cooperative libraries on the OCLC Content DM Service for digitization costs, annual maintenance & hosting. The total request was $49,800.  
2) Largo Library: Geri Malham presented a proposal for the purchase of How-To Genealogy Materials. The request was made for $1,100.  
3) Largo Library: Geri Malham presented a proposal for the Genealogy & Family History Digitization Project. The request was made for $21,000.

Correspondence, Executive Director’s Report, Talking Book Library Report, Deaf Literacy Center Report, and Born to Read Report:  All items were sent to Board Members prior to meeting for their review. Board Members were then given an opportunity to ask questions regarding material. Correspondence
February 2012 Board of Directors Minutes, Page 2

reviewed was: Letter to PPLC Board of Directors from Barton & Co. re: Audit; Letter to P. Godfrey from L. McFadden re: Celebration of Reading event; and Email to M. Brown from M. Gustafson, Pinellas Park City Manager re: City Manager’s Committee, Interlocal Agreement. Correspondence items briefly reviewed.

All reports were reviewed. Executive Director Brown noted the audit was completed and there were no items for review or correction. Sergio Gonzalez will be presenting the audit to the PPLC Board at the March meeting. M. Brown also noted the positive letter from Liza McFadden regarding the DLC Celebration of Reading event. M. Brown also reported on the second Interlocal Agreement Committee currently working on the draft. She reviewed the PPLC budget timeline with the Board. She noted the PPLC budgets have been cut over the past several years and would be reviewed again for the coming fiscal year. Chairman Burr recommended Board Members review in detail the current Interlocal Agreement as the groups move forward with drafts for the 2013 document.

Executive Director Brown reviewed program reports. She noted the Born to Read Coordinator position has been filled by Deborah Cooney. She is enthusiastic and in the process of contacting partners to schedule outreaches and registering families with the program. The DLC Celebration of Reading Event was successful with Board Member Jan Setzekorn attending along with Rosa Rodriguez. The Talking Book Library staff continues weeding the tape collection to make room for digital titles. M. Brown noted some outreaches scheduled with community partners.

Library Director Liaison Report
Chairman Maggie Cinnella reported on the recent LDAC meetings. She reported the group had the regular monthly meeting as well as a focus group meeting. Downloadable materials are in high demand so library directors are planning to increase individual funding to purchase more materials and more copies through the OverDrive product. Directors also held a Focus Group meeting targeting three specific areas to discuss regarding countywide library services – countywide collection development policy, databases – collaborative purchasing, and Reference Special Interest Group (SIG) and changes in reference services.

Finance Committee
Treasurer Bulleit reviewed the Finance Committee Minutes. He discussed the Schwab account during the Treasurer’s Report.

Fund Development Committee
Chairman Burr noted that there was no meeting this month. She noted that she created a FirstGiving fundraising page and a training will be scheduled for a future Board meeting. This will assist Board Members with creating their own page to assist in fundraising for PPLC.

Board Activities
Board members shared their participation in various activities during the month of February 2012.

Jan Setzekorn
- Attended the DLC Celebration of Reading Event.
- Coordinating grant through employer for citizenship classes that are being scheduled in public libraries. Reception has been very positive.

Sharon Oliphant
- Received invitation to attend Seminole Library Friends event.

Janet O’ Harrow
- Re-scheduling visit/tour of the Palm Harbor Library.

Judi Burr
- Attended FLA Library Day event in Tallahassee.
- Sent thank you letters to all legislators she visited.
- Visited the St. Pete Main Library for a tour.

Chris Bulleit
- Attended FLA Library Day event in Tallahassee.

Unfinished Business
Update on Interlocal Agreement - Draft – Hand-out provided at meeting. Compilation of comments provided by the Interlocal Agreement committee. In order to have quorum for voting purposes on later agenda items, moved passed item and returned after voting items and New Business were complete.

2012 Reserves Funds Requests – Reserves Funds Packets were distributed with 2012 requests included. The packets also contained an evaluation form to be completed by Board Members as well as the rubric and guidelines for successful applications. Board Members discussed Reserves Funds requests.

(1)Clearwater/ Pinellas Public Library Cooperative: A motion was made by Jan Setzekorn to approve the Reserves Fund request for the Pinellas Public Library Cooperative submitted by Clearwater for the OCLC
Content DM Services for $49,800. A second was made by Treasurer Bulleit. All were in favor and the motion carried.

(2) **Largo Public Library:** A motion was made by Treasurer Bulleit to approve the Reserve Fund request for the purchase of the How-To Genealogy Materials for the Largo Public Library for $1,100. A second was made by Sharon Oliphant. All were in favor and the motion carried.

(3) **Largo Public Library:** A motion was made by Jan Setzekorn to approve the Reserve Fund request for the Genealogy & Family History Digitization Project for $21,000. A second was made by Sharon Oliphant. All were in favor and the motion carried.

**New Business**

**PPLC Policy Manual – Updates/Changes – Detailed Circulation Policies** – Revised circulation policy submitted regarding fine payment prior to renewing library cards. Library Directors and Circulation SIG reviewed document prior to submission. PPLC Policies and Procedures Manual, Section V. A motion was made by Jan Setzekorn to approve the new circulation policy. A second was made by Janet O’ Harrow. All were in favor and the motion carried.

**Barton & Co. Contract Renewal/Approval** – Barton & Co. submitted the annual audit contract for the new year. Board members were provided the document for review. A motion was made by Treasurer Bulleit to approve the renewal of the contract. A second was made by Jan Setzekorn. Discussion followed and all were in favor. The motion carried.

**Capitol Reserves Funds – Reallocation for Member Services** – M. Brown reviewed that funds had been reallocated, after member libraries/municipalities approved, to reallocate reserves funds for use in the payment of countywide services, such as delivery and the automation system in FY11/12. The municipalities were interested in approving this process again for next year. M. Brown reported on the fund level and the overall budget in the reserve fund if approved to request reallocation of funds. Treasurer Bulleit noted the Interlocal Agreement requires $200,000 minimum in the fund. A motion was made by Treasurer Bulleit to approve the reallocation of funds from the Reserve Fund account to support countywide services and operating expenses, not to exceed $400,000. A second was made by Janet O’ Harrow. Discussion followed and all were in favor. The motion carried.

---Returned to **Interlocal Agreement Draft, Unfinished Business** section ----

**Unfinished Business**

**Update on Interlocal Agreement - Draft**

M. Brown reviewed the document and reported highlighted yellow areas are new sections/revisions and strike throughs are the removal of the language in need of deletion or revision. M. Brown is scheduled to appear in front of the Board of County Commissioners on March 20 tentatively. M. Woodard from Pinellas County will confirm this date. She reviewed the focus areas in the document and provided historical information on the agreement and current components.

**Announcements**

None.

**Adjournment**

The meeting adjourned at 6:25 pm.

Respectfully submitted,

**Paula Godfrey**

Secretary pro tem