

THREE RIVERS REGIONAL LIBRARY SYSTEM

MEETING MINUTES

Gilchrist County Public Library
Trenton, Florida

March 14, 2013
Thursday

Board Members:

Diane Clifton
James Gross
Lance Lamb
Sharon Langford
Todd Newton
Cecelia Rae Schnorbus

Guests:

Cindy Bellot
Anne Caraway
Linda Hawkins
Jacki Johnson
Wilma Mattucci
Leenette McMillan
Kim Pegg
Cheryl Twombly
Cindy Tysall

Staff Members:

Jill McMillan
Mildred O'Connor
Cheryl Pulliam

The meeting was called to order at 4:00 p.m.

I. APPROVAL OF MINUTES

December 13, 2012

There was a motion by Mr. Gross and a second by Mr. Newton to approve the December 13, 2012 Board Minutes. All other members present voted in favor of this motion.

II. FINANCIAL REPORT

A. FY 2013 BUDGET

Mrs. O'Connor presented the budget update for review.

B. APPROVAL OF FY 2013 BILLS

There was a motion by Mrs. Langford and a second by Ms. Clifton to approve all bills. All other members present voted in favor of this motion. There were no budget transfers or adjustments.

III. AGREEMENT FOR LEGAL SERVICES

Mrs. O'Connor presented the Agreement for Legal Services between Three Rivers Regional Library System and McMillan Law Office, P.A. There was a motion by Ms. Clifton and a second by Mr. Gross to approve the agreement. All other members present voted in favor of this motion.

IV. DIRECTOR'S REPORT

A. ADULT PROGRAMMING UPDATE

Mr. Griner updated the Board on adult programs. Patron attendance statistics for past workshops and schedules for future workshops were distributed.

B. COMMUNITY PARTNERSHIP

Mrs. Cheryl Twombly, Department of Children & Families ACCESS Program, presented the Community Partnership Agreement to the Board for review. If the participating counties sign the agreement, the libraries would serve as an access point for applicants and recipients of ACCESS Florida Services. DCF would supply resources to the library (scanner, handouts, online assistance, etc.) to make the process more efficient for staff and patrons. Ms. Linda Hawkins and Mrs. Kim Pegg, Taylor County Public Library, informed the Board of the positive interactions they have had with Mrs. Twombly while serving as a partner. The donated scanner has made submitting forms to DCF easier for staff and patrons.

- C. **MINI-PROJECTS**
The Library Managers gave a brief update on the items received for their library using the mini-project funds designated for each library.
- D. **STATE AID UPDATE**
Mrs. O'Connor informed the Board that all State Aid requirements had been met. All forms were submitted on time and the State Aid checks arrived and were distributed to the four counties.
- E. **E-RATE UPDATE**
Mrs. Pulliam informed the Board that E-rate forms for 2013 have been submitted on time. 2012 E-rate deductions of 80% are being received from Windstream and a check is expected from AT&T for approximately \$6,500 soon. (The check was received 4 days later - 18th)
- F. **LIBRARY STATISTICS**
Mrs. O'Connor presented library statistics for the first quarter of 2013. Included were circulation statistics and overdue materials totals.
- G. **OVERDUE BOOKS**
The Director stated that every effort is being made to reduce the number of materials that are overdue. If this is successful it may not be necessary to take the next step of employing a specialized collection agency to recover the losses incurred by overdue books and DVDs.
- H. **LITERACY PROGRAM**
TRRLS has had a literacy program for several years. At present, its students are mostly Spanish speaking and centered in only two counties. Efforts will be made to extend this program to English speaking residents in all four counties. If this plan is not successful, Mrs. O'Connor stated it might be necessary to reduce the hours devoted to this program.

There was a motion by Ms. Clifton and a second by Mrs. Langford to adjourn at 5:15 p.m. All other members present voted in favor of this motion.

CHAIRPERSON

Lana L

DATE

8/26/13

THREE RIVERS REGIONAL LIBRARY SYSTEM

MEETING MINUTES

Lafayette County Public Library
Mayo, Florida

June 13, 2013
Thursday

Board Members:

Diane Clifton
James Gross
Lance Lamb
Sharon Langford
Todd Newton
Cecelia Rae Schnorbus
Pam Ward

Guests:

Cindy Bellot
Jacki Johnson
Linda Hawkins
Wilma Mattucci
Leenette McMillan
Kim Pegg
Cindy Tysall

Staff Members:

Wayne Griner
Jill McMillan
Mildred O'Connor
Cheryl Pulliam

The meeting was called to order at 4:00 p.m.

I. APPROVAL OF MINUTES

March 14, 2013

There was a motion by Mr. Gross and a second by Mrs. Schnorbus to approve the March 14, 2013 Board Minutes. All other members present voted in favor of this motion.

II. FINANCIAL REPORT

A. FY 2013 BUDGET

Mrs. O'Connor presented the budget update for review.

1. APPROVAL OF FY2013 BILLS

There was a motion by Mrs. Langford and a second by Mr. Newton to approve all bills. All other members present voted in favor of this motion.

2. APPROVAL OF BUDGET TRANSFERS

There was a motion by Mrs. Ward and a second by Ms. Clifton to approve budget transfer LBA13-001. All other members present voted in favor of this motion.

III. HEADQUARTER'S MOVE

Mrs. O'Connor requested the Board approve the move of the Headquarters' office from the current location to an office space owned by the Lafayette County Commission. This new space is located a few blocks from the current location and will be remodeled to suit Three Rivers' needs. After discussion, there was a motion by Ms. Clifton and a second by Mrs. Schnorbus to send notice to the current landlord ending the lease agreement and begin the process of relocating.

IV. DIRECTOR'S REPORT

A. FLA CONFERENCE

Diane Clifton, Kim Pegg, and Director Midge O'Connor, attended the Florida Library Association Conference. Mrs. O'Connor stated the main emphasis of the conference was developing cooperative relationships with other community organizations. It was noted that 3 of the 4 member libraries have partnered with DCF to provide computers and scanners for the use of the community.

B. ADULTS & CHILDREN PROGRAMMING UPDATE

Mrs. O'Connor stated the FLA Conference had many interesting ideas for after school programs geared to STEM - Science, Technology, Engineering, and Mathematics. The next fiscal year will see invigorated children's activities utilizing new technology. The Summer Reading Programs are well attended and have generated new interest in the activities of the local libraries.

C. TECHNOLOGY TRAINING FOR STAFF

Staff attended several online webinars and plan to attend the Technology Roadshow being sponsored by NEFLIN.

D. LIBRARY STATISTICS

Mrs. O'Connor informed the Board overdue materials remain a concern for the member libraries. Program participation has increased and the Summer Reading Programs are well attended in all four libraries.

E. COMPUTER USE POLICIES

After discussion, there was a motion by Ms. Clifton and a second by Mrs. Langford to approve the proposed Computer Use Policy but table the yearly renewal clause. All other members present voted in favor of this motion. After additional discussion, there was a motion by Ms. Clifton and a second by Mrs. Langford to amend the approval to include the effective date of August 1st for the policy.

F. ANNUAL & LONG RANGE PLAN

Mrs. O'Connor requested a subcommittee be formed to draft an updated annual plan and long range plan. Ms. Clifton, Mrs. Bellot, and Mrs. Pegg volunteered to serve on the subcommittee.

G. BUDGET WORKSHOP

After discussion, the FY2013-2014 budget workshop was scheduled for Thursday, July 25th, at 2 PM, at the Dixie County Public Library.

There was a motion by Mr. Gross and a second by Mrs. Schnorbus to adjourn at 5:15 p.m. All other members present voted in favor of this motion.

CHAIRPERSON

L U

DATE

9/12/13

THREE RIVERS REGIONAL LIBRARY SYSTEM

MEETING MINUTES

Dixie County Public Library
Cross City, Florida

July 25, 2013
Thursday

Board Members:

Diane Clifton
James Gross
Sharon Langford
Todd Newton
Cecelia Rae Schnorbus

Guests:

Jacki Johnson
Arthur Bellot
Cindy Bellot

Staff Members:

Jill McMillan
Mildred O'Connor
Cheryl Pulliam

The workshop began at 2:00PM.

The 2013-2014 Budget was discussed. The workshop was adjourned at 3:20PM.

CHAIRPERSON

[Signature]

DATE

9/12/13

**THREE RIVERS REGIONAL LIBRARY SYSTEM
MEETING MINUTES**

Gilchrist County Public Library
Trenton, Florida

September 12, 2013
Thursday

Board Members:

Diane Clifton
Lance Lamb
Sharon Langford
Todd Newton
Cecelia Rae Schnorbus
Pam Ward

Guests:

Eli Anthony
Cindy Bellot
Linda Hawkins
Jacki Johnson
Leenette McMillan-
Fredriksson

Staff Members:

Jill McMillan
Mildred O'Connor
Cheryl Pulliam

This meeting was called to order at 5:00 p.m.

I. APPROVAL OF MINUTES

June 13, 2013

There was a motion by Mrs. Langford and a second by Mrs. Ward to approve the June 13, 2013 minutes. All other members present voted in favor of this motion.

July 25, 2013 Workshop

There was a motion by Ms. Clifton and a second by Mrs. Langford to approve the July 25, 2013 minutes. All other members present voted in favor of this motion.

II. FINANCIAL REPORT

A. FY 2013 BUDGET UPDATE:

Mrs. O'Connor presented the budget update for review.

FY 2013 BILLS

There was a motion by Mrs. Langford and a second by Mrs. Schnorbus to approve all bills. All other members present voted in favor of this motion.

B. BUDGET TRANSFERS

There was a motion by Mrs. Ward and a second by Mrs. Schnorbus to approve budget transfer LBA13-002. All other members present voted in favor of this motion.

C. BUDGET PROPOSAL FY 2013-2014

There was a motion by Ms. Clifton and a second by Mrs. Schnorbus to approve a \$600 cost of living pay increase. All other members present voted in favor of this motion.

There was a motion by Ms. Clifton and a second by Mrs. Langford to approve the 2013-2014 budget. This budget includes paying for a \$10,000 life insurance policy for each full-time employee. All other members present voted in favor of this motion.

III. ANNUAL PLAN OF SERVICE

Mrs. O'Connor submitted the FY 2014 Annual Plan of Service to the Board for approval. Chairman Lamb entertained discussion on the plan. Certain changes to the plan were suggested by Board members during the discussion. At the conclusion of discussion, Ms. Clifton made a motion to approve the plan with the changes suggested by the Board. Mrs. Schnorbus seconded the motion. All other members present voted in favor of this motion.

IV. LONG RANGE PLAN

Mrs. O'Connor submitted the FY 2014 Long Range Plan to the Board for approval. Chairman Lamb entertained discussion on the plan. Certain changes to the plan were suggested by Board members during the discussion. At the conclusion of discussion, Ms. Clifton made a motion to approve the plan with the changes suggested by the Board. Mrs. Langford seconded the motion. All other members present voted in favor of this motion.

V. LEASE AGREEMENT

Mrs. O'Connor presented the Board with a Lease Agreement between the Lafayette County Board of County Commissioners and Three Rivers Regional Library System for the lease of office space at 176 Community Circle, Mayo, Florida. There was a motion by Mr. Newton and a second by Mrs. Schnorbus to approve the Lease Agreement. All other members present voted in favor of this motion.

There was a motion by Ms. Clifton and a second by Mr. Newton to approve Mildred O'Connor as authorized signee for the Lease Agreement. All other members present voted in favor of this motion.

VI. DIRECTOR'S REPORT

A. State Aid

Mrs. O'Connor informed the Board the first step in our libraries application for Florida State Aid has been completed and submitted to the Library Division.

B. Statistics

Mrs. O'Connor submitted Third Quarter Statistics to the Board for review. The statistics show a decided increase in new patron enrollment due in part to the newly adopted requirement for a valid library card to be presented when a patron wishes to use the public library computers.

C. Personnel Update

Mrs. O'Connor informed the Board of the resignation of Mrs. Amy Hunter, Literacy Coordinator. Mrs. Hunter received a job offer from the Lafayette County School System. Mrs. O'Connor stated that she would be reviewing the need for Spanish and English literacy instruction in the Three Rivers' area and would not be filling the Literacy Coordinator position at this time.

D. Personnel Salary Adjustments

In 2012, Cheryl Pulliam was receiving additional compensation as Acting Director of TRRLS. Upon Midge O'Connor being hired, Mrs. Pulliam immediately notified bookkeeping about the change and said compensation should have ceased. Due to a bookkeeping error, Mrs. Pulliam's salary was miscalculated and her salary was not accurately adjusted. She received additional monies in her salary above her pay rate. She questioned the figure on several occasions, but was assured by bookkeeping that the pay rate figure was accurate due to the new payroll tax structure. Director Midge O'Connor added that Mrs. Pulliam consistently performs duties beyond her job description. On a motion by Ms. Clifton and a second by Mrs. Schnorbus, the Board approved her adjusted pay rate for January 1, 2013 to July 10, 2013 based on the fact that Ms. Pulliam was required to perform additional duties during that time even in light of the fact that a new director was in place. All other members present voted in favor of this motion.

E. Technology Report

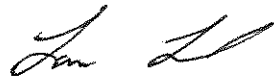
Mrs. O'Connor informed the Board of upcoming changes in Microsoft's support of machines using the XP operating system. As of April 8, 2014, Microsoft will not be offering security updates to protect XP users from Malware and other attempts at hacking personal information. Eli Anthony will give a technology report at the next Board Meeting to inform the Board of the cost of replacing machines in several of our libraries.

F. Headquarters' Move

The move will be completed by September 30th of 2013. Although the square footage of the headquarters is less, the offices have been remodeled and present a healthy and pleasant atmosphere for TRRLS workers. The rental fee, paid to Lafayette County, represents a significant savings since rent and utilities are combined in one fee of \$1,000 per month.

There was a motion by Ms. Clifton and a second by Mr. Newton to adjourn at 5:40 p.m. All other members present voted in favor of this motion.

CHAIRPERSON



DATE

12/12/13

THREE RIVERS REGIONAL LIBRARY SYSTEM MEETING MINUTES

Lafayette County Public Library
Mayo, Florida

Board Members:

Diane Clifton
James Gross
Lance Lamb
Sharon Langford
Todd Newton
Pam Ward

Guests:

Eli Anthony
Anne Caraway
Linda Hawkins
Leenette McMillan
Kim Pegg

December 12, 2013
Thursday

Staff Members:

Jill McMillan
Mildred O'Connor

The meeting was called to order at 4:00 p.m.

I. ELECTION OF OFFICERS

There was a motion by Mrs. Langford and a second by Mr. Newton to approve the following officers:

Chairman – Lance Lamb

Vice Chairman – Cecelia Schnorbus

Treasurer – Diane Clifton

All other members present voted in favor of this motion.

II. APPROVAL OF MINUTES

September 12, 2013

There was a motion by Ms. Clifton and a second by Mrs. Langford to approve the September 12, 2013 Board Minutes. All other members present voted in favor of this motion.

III. FINANCIAL REPORT

A. BUDGET ADJUSTMENT AND REPORT

1. There was a motion by Ms. Clifton and a second by Mrs. Langford to approve the Budget Adjustment LBA14-001. All other members present voted in favor of this motion.

2. Mrs. O'Connor presented a consolidated budget of the four libraries and headquarters for review and for submission to the state. There was a motion by Ms. Clifton and a second by Mr. Newton to accept this document. All other members present voted in favor of this motion.

B. There was a motion by Ms. Clifton and a second by Mrs. Langford for Ms. Clifton to work with the Finance Department to condense and consolidate the budget reports presented at each board meeting. All other members present voted in favor of this motion.

C. APPROVAL OF FY 2013 BILLS

There was a motion by Ms. Clifton and a second by Mrs. Langford to approve all bills. All other members present voted in favor of this motion.

IV. TECHNOLOGY REPORT

A. Eli Anthony gave a report outlining a plan to update the public and staff computers in the libraries and headquarters. An inventory of the computers in all facilities was presented. Three options were proposed that would purchase replacement computers. Ms. Clifton made a motion and a second by Mrs. Langford for option No. 2 to be adopted. The majority of the Board voted to adopt this plan with one opposition vote by Mr. Newton.

V. INFORMATIONAL SESSION

A. Ms. O'Connor gave a presentation featuring the Library's facebook page and website.

There was a motion by Ms. Clifton and a second by Mrs. Langford to adjourn at 5:15 p.m. All other members present voted in favor of this motion.

CHAIRPERSON



DATE

3/13/14