

THREE RIVERS REGIONAL LIBRARY SYSTEM
MEETING MINUTES

Call-In Meeting

January 30, 2014
Thursday

Board Members:

Diane Clifton
Ronnie Edmonds
James Gross
Lance Lamb
Sharon Langford
Cecelia Rae Schnorbus
Pam Ward

Guests:

Cindy Bellot
Linda Hawkins

Staff Members:

Jill McMillan
Mildred O'Connor
Cheryl Pulliam

This meeting was called to order at 10:00 a.m.

I. DIRECTOR'S POSITION UPDATE

Mrs. Pulliam informed the Board that Kim Pegg, Taylor County Public Library employee, had chosen to accept a position with the Taylor County School System. Since Mrs. Pegg is no longer employed by the Taylor County Public Library, her agreement with the Three Rivers system regarding her education loan and future employment as Director is terminated. The library attorney has already drafted an agreement for the repayment of tuition paid by Three Rivers. This repayment does not include interest. Ms. Clifton gave the Board an update on criteria for the position as required by the State Library of Florida. There was a motion by Mrs. Langford and a second by Mrs. Ward to approve advertising for the Director's position using the same advertisement and salary as used in 2012. If the position is not filled with this advertisement, a second ad will be placed noting "Salary negotiable". All other members present voted in favor of this motion.

There was a motion by Ms. Clifton and a second by Mrs. Ward to adjourn at 10:15 a.m. All other members present voted in favor of this motion.

CHAIRPERSON

Lance Lamb

DATE

3/13/14

THREE RIVERS REGIONAL LIBRARY SYSTEM

MEETING MINUTES

Dixie County Public Library
Cross City, Florida

March 13, 2014
Thursday

Board Members:

Diane Clifton
Ronnie Edmonds
James Gross
Lance Lamb
Pat Patterson
Pam Ward

Guests:

Cindy Bellot
Anne Caraway
Linda Hawkins
Jacki Johnson
Leenette McMillan

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

December 12, 2013

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

January 30, 2014

There was a motion by Ms. Clifton and a second by Mr. Gross to approve the January 30, 2014 Board Minutes. All other members present voted in favor of this motion.

II. FINANCIAL REPORT

A. FY 2014 BUDGET

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

B. APPROVAL OF FY 2014 BILLS

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

IV. DIRECTOR'S REPORT

A. TUITION REIMBURSEMENT AGREEMENT

Mrs. O'Connor presented an agreement drafted by Leenette McMillan between Kimberly Pegg and the Three Rivers Regional Library System Board. This agreement outlined the details of tuition reimbursement from Mrs. Pegg to the Board. 47 payments of \$235/month and 1 final payment of \$125, beginning in March 2014. There was a motion by Ms. Clifton and a second by Mrs. Ward to approve the agreement. All other members present voted in favor of this motion.

B. FINAL STATE GRANT APPROPRIATIONS

The process for finalizing the State Grant Applications is complete and will be received in the form of one payment instead of two payments which was the custom in past years.

C. STAFF TRAINING ACTIVITIES

Staff training remains a top priority. Jill McMillan has completed several days of training in the new forms of cataloging and WorldCat to facilitate interlibrary loan. The director has attended webinars in the area of applying for the state grant online. Ms. Pulliam attended webinars for Evanced Database Training and KOHA 3.14. Each library representative attended training on the new upgraded KOHA 3.14 software.

D. STATISTICS

The System statistics reflect some positive gains in areas that have been targeted in the last year. Comparing quarters (Oct. 2012-Dec 2012 to Oct 2013-Dec 2013) adult circulation statistics have fallen by 3,000 transactions. However juvenile circulation has increased over the same time span by 359 items. DVD and VHS circulation has increased by 803 transactions. The number of suspended patrons has increased by a total of 756. Newly enrolled patrons increase monthly due to the new computer policy.

E. HIRING COMMITTEE REPORT AND RECOMMENDATIONS

Of the more than 15 applications received, only two applicants seem to possess the qualifications for the position of library director. These two individuals, Dale Collum and Heath Lee, will be interviewed utilizing SKYPE.

There was a motion by Ms. Clifton and a second by Mr. Gross to adjourn at 4:40p.m. All other members present voted in favor of this motion.

CHAIRPERSON

James L.

DATE

THREE RIVERS REGIONAL LIBRARY SYSTEM

MEETING MINUTES

Headquarters' Office
Mayo, Florida

Board Members:

Diane Clifton
James Gross
Sharon Langford
Ricky Lyons
Cecelia Schnorbus
Pam Ward

Guests:

Cindy Bellot
Linda Hawkins
Cindy Tysall

March 31, 2014
Monday

Staff Members:

Jill McMillan
Mildred O'Connor
Cheryl Pulliam

The meeting was called to order at 10:00 .m.

I. HIRING RECOMMENDATION

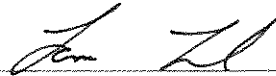
Mrs. Clifton advised the Board that skype interviews had been completed and the committee (Cindy Bellot, Anne Caraway, Linda Hawkins, Cindy Tysall, Midge O'Connor, Jill McMillan, and Cheryl Pulliam) recommended hiring Mr. Dale Collum as the new Regional Library Director. There was a motion by Mr. Gross and a second by Mrs. Schnorbus to approve hiring Mr. Collum. All other members present voted in favor of this motion.

After discussion, there was a motion by Mrs. Ward and a second by Mrs. Schnorbus to approve reimbursing Mr. Collum \$2,500 for moving expenses.

Mrs. O'Connor requested the Board approve her last day of employment as May 31, 2014. She stated this would give her and her husband enough time to move back to Springfield, GA. There was a motion by Mr. Lyons and a second by Mrs. Schnorbus to approve this request. All other members present voted in favor of this motion.

There was a motion by Mr. Gross and a second by Mrs. Schnorbus to adjourn at 10:20 a.m. All other members present voted in favor of this motion.

CHAIRPERSON



DATE

THREE RIVERS REGIONAL LIBRARY SYSTEM

MEETING MINUTES

Taylor County Public Library
Perry, Florida

June 12, 2014
Thursday

Board Members:

Diane Clifton
James Gross
Sharon Langford
Patricia Patterson
Cecelia Rae Schnorbus
Pam Ward

Guests:

Cindy Bellot
Anne Caraway
Jacki Johnson
Linda Hawkins
Leenette McMillan
Wesley Roberts

Staff Members:

Dale Collum
Wayne Griner
Jill McMillan
Cheryl Pulliam

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

I. APPROVAL OF MINUTES

March 13, 2014

There was a motion by Mrs. Patterson and a second by Ms. Clifton to approve the March 13, 2014 Board Minutes. All other members present voted in favor of this motion.

March 31, 2014

There was a motion by Mrs. Ward and a second by Mr. Gross to approve the March 31, 2014 Board Minutes. All other members present voted in favor of this motion.

II. FINANCIAL REPORT

A. FY 2014 BUDGET

Mr. Collum presented the budget update for review.

B. APPROVAL OF FY2014 BILLS

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

IV. DIRECTOR'S REPORT

A. GILCHRIST CONSTRUCTION

Mr. Collum informed the Board, the State Library of Florida had contacted him and advised that funding had been approved for the Construction Grant Application for the Gilchrist County Public Library. This grant is for \$500,000 and does not require matching funds. Mr. Collum will be working with the Gilchrist County Manager to complete all requirements needed to begin this project.

B. ADULT & CHILDREN PROGRAMMING UPDATE

Mr. Griner gave the Board an update on library programming. The workshop attendee numbers are continuing to climb. Three Rivers is working on increasing the promotion of programs by enlisting a graphics designer to create program posters. Workshop sign-up can be done at the library or online. The July program flyers were distributed to the Board members.

C. LIBRARY STATISTICS

Mr. Collum presented the quarterly circulation statistics.

D. BUDGET WORKSHOP

After discussion, the FY2014-2015 budget workshop was scheduled for Tuesday, August 5th, at 4 PM, at the Dixie County Public Library.

E. COMPANY VEHICLE

Mr. Collum informed the Board of the extensive mechanical problems the current vehicle was having. After discussion, there was a motion by Mrs. Patterson and a second by Ms. Clifton to purchase a new vehicle off the State Contract. All other members present voted in favor of this motion. After further

discussion, Mrs. Patterson motioned to amend the prior motion to approve the transfer of funds necessary from the Reserve for Contingency account (#595010) to the Machinery & Equipment account (#564000), to purchase a vehicle for the library, with the purchase price not to exceed \$25,000. There was a second by Ms. Clifton and all other members present voted in favor of this motion.

There was a motion by Ms. Clifton and a second by Mrs. Patterson to adjourn at 4:55 p.m. All other members present voted in favor of this motion.

CHAIRPERSON Jan V DATE 8/11/14

THREE RIVERS REGIONAL LIBRARY SYSTEM

MEETING MINUTES

Dixie County Public Library
Cross City, Florida

August 5, 2014
Tuesday

Board Members:

Diane Clifton
James Gross
Lance Lamb
Sharon Langford
Cecelia Rae Schnorbus

Guests:

Cindy Bellot
Anne Caraway
Jacki Johnson
Cindy Tysall

Staff Members:

Dale Collum
Jill McMillan
Cheryl Pulliam

The workshop began at 4:00PM.

The 2014-2015 Budget was discussed. The workshop was adjourned at 5:00PM.

CHAIRPERSON

Sam Z

DATE

8/11/14

**THREE RIVERS REGIONAL LIBRARY SYSTEM
MEETING MINUTES**

Lafayette County Public Library
Mayo, Florida

September 11, 2014
Thursday

Board Members:

Diane Clifton
James Gross
Lance Lamb
Sharon Langford
Pat Patterson
Pam Ward

Guests:

Cindy Bellot
Linda Hawkins
Jacki Johnson
Leenette McMillan-
Fredriksson

Staff Members:

Dale Collum
Jill McMillan

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

I. APPROVAL OF MINUTES

June 12, 2014

There was a motion by Ms. Clifton and a second by Mr. Gross to approve the June 12, 2014 minutes. All other members present voted in favor of this motion.

August 5, 2014 Workshop

There was a motion by Ms. Clifton and a second by Mrs. Ward to approve the August 4, 2014 minutes. All other members present voted in favor of this motion.

II. FINANCIAL REPORT

A. FY 2014 BUDGET UPDATE:

Mr. Collum presented the budget update for review.

FY 2014 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.

B. BUDGET TRANSFERS

There was a motion by Mrs. Langford and a second by Mr. Gross to approve budget transfers, LBA14-002, LBA14-003, and LBA14-004. All other members present voted in favor of this motion.

C. BUDGET PROPOSAL FY 201-2015

There was a motion by Mrs. Ward and a second by Ms. Clifton to approve the 2014-2015 budget. This budget includes a \$600 cost of living increase for each full-time employee. All other members present voted in favor of this motion.

III. ANNUAL PLAN OF SERVICE

Mr. Collum submitted the FY 2015-2016 Annual Plan of Service to the Board for approval. After discussion, there was a motion made by Ms. Clifton and a second by Mrs. Langford to approve the plan. All other members present voted in favor of this motion.

IV. TECHNOLOGY PLAN

Mr. Collum submitted the FY 2015-2017 Technology Plan to the Board for approval. After discussion, there was a motion by Ms. Clifton and a second by Mr. Gross to approve the Technology Plan. All other members present voted in favor of this motion.

V. INTERLOCAL AGREEMENT AMENDED

After discussion, there was a motion by Ms. Clifton to amend the Interlocal Agreement to reflect current practices of the TRRLS and the local libraries so that the amendments can be submitted to each county commission for approval. The motion specified removing the sentence "~~Recommend for hire, supervise and training of all county library staff provided by each county budget.~~" and replacing with "Assist County Library Managers in training of county library staff." in section 9 (j) and in Section 9 (l) removing "~~Prepare an annual budget for each County Commission and administer spending of same.~~" and replacing with "Assist with, if necessary, the preparation and administration of the annual local library budget for each member county library."

There was a second by Mrs. Ward. All other members present voted in favor of this motion.

VI. **GENERAL CONTRACT FOR LIBRARY IT SERVICES**

After discussion, there was a motion by Mrs. Clifton and a second by Mr. Gross to approve the general contract for library IT services. All other members present voted in favor of this motion.

VI. **DIRECTOR'S REPORT**

A. **State Aid**

Mr. Collum gave an update regarding the State Aid. Still need information from Dixie and Gilchrist County Finance offices. Due to the State Library by October 1, 2014.

B. **Statistics**

Mr. Collum submitted Third Quarter Statistics to the Board for review.

C. **Technology Report**

Mr. Collum updated the Board on Technology improvements including increasing the internet bandwidth at the Lafayette County Public Library from 3MB to 10MB and the implementation of the Envisionware automated system of public computer management. This system is being installed at Taylor County Public Library first and will be installed at all other libraries in turn.

D. **Adult Programming Report**

Mr. Collum presented the Board with an update on adult programming in the libraries. Attendance numbers are still climbing for these workshops.

E. **2013 Audit**

Mr. Collum distributed the completed 2013 Financial Audit for Three Rivers.

There was a motion by Ms. Clifton and a second by Mr. Gross to adjourn at 4:50 p.m. All other members present voted in favor of this motion.

CHAIRPERSON

Joe H

DATE

12-11-14

**THREE RIVERS REGIONAL LIBRARY SYSTEM
MEETING MINUTES**

Dixie County Public Library
Cross City, Florida

December 11, 2014
Thursday

Board Members:

Diane Clifton
James Gross
Lance Lamb
Sharon Langford
Annie Mae Murphy

Guests:

Anne Caraway
Linda Hawkins
Jacki Johnson
Leenette McMillan
Wesley Roberts

Staff Members:

Eli Anthony
Jill McMillan
Cheryl Pulliam

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

I. ELECTION OF OFFICERS

There was a motion by Mrs. Murphy and a second by Mr. Gross to retain the current 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 11, 2014

There was a motion by Mr. Gross and a second by Ms. Clifton to approve the September 11, 2014 Board Minutes. All other members present voted in favor of this motion.

III. FINANCIAL REPORT

A. BUDGET UPDATE & APPROVAL OF BILLS

1. There was a motion by Mrs. Langford and a second by Mrs. Murphy to approve all bills for FY 2014. All other members present voted in favor of this motion except for Ms. Clifton who voted against the approval due to the unemployment payments for past Director, Mildred Galentine-Steis.
2. There was a motion by Mr. Gross and a second by Mrs. Langford to approve all bills for FY 2015. All other members present voted in favor of this motion.

IV. DIRECTOR'S REPORT

A. ADULT PROGRAMMING COORDINATOR

Mrs. Pulliam informed the Board Mr. Wayne Griner, Adult Programming Coordinator, had submitted his written resignation. He verbally stated he had some health issues and wanted to spend more time with his grandchildren. His last day of work will be February 26, 2015. There was a motion by Ms. Clifton and a second by Mr. Gross to accept his resignation. All other members present voted in favor of this motion. A copy of the new job advertisement and job description was distributed to the Board members.

B. E-CIGARETTE POLICY

A policy drafted by Mr. Collum and reviewed by Board Attorney Leenette McMillan for the prohibition of electronic smoking device use in smoke-free places was presented to the Board. After discussion, there was a motion by Ms. Clifton and a second by Mrs. Langford to approve the policy. All other members present voted in favor of this motion.

C. LIBRARY CONFIDENTIALITY POLICY

A policy drafted by Mr. Collum and reviewed by Board Attorney Leenette McMillan regarding Library Confidentiality was presented to the Board. After discussion, there was a motion by Ms. Clifton and a second by Mr. Gross to approve the policy after a verbage change of replacing the word "should" with "shall" on section 4 and pending further changes from legal counsel. All other members present voted in favor of this motion.

D. GILCHRIST COUNTY PUBLIC LIBRARY CONSTRUCTION

An architect has been hired by Gilchrist County and the project is on schedule at this time.

E. OVERDUE REPORT

The statistical report for overdues was discussed. Library Managers were reminded of the Circulation Policy and overdue fines. After discussion it was determined that one of the libraries had deviated from the policy.

F. STATE AID UPDATE

Mrs. Pulliam advised the Board all State Aid requirements had been met by the deadlines.

G. CONSOLIDATED BUDGET

There was a motion by Ms. Clifton and a second by Mr. Gross to approve the 2015 consolidated budget, which includes all 4 County Libraries and the Headquarters. This approved budget is a requirement for State Aid. All other members present voted in favor of this motion.

H. STATISTICS

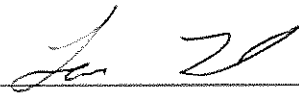
2014 statistics submitted to the State Library were reviewed.

I. TECHNOLOGY REPORT

Mr. Anthony gave an update on the inventory project. Taylor County Public Library has been completed. There are some technical issues, which we are working with ByWaters to resolve, and then we will begin the inventory on the next library. Mr. Anthony's first day working with Three Rivers at the Headquarters' office was December 1st. Mr. Anthony is now working on a backup solution for the main office and reviewing the State Public Records Compliance Rules to ensure the library is compliant.

There was a motion by Mr. Gross and a second by Ms. Clifton to adjourn at 4:35 p.m. All other members present voted in favor of this motion.

CHAIRPERSON



DATE

4.1.2015