



THREE RIVERS REGIONAL LIBRARY SYSTEM MEETING MINUTES

Gilchrist County Public Library
March 12, 2015

Board Members:

Diane Clifton
Sharon Langford
Annie Mae Murphy
Pat Patterson
Cecelia Schnorbus
Pam Ward

Guests:

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

Staff Members:

Dale Collum
Jill McMillan
Rebecca Norris
Cheryl Pulliam

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

I. APPROVAL OF MINUTES

December 11, 2014

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

II. FINANCIAL REPORT

A. FY 2015 BUDGET

Mr. Collum presented the budget update for review.

B. APPROVAL OF FY 2015 BILLS

There was a motion by Mrs. Langford and a second by Mrs. Patterson 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. STATE AID GRANT UPDATE

Mr. Collum informed the Board that the State Aid Agreements have been approved by the State.

B. INVENTORY UPDATE

Mr. Collum informed the Board that after having multiple difficulties with all phases of the inventory that was conducted at the Taylor County Library, he and Manager Linda Hawkins have decided to redo the inventory. Ms. Hawkins has obtained permission to close the library for half a day on May 1st and the whole day May 2nd to perform the inventory.

C. STATISTICS

Quarterly statistics were reviewed by the Board.

D. GILCHRIST CONSTRUCTION UPDATE

Mr. Collum informed the Board that the architecture firm of Paul Stresing Associates would be conducting a planning meeting on March 19th to discuss ideas for the construction project.

E. ADULT PROGRAMMING COORDINATOR

Mr. Collum introduced the new Adult Programming Coordinator, Rebecca Norris. Mrs. Norris informed the Board of upcoming workshops scheduled and plans to promote the workshops. Mrs. Norris also spoke about the new Seed Library started at the Lafayette & Taylor libraries.

F. PATRON WIFI USAGE

Mr. Collum informed the Board that after problems with patrons loitering around the Dixie County library late at night were brought to Mrs. Bellot by the Dixie County Sheriff's Dept., she was asked to restrict the hours that WiFi service was available to the public. A timer was placed on the WiFi router to turn it off later in the evening. Mrs. Bellot reported that after the problem seemed to die down, she has taken the timer off.

A similar problem has occurred at the Lafayette County Library with WiFi users leaving trash at the front entrance and also breaking the furniture located there. A timer has also been placed on the WiFi at the Lafayette Library to restrict the hours of service. Mr. Collum informed the Board that after-hours WiFi service was specified in the Technology Plan that is required by the State Library so it is important for Three Rivers and the Board to monitor after-hours WiFi service at the libraries.

G. SEED LIBRARY

Mrs. Pulliam and Mr. Collum answered questions about the new seed library. Ms. Hawkins and Mrs. Tysall both informed the Board the program was very popular with patrons. The plan is to implement the program at the two remaining libraries in the Fall.

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

CHAIRPERSON Tom LL DATE 6/25/15



THREE RIVERS REGIONAL LIBRARY SYSTEM

MEETING MINUTES

Lafayette County Public Library
June 11, 2015

Board Members:

Diane Clifton
James Gross
Lance Lamb
Sharon Langford
Annie Mae Murphy
Pam Ward

Guests:

Jacki Johnson
Leenette McMillan
Wesley Roberts
Cindy Tysall

Staff Members:

Dale Collum
Jill McMillan
Cheryl Pulliam

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

I. APPROVAL OF MINUTES

March 12, 2015

There was a motion by Ms. Clifton and a second by Mr. Gross to approve the March 12, 2015 Board Minutes. All other members present voted in favor of this motion.

II. FINANCIAL REPORT

A. FY 2015 BUDGET

Mr. Collum presented the budget update for review.

B. APPROVAL OF FY2015 BILLS

There was a motion by Mr. Gross and a second by Mrs. Langford to approve all bills. All other members present voted in favor of this motion with the exception of Ms. Clifton who opposed due to the Unemployment payment paid for past Director, Mildred O'Connor.

III. FINANCIAL SERVICES

Only one bid for Financial Services was received. The bid from Gilchrist County Clerk of Court, Todd Newton, was opened by Mr. Lamb. After review by the Board, there was a motion by Mrs. Murphy and a second by Mrs. Ward to approve a 3-year contract with Gilchrist County as follows:

1st year (2016) \$21,000

2nd year (2017) \$22,500

3rd year (2018) \$24,000

All other members present voted in favor of this motion.

IV. DIRECTOR'S REPORT

A. TCPL INVENTORY

Mr. Collum reported that the inventory has been successfully completed at the Taylor County Library and reviewed the findings with the Board.

B. GILCHRIST CONSTRUCTION

Mr. Collum, Ms. Clifton and Ms. Langford updated the Board on the progress being made with the design phase of the construction project.

C. LIBRARY STATISTICS

Mr. Collum presented the quarterly circulation statistics.

D. FINANCIAL CONTROLS REPORT

Mr. Collum outlined the different steps and controls that are in place in the acquisitions and purchasing process that the library uses to help insure financial oversight of public funds.

E. BUDGET WORKSHOP

After discussion, the FY2016 budget workshop was scheduled for Thursday, August 6th, at 1:30 PM, at the Dixie County Public Library.

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

CHAIRPERSON *Jane H* DATE 9-10-15

THREE RIVERS REGIONAL LIBRARY SYSTEM

MEETING MINUTES

Dixie County Public Library
Cross City, Florida

August 6, 2015
Tuesday

Board Members:

Diane Clifton
Ronnie Edmonds
James Gross
Lance Lamb
Cecelia Rae Schnorbus

Guests:

Cindy Bellot
Jacki Johnson
Richard Romans

Staff Members:

Dale Collum
Jill McMillan
Cheryl Pulliam

The workshop began at 1:30PM.

The 2015-2016 Budget was discussed. The workshop was adjourned at 2:33PM.

CHAIRPERSON

Jan LL

DATE

9-10-15

**THREE RIVERS REGIONAL LIBRARY SYSTEM
MEETING MINUTES**

Taylor County Public Library
Perry, Florida

September 10, 2015
Thursday

Board Members:

Diane Clifton
James Gross
Lance Lamb
Sharon Langford
Annie Mae Murphy
Pat Patterson
Cecelia Schnorbus
Pam Ward

Guests:

Cindy Bellot
Linda Hawkins
Dustin Hinkle
Jacki Johnson
Leenette McMillan-
Fredriksson

Staff Members:

Dale Collum
Jill McMillan
Cheryl Pulliam

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

I. APPROVAL OF MINUTES

June 11, 2015

There was a motion by Ms. Clifton and a second by Mrs. Langford to approve the June 11, 2015 minutes. All other members present voted in favor of this motion.

August 6, 2015 Workshop

There was a motion by Ms. Clifton and a second by Mr. Gross to approve the August 6, 2015 minutes. All other members present voted in favor of this motion.

II. FINANCIAL REPORT

A. FY 2015 BUDGET UPDATE:

Mr. Collum presented the budget update for review.

FY 2015 BILLS

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

B. BUDGET PROPOSAL FY 2015-2016

There was a motion by Ms. Clifton and a second by Mrs. Patterson to approve the 2015-2016 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, two corrections were made, and there was a motion made by Mrs. Murphy and a second by Mrs. Schnorbus to approve the plan. All other members present voted in favor of this motion.

IV. BOARD MEETING SCHEDULE

Mr. Collum presented the FY 2016 Board Meeting schedule. There was a motion by Mrs. Murphy and a second by Mrs. Schnorbus to approve the schedule. All other members present voted in favor of this motion.

V. DIRECTOR'S REPORT

A. State Aid

Mr. Collum gave an update regarding the State Aid.

B. Review Sick Leave Policy

Mr. Collum requested the Board consider the transfer of sick leave accrued by Eli Anthony with Taylor County to Three Rivers when Mr. Anthony begins employment with Three Rivers in October. Mr. Anthony currently has 245 hours accrued. After discussion, there was a motion by Mrs. Murphy and a second by Mrs. Patterson to transfer Eli's current sick leave hours to Three Rivers and held in escrow. Any sick leave taken by Mr. Anthony will be charged against accumulated Three Rivers leave. The transferred sick leave may be used only in the event of medical need and will not be eligible for reimbursement on leaving service with Three Rivers Library.

Mr. Colum presented the Board with 2 proposed options for setting a maximum number of allowable accrued sick leave hours.

Option 1 would limit the accrual to 480 hours with paid unused sick leave at the rate of one-half (1/2) days pay for each day at end of service.

Option 2 would limit the accrual to 720 hours with paid unused sick leave at the rate of one-third (1/3) days pay for each day at end of service.

After discussion, there was a motion by Mrs. Langford and a second by Mrs. Schnorbus to grandfather and formalize the verbal sick leave incentive reimbursement policy for two long time staff members, Cheryl Pulliam & Jill McMillan, to limit the accrual to 720 hours with paid unused sick leave at the rate of one-half (1/2) days pay for each day at end of service. This would prohibit the loss of already accrued leave by these two employees who had already accrued over the 480 hours specified in option 1. All other members present voted in favor of this motion.

There was a motion by Mrs. Murphy and a second by Mrs. Patterson to table the discussion of sick leave regarding non-grandfathered employees. All other members present voted in favor of this motion.

C. Statistics

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

D. Technology Report

Mr. Collum updated the Board on the new website being designed. A demonstration will be presented at the next Board Meeting.

VI. BANNED PATRONS

Mrs. Cindy Bellot requested that an individual banned from one of the four member libraries be banned system-wide. There was a motion by Mrs. Schnorbus and a second by Mr. Gross to approve this request. All other members present voted in favor of this motion.

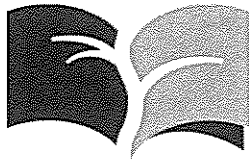
There was a motion by Ms. Clifton and a second by Mrs. Ward to adjourn at 4:58 p.m. All other members present voted in favor of this motion.

CHAIRPERSON

Lane ZH

DATE

12/10/15



Three Rivers
Library System

MEETING MINUTES

Dixie County Public Library
December 10, 2015

Board Members:

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

Guests:

Cindy Bellot
Anne Caraway
Leenette McMillan
Richard Romans
Cindy Tysall

Staff Members:

Eli Anthony
Dale Collum
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. Ward and a second by Mrs. Langford 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 10, 2015

There was a motion by Mrs. Ward and a second by Mr. Gross to approve the September 10, 2015 Board Minutes. All other members present voted in favor of this motion.

III. FINANCIAL REPORT

A. BUDGET UPDATE & APPROVAL OF BILLS

There was a motion by Ms. Clifton and a second by Mrs. Langford to approve all bills for FY 2015 & FY 2016. All other members present voted in favor of this motion.

IV. DIRECTOR'S REPORT

A. GILCHRIST LIBRARY CONSTRUCTION

Mr. Collum gave an update on the construction progress of the Gilchrist County Public Library. Floorplan diagrams were distributed showing the addition and usage for the area.

B. STATE AID UPDATE

Mr. Collum informed the Board that all requirements had been met by the December 1st deadline for State Aid.

C. APPROVAL OF CONSOLIDATED BUDGET

There was a motion by Ms. Clifton and a second by Mrs. Ward to approve the consolidated budget as required by the State Library. All other members present voted in favor of this motion.

D. UPDATED LEAVE PAYOUT

Mr. Collum presented two options for sick leave payout upon termination of service. There was a motion by Ms. Clifton and a second by Mrs. Ward to approve Option 2 dropping the wording "of retirement". This policy does not apply to staff Cheryl Pulliam & Jill McMillan, whose payout was previously discussed and approved.

Upon termination, while in good standing, employees will be paid for unused sick leave at the rate of one-third (1/3) days pay for each day of unused sick leave.

E. CAREER ONLINE HIGH SCHOOL PILOT PROGRAM

Mr. Collum informed the Board that the Taylor County Public Library has been selected to be one of eleven libraries in the state to participate in a new online high school program that is intended to allow people 19 and older the opportunity to get a high school diploma.

F. UNEMPLOYMENT INSURANCE UPDATE

Mr. Collum informed the Board a Notice of Disqualification has been received from the Department of Economic Opportunity regarding the claim made by Mildred O'Connor. Past payments for this will be reimbursed.

G. BANNED PATRON POLICY

There was a motion by Ms. Clifton and a second by Mrs. Ward to approve the Library Use Guidelines policy. This motion was later amended by Ms. Clifton to delete the portion of the policy that required mailing a certified letter to the patron. There was a second by Mrs. Ward to approve the motion and amendment. All other members present voted in favor of this motion.

H. STATISTICS

4th Quarter and yearly (FY 2015) stats were distributed for review.

I. MEETING ROOM POLICY

After discussion, there was a motion by Mrs. Ward and a second by Ms. Clifton to table the discussion until the next meeting. All other members present voted in favor of this motion.

J. TECHNOLOGY REPORT

Mr. Anthony gave a visual demonstration of the new website for 3Rivers. Mr. Anthony will also be working on an updated delivery system, in an electronic format, for future Board packets.

There was a motion by Mrs. Langford and a second by Mrs. Schnorbus to adjourn at 5:30 p.m. All other members present voted in favor of this motion.

CHAIRPERSON



DATE

12/14/16