



**Three Rivers**  
**Library System**

**MEETING MINUTES**

**Gilchrist County Public Library**  
**March 10, 2016**

**Board Members:**

Diane Clifton  
James Gross  
Dana Johnson  
Sharon Langford  
Cecelia Schnorbus  
Pam Ward

**Guests:**

Lorrie Akins  
Cindy Bellot  
Anne Caraway  
Leenette McMillan  
JoAnn Morgan  
Todd Newton  
Richard Romans  
Carol Sessler

**Staff Members:**

Eli Anthony  
Dale Collum  
Jill McMillan  
Cheryl Pulliam

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

**I. APPROVAL OF MINUTES**

December 10, 2015

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

**II. FINANCIAL REPORT**

**A. FY 2016 BUDGET**

Mr. Collum presented the budget update for review.

**B. APPROVAL OF FY 2016 BILLS**

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

**III. 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. UPDATE STAFF POLICY WORDING**

After discussion the following change was made to the current staff policy as follows:

OLD: Upon ending service, 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.

NEW: Upon ending service, as long as employee is not fired for cause, has resigned with proper notice, or has retired, employee will be paid for unused sick leave at a rate of one-third (1/3) days' pay for each day of unused sick leave. This policy does not apply to staff Cheryl Pulliam & Jill McMillan who were grandfathered in under the prior policy of half (1/2) days' pay for each day of unused sick leave.

**C. INVENTORY UPDATE**

Mr. Collum asked for the 2004 Ford van to be removed from our inventory and sold at auction. There was a motion by Ms. Clifton and a second by Ms. Langford to approve this request. All other members present voted in favor of this motion.

**D. STATISTICS**

Quarterly statistics were reviewed by the Board.

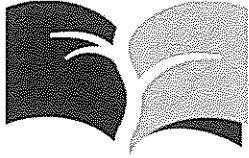
- E. **GILCHRIST CONSTRUCTION UPDATE**  
Mr. Collum gave an update on the construction process.
  
- F. **CAREER ONLINE HIGH SCHOOL UPDATE**  
Mr. Collum gave an update on the COHS program.
  
- G. **LONG RANGE PLAN**  
Mr. Collum advised the Board that a workshop to begin drafting the new Long Range Plan would be scheduled soon. Diane Clifton and Pam Ward volunteered to attend the workshop. Once the workshop is scheduled, an email will be sent to all Board Members with the date and time if they would like to attend.
  
- H. **TEEN LIBRARY CARDS**  
Mrs. Pulliam and Mr. Collum gave an update on the distribution of Teen Library Cards to the Lafayette County Public Library. These cards would not give the holder borrowing privileges at the library and could only be used to access the online Overdrive catalog. Once the distribution and training is completed at the Lafayette School, Dixie County High School will be the next distribution point.

**IV. MEETING ROOM POLICY**

This item was tabled from the previous Board Meeting and after discussion it was suggested to include it in the Long Range Plan.

There was a motion by Ms. Clifton and a second by Mrs. Ward to adjourn at 5:05p.m. All other members present voted in favor of this motion.

CHAIRPERSON La 21 DATE 6/22/16



**Three Rivers**  
Library System

**MEETING MINUTES  
LAFAYETTE COUNTY  
PUBLIC LIBRARY**

**Mayo, FL  
June 9, 2016**

**Board Members:**

Diane Clifton  
James Gross  
Sharon Langford  
Pam Ward

**Guests:**

Sylvia Hiers  
Nanette Morrison  
Richard Romans  
Leenette McMillan

**Staff Members:**

Dale Collum  
Jill McMillan  
Cheryl Pulliam

There was not a quorum for this meeting. A call-in meeting will be scheduled at a future date.

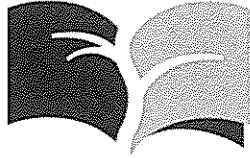
- A. STATE AID GRANT UPDATE  
Mr. Collum gave an update.
- B. STATISTICS  
Statistics were reviewed.
- C. GILCHRIST CONSTRUCTION UPDATE  
Ms. Clifton gave an update on the construction phase of the Gilchrist County Public Library.
- D. CAREER ONLINE HIGH SCHOOL UPDATE  
Mr. Collum gave an update on the COHS program. This plan will be expanded to officially cover all four of our counties.
- E. LONG RANGE PLAN  
Mr. Collum stated he had met with the Library Managers and work had begun on an updated Long Range Plan to submit to the State Library as part of the requirements to receive State Aid. An additional workshop would be scheduled to include Board Members in July.

CHAIRPERSON

DATE

9.8.16





**Three Rivers**  
Library System

**MEETING MINUTES**  
**HEADQUARTERS' OFFICE**  
**Mayo, FL**  
**June 22, 2016**

**Board Members:**

Diane Clifton – called in  
James Gross – called in  
Dana Johnson – called in  
Lance Lamb – attended  
Sharon Langford – called in  
Cecelia Schnorbus – called in  
Pam Ward – called in

**Guests:**

Cindy Bellot – called in  
Leenette McMillan – called in  
Nanette Morrison – called in

**Staff Members:**

Dale Collum – attended  
Cheryl Pulliam – attended

The meeting was called to order at 2:00 p.m.

**I. APPROVAL OF MINUTES**

March 10, 2016

There was a motion by Mr. Gross and a second by Mrs. Schnorbus to approve the March 10, 2016 Board Minutes. All other members present voted in favor of this motion.

**II. FINANCIAL REPORT**

**A. FY 2016 BUDGET**

Mr. Collum presented the budget update for review.

**B. APPROVAL OF FY2016 BILLS**

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

There was a motion by Mrs. Ward and a second by Mrs. Schnorbus to adjourn at 2:05 p.m. All other members present voted in favor of this motion.

CHAIRPERSON

DATE

9.8.16





**Three Rivers**  
Library System

**BUDGET WORKSHOP MINUTES  
LAFAYETTE COUNTY  
PUBLIC LIBRARY  
Mayo, FL  
August 15, 2016**

**Board Members:**

Diane Clifton  
James Gross  
Dana Johnson  
Lance Lamb  
Pam Ward

**Guests:**

**Staff Members:**

Dale Collum  
Jill McMillan  
Cheryl Pulliam

The workshop began at 1:00PM. The proposed FY 2016-2017 budget was discussed. The workshop was adjourned at 1:30PM.

CHAIRPERSON

DATE

9.8.16







**Three Rivers**  
Library System

**MEETING MINUTES  
TAYLOR COUNTY  
PUBLIC LIBRARY  
PERRY, FL  
September 8, 2016**

**Board Members:**

Diane Clifton – Called in  
Ronnie Edmonds – Called in  
James Gross  
Dana Johnson – Called in  
Lance Lamb – Called in  
Cecelia Schnorbus – Called in  
Pam Ward

**Guests:**

Cindy Bellot – Called in  
Sharon McCall  
Shelbi McCall  
Nanette Morrison

**Staff Members:**

Dale Collum  
Jill McMillan  
Cheryl Pulliam

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

**I. APPROVAL OF MINUTES**

June 9, 2016

There was a motion by Mr. Gross and a second by Mrs. Ward to approve the June 9, 2016 Board Minutes. All other members present voted in favor of this motion.

June 22, 2016

There was a motion by Mr. Gross and a second by Mrs. Ward to approve the June 22, 2016 Board Minutes. All other members present voted in favor of this motion.

August 15, 2016 Budget Workshop

The minutes were presented for review but did not require approval.

**II. FINANCIAL REPORT**

**A. FY 2016 BUDGET**

Mr. Collum presented the budget update for review.

**A.1. APPROVAL OF FY2016 BILLS**

There was a motion by Mr. Gross and a second by Mrs. Ward to approve all bills. All other members present voted in favor of this motion, except Ms. Clifton who abstained from voting due to not reviewing the bills prior to the meeting. There were no budget transfers or adjustments.

**B. BUDGET PROPOSAL FOR FY2017**

B.1. After reviewing the proposed budget, there was a motion by Mr. Gross and a second by Mrs. Ward to amend the budget to reflect a \$12,500 Special Project line for each of the four libraries. All other members present voted in favor of this motion.

B.2 There was a motion by Ms. Clifton and a second by Mr. Gross to approve a \$750 cost of living raise for each employee. All other members present voted in favor of this motion.

B.3 There was a motion by Ms. Clifton and a second by Mrs. Ward to approve the proposed budget with the modifications approved above.

**III. ANNUAL PLAN OF SERVICE FY2017**

After review, there was a motion by Ms. Clifton and a second by Mrs. Ward to approve the proposed Annual Plan of Service. All other members present voted in favor of this motion.



**IV. LONG RANGE PLAN 2017-2020**

After review, there was a motion by Ms. Clifton and a second by Mrs. Ward to approve the proposed Long Range Plan. All other members present voted in favor of this motion.

**V. INTERNET SAFETY POLICY**

After review, there was a motion by Ms. Clifton and a second by Mr. Gross to approve the proposed policy, pending review and approval by the library's legal counsel. All other members present voted in favor of this motion.

**VI. DIRECTOR'S REPORT**

**A. STATE AID GRANT UPDATE**

Mr. Collum informed the Board that he would be working on the required documents due to the State by October 1<sup>st</sup>.

**B. STATISTICS**

Quarterly statistics were reviewed by the Board.

**C. ZUMBA**

After reviewing the attendance numbers and hearing from Mr. Lamb, who relayed that several concerned citizens had called him regarding continuing the Zumba classes at the library, there was a motion by Mrs. Ward and a second by Mr. Gross to continue financial support of the classes for the next fiscal year. 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 5:00 p.m. All other members present voted in favor of this motion.

CHAIRPERSON

*J. W.*

DATE

*12-8-16*

