



## MEETING MINUTES

Dixie County Public Library  
December 13, 2018

**Board Members:**

Diane Clifton (called in)  
James Gross  
Lance Lamb  
Sharon Langford (called in)  
David O'Steen  
Cecelia Schnorbus

**Guests:**

Cindy Bellot  
Leenette McMillan (called in)  
Richard Romans

**Staff Members:**

Dale Collum  
Jill McMillan  
Cheryl Pulliam

The meeting was called to order at 3:00 p.m.

**I. ELECTION OF OFFICERS**

There was a motion by Mr. O'Steen 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 20, 2018

There was a motion by Mr. O'Steen and a second by Mrs. Schnorbus to approve the September 20, 2018 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 Mr. Gross and a second by Mr. O'Steen to approve all bills for FY 2018 & FY 2019. All other members present voted in favor of this motion.

**IV. DIRECTOR'S REPORT**

**A. STATE AID UPDATE**

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

**B. APPROVAL OF FY 2019 CONSOLIDATED BUDGET**

There was a motion by Mrs. Schnorbus and a second by Mr. Gross to approve the consolidated budget as required by the State Library. Ms. Clifton abstained from voting on this motion. All other members present voted in favor of this motion.

D. STATISTICS

4<sup>th</sup> Quarter and yearly (FY 2018) stats were distributed for review. Ms. Clifton requested the 3Rivers' website count be added to future stats. Ms. Clifton also requested an appreciation gift be distributed to all staff as a reward for the reduction in overdue library materials.

E. SECURITY UPDATE

Mr. Collum gave an update on library security. At this time, he is working with Gilchrist County Manager, Bobby Crosby, to improve security measure at the Gilchrist County Public Library. Eli Anthony, 3Rivers' System Technician, has purchased additional security cameras to be installed.

There was a motion by Mr. Gross and a second by Mrs. Schnorbus to adjourn at 3:35 p.m. All other members present voted in favor of this motion.

CHAIRPERSON



DATE

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## MEETING MINUTES

### Gilchrist County Public Library March 14, 2019

**Board Members:**

Diane Clifton  
James Gross (called in)  
Sharon Langford  
David O'Steen  
Cecelia Schnorbus (called in)

**Guests:**

Cindy Bellot (called in)  
Sylvia Hiers  
JoAnn Morgan (called in)  
Richard Romans

**Staff Members:**

Dale Collum  
Jill McMillan  
Cheryl Pulliam  
Eli Anthony

**I. APPROVAL OF MINUTES**

December 13, 2018

There was a motion by Mr. O'Steen and a second by Ms. Clifton to approve the December 13, 2018 Board Minutes. All other members present voted in favor of this motion.

**II. FINANCIAL REPORT**

**A. FY 2019 BUDGET**

Mr. Collum presented the budget update for review.

**B. APPROVAL OF FY 2019 BILLS**

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

**C. APPROVAL OF BUDGET TRANSFERS**

There was a motion by Ms. Clifton and a second by Mrs. Schnorbus to approve Budget Transfer LBA19-001, \$24,000 from account 564101 (Special Projects) to 566200A (Dixie Book Carryover). All other members present voted in favor of this motion.

**III. UNANTICIPATED INCREASE TO DIXIE COUNTY PUBLIC LIBRARY'S BOOK BUDGET**

Mr. Romans informed the Board of the unanticipated increase to Dixie County Public Library's book budget. Due to an increase in State Aid received by Dixie County, \$30,000 was submitted by the Dixie County Commission to 3Rivers' to purchase library materials near the end of FY 2018.

**IV. LSTA GRANT APPROVAL**

3Rivers has been awarded a Library Services and Technology Act Innovation Grant for \$4,000. There was a motion by Mr. O'Steen and a second by Ms. Clifton to approve the Agreement between 3Rivers and the State of Florida, Department of State. All other members present voted in favor of this motion.

**V. DIRECTOR'S REPORT**

**A. STATISTICS**

Quarterly statistics were reviewed by the Board.

There was a motion by Mr. O'Steen and a second by Mrs. Schnorbus to adjourn at 3:15p.m. All other members present voted in favor of this motion.

CHAIRPERSON  DATE \_\_\_\_\_



**MEETING MINUTES  
LAFAYETTE COUNTY  
PUBLIC LIBRARY  
Mayo, FL  
June 13, 2019**

**Board Members:**

Diane Clifton (called in)  
Lance Lamb (called in)  
Sharon Langford (called in)  
David O'Steen (called in)  
Cecelia Schnorbus (called in)  
Pam Ward

**Guests:**

Cindy Bellot (called in)  
Sylvia Hiers (called in)  
Dana Johnson  
Deborah Johnson  
Richard Romans  
Leenette McMillan

**Staff Members:**

Dale Collum  
Jill McMillan  
Cheryl Pulliam

The meeting was called to order at 3:00 p.m.

**I. INTRODUCTION OF NEW LAFAYETTE COUNTY MANAGER**

Mr. Collum introduced Mrs. Deborah Johnson as the new Lafayette County Public Library Manager.

**II. APPROVAL OF MINUTES**

March 14, 2019

There was a motion by Mr. O'Steen and a second by Ms. Clifton to approve the March 14, 2019 Board Minutes. All other members present voted in favor of this motion.

**III. FINANCIAL REPORT**

**A. FY 2019 BUDGET**

Mr. Collum presented the budget update for review. Because a new financial software is being used for reports, Mr. Romans gave a detailed review of each report and answered any questions board members had.

**B. APPROVAL OF FY2019 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.

**IV. DIRECTOR'S REPORT**

**A. STATE AID GRANT UPDATE**

Mr. Collum gave an update.

**B. LIBRARY SECURITY**

Mr. Collum gave an overview of the updates implemented at the 4 libraries based on recommendations from local law enforcement, including the placement of AED Defibrillators. Mr. Collum requested that unused funds in the Safety accounts (564102A through 564102D) be transferred to the correlating Special Projects accounts (564101A through 564101D). There was a motion by Ms. Clifton and a second by Mrs. Langford to approve this transfer. All other members present voted in favor of this motion.

- C. **STATISTICS**  
Statistics were reviewed.
- D. **CAREER ONLINE HIGH SCHOOL UPDATE**  
Mr. Collum informed the Board funding for the program was not renewed for next fiscal year.
- E. **PROPOSED STAFF TRAINING DAY**  
Mr. Collum informed the Board a Staff Training Day will be scheduled soon. All 4 libraries will close for the day so that all staff can attend this training. EMS from several of the counties will be on site to train staff on the use of the defibrillators.
- F. **BUDGET WORKSHOP SCHEDULE**  
The Budget Workshop is scheduled for August 22<sup>nd</sup>, @ 3PM, @ the Lafayette County Public Library.

There was motion by Mrs. Schnorbus and a second by Mrs. Langford to adjourn at 3:40PM. All other members present voted in favor of this motion.

CHAIRPERSON  DATE \_\_\_\_\_



**BUDGET WORKSHOP MINUTES  
LAFAYETTE COUNTY  
PUBLIC LIBRARY  
Mayo, FL  
August 22, 2019**

**Board Members:**

James Gross  
Lance Lamb

**Guests:**

Deborah Johnson  
Richard Romans

**Staff Members:**

Dale Collum  
Jill McMillan  
Cheryl Pulliam

The workshop began at 3:00PM. The proposed FY 2019-2020 budget was discussed. The workshop was adjourned at 3:30PM.

CHAIRPERSON \_\_\_\_\_

A handwritten signature in blue ink, appearing to be "Lance Lamb", written over a horizontal line.

DATE \_\_\_\_\_



**MEETING MINUTES  
TAYLOR COUNTY  
PUBLIC LIBRARY  
PERRY, FL  
September 12, 2019**

**Board Members:**

Diane Clifton – Called in  
James Gross  
Lance Lamb – Called in  
Annie Mae Murphy  
Sharon Langford – Called in

**Guests:**

Cindy Bellot  
Sissy Cobb  
Danielle Welch  
Richard Romans

**Staff Members:**

Dale Collum  
Jill McMillan  
Cheryl Pulliam

The meeting was called to order at 3:00 p.m.

**I. APPROVAL OF MINUTES**

June 13, 2019

There was a motion by Ms. Clifton and a second by Mrs. Langford to approve the June 13, 2019 Board Minutes. All other members present voted in favor of this motion.

August 22, 2019 Budget Workshop

There was a motion by Mr. Gross and a second by Mrs. Murphy to approve the August 22, 2019 Budget Meeting Minutes. All other members present voted in favor of this motion.

**II. FINANCIAL REPORT**

**A. FY 2019 BUDGET**

Mr. Collum presented the budget update for review.

**1. APPROVAL OF FY2019 BILLS**

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

**B. BUDGET PROPOSAL FOR FY2020**

After discussion, there was a motion by Ms. Clifton and a second by Mr. Gross to approve the proposed budget with \$12,500 for each library under Special Projects. All other members present voted in favor of this motion.

After discussion, there was a motion by Ms. Clifton and a second by Mr. Gross to approve \$10,000 to be used for the purchase of machinery and equipment. All other members present voted in favor of this motion.



After discussion, there was a motion by Mrs. Langford and a second by Mr. Gross to approve a cost of living raise of \$1,000 for each 3 Rivers employee. All other members present voted in favor of this motion.

**III. ANNUAL PLAN OF SERVICE FY2020**

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

**IV. PHOTOGRAPHY AND FILMING POLICY**

After review, there was a motion by Mr. Gross and a second by Mrs. Murphy to approve the proposed Photography and Filming Policy. All other members present voted in favor of this motion.

**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. KANOPY**

Mr. Collum updated the Board on Kanopy, an on-demand streaming video platform for public libraries and universities that offers viewers a large collection of award-winning films and documentaries. Three Rivers has subscribed to one year of this service.

There was a motion by Mr. Gross and a second by Mrs. Murphy to adjourn at 3:45 p.m. All other members present voted in favor of this motion.

CHAIRPERSON \_\_\_\_\_



DATE 12-12-19