

# Three Rivers Library System

## MEETING MINUTES

Dixie County Public Library  
December 14, 2023

### Board Members:

James Gross (called in)  
Barbie Higginbotham  
Lance Lamb (called in)  
Sharon Langford (called in)  
Cecelia Schnorbus (called in)

### Guests:

Cindy Bellot  
Rhoda Cribbs (called in)  
JoAnn Morgan (called in)

### Staff Members:

Dale Collum  
Cheryl Pulliam

The meeting was called to order at 3:03 p.m.

### **I. ELECTION OF OFFICERS**

There was a motion by Mr. Gross and a second by Mrs. Higginbotham to retain all 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 14, 2023

There was a motion by Mr. Gross and a second by Mrs. Higginbotham to approve the September 14, 2023 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 Mrs. Higginbotham and a second by Mr. Gross to approve all bills for FY 2023 & FY 2024. All other members present voted in favor of this motion.

#### **B. RATIFY BUDGET**

Mr. Collum requested the budget be ratified along with the line-item budget changes. Updates and corrections to the book account carryforwards will also be made. There was a motion by Mrs. Higginbotham and a second by Mr. Gross to ratify the current budget. 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. FINANCIAL INTERNAL CONTROL**

Mr. Collum updated the Board regarding Three Rivers' internal financial controls. These controls are used to insure oversight and accountability in the handling of government funds.

**C. APPROVAL OF FY 2024 CONSOLIDATED BUDGET**

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

**D. STATISTICS**

4<sup>th</sup> Quarter and yearly (FY 2023) stats were distributed for review.

There was a motion by Mrs. Higginbotham and a second by Mr. Gross to adjourn at 3:17 p.m. All other members present voted in favor of this motion.

CHAIRPERSON LU DATE 3/26/2024



## MEETING MINUTES

### Gilchrist County Public Library March 14, 2024

**Board Members:**

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

**Guests:**

Cindy Bellot (called in)  
Rhoda Cribbs  
Tonya Howell  
Richard Romans

**Staff Members:**

Dale Collum  
Jill McMillan  
Cheryl Pulliam

The meeting was called to order at 3:05PM

**I. APPROVAL OF MINUTES**

December 14, 2023

Mrs. Langford moved and Mrs. Schnorbus seconded the approval of the December 14, 2023, Board Minutes. All other members present voted in favor of this motion.

**II. FINANCIAL REPORT**

**A. FY 2024 BUDGET**

Mr. Collum presented the budget update for review.

**B. APPROVAL OF FY 2024 BILLS**

Mr. Gross moved and Mrs. Schnorbus seconded the approval of all bills. All other members present voted in favor of this motion.

**III. DIRECTOR'S REPORT**

**A. State Aid Update**

Mr. Collum informed the Board that the State Aid Grant had been approved for all libraries, but the signed agreements had not been received.

**B. Inventory @ Gilchrist**

Inventory has been completed for the Gilchrist County Public Library.

**C. FINRA Foundation LDR Grant**

Three Rivers received an Investor Education Foundation Grant for \$5,000 to purchase financial information resources for our patrons.

**D. Lego Grant**

Mr. Collum informed the Board that NEFLIN awarded 3Rivers just under \$ 700 worth of Legos to be split between the libraries.

**E. Board Ethics Training**

Mr. Collum advised the Board that we are waiting for an opinion as to whether our appointed board members must take an ethics course like the elected officials. We will let the members know as soon as we get a response.

- F. Statistics  
Quarterly statistics were reviewed by the Board.
- G. Library Manager's Update  
The attending Managers gave a brief update on their library.

Mr. Gross moved and Mrs. Schnorbus seconded to adjourn at 3:20p.m. All other members present voted in favor of this motion.

CHAIRPERSON L. H. DATE 6/14/2024



## MEETING MINUTES LAFAYETTE COUNTY PUBLIC LIBRARY

Mayo, FL  
June 13, 2024

### **Board Members:**

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

### **Guests:**

Cindy Bellot (called in)  
Tonya Howell (called in)  
JoAnn Morgan (called in)  
Richard Romans (called in)

### **Staff Members:**

Eli Anthony  
Dale Collum  
Jill McMillan  
Cheryl Pulliam

The meeting was called to order at 3:04 PM.

### **I. APPROVAL OF MINUTES**

March 14, 2024

There was a motion by Mr. Gross and a second by Mr. Croft to approve the March 14, 2024 Board Minutes. All other members present voted in favor of this motion.

### **II. FINANCIAL REPORT**

#### **A. FY 2024 BUDGET**

Mr. Collum presented the budget update for review

#### **1. APPROVAL OF FY2024 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.

### **III. FINANCIAL SERVICES**

Mr. Collum opened the only bid received by Three Rivers from the Gilchrist County Clerk of Court. After review, there was a motion by Mr. Croft and a second by Mrs. Schnorbus to approve the 3-year contract. All other members present voted in favor of this motion.

1<sup>st</sup> year (2025) - \$25,000

2<sup>nd</sup> year (2026) - \$25,000

3<sup>rd</sup> year (2027) - \$25,000

### **IV. RESIGNATION OF DIANE CLIFTON**

Diane Clifton, Gilchrist County Board Member, submitted her letter of resignation from the Three Rivers' Board.

### **V. RETIREMENT OF DEBORAH JOHNSON**

Mr. Collum informed the Board that Deborah Johnson, Lafayette County Public Library Manager, had retired, and April Sellers, a long-time library employee, has been promoted to the Manager position.

**VI. VOLUNTEER BOARD MEMBERS FINANCIAL DISCLOSURE FORM**

Mr. Collum informed the Board they are required to file the online Financial Disclosure Form for the Florida Ethics Commission as decreed by the State Legislature. Failure to do so will result in fines being assessed to you. Mr. Collum gave a brief description of the form and the information requested.

**VII. ARCHIVE SOCIAL MEDIA**

Mr. Collum informed the Board of the requirement to archive our social media accounts. The cost for the archival service is \$2,975. This would come out of the Special Projects account line. There was a motion by Mrs. Schnorbus and a second by Mr. Croft to approve the purchase of this service. All other members present voted in favor of this motion.

**VIII. DIRECTOR'S REPORT**

**A. STATE LIBRARY AID BUDGET UPDATE**

Mr. Collum informed the Board that checks have been mailed from the State Library.

**B. AUDIT RESULTS**

Mr. Romans relayed the results from the 2023 audit. The auditors had an unmodified opinion and no findings.

**C. STATISTICS**

Statistics were reviewed.

**D. LIBRARY MANAGERS UPDATE**

Managers gave a brief update on their library and the success of the Summer Programs.

**E. BUDGET WORKSHOP SCHEDULE**

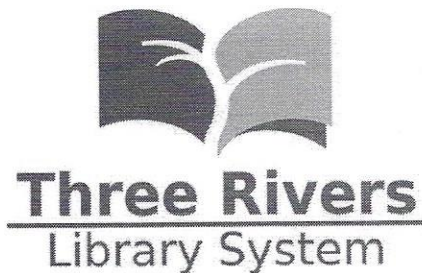
The Budget Workshop was tentatively scheduled for August 8<sup>th</sup>, @ 3PM, @ the Lafayette County Public Library.

There was a motion by Mr. Gross and a second by Mrs. Schnorbus to adjourn at 3:23PM. All other members present voted in favor of this motion.

CHAIRPERSON

DATE

9-12-24



**MEETING MINUTES  
TAYLOR COUNTY  
PUBLIC LIBRARY  
PERRY, FL  
September 12, 2024**

**Board Members:**

Dale Croft  
James Gross  
Sharon Langford – Called In  
David O'Steen – Called In  
Cecelia Rae Schnorbus –  
Called In

**Guests:**

Cindy Bellot – Called In  
Rhoda Cribbs – Called In  
Tonya Howell – Called In  
Kim Pegg  
Richard Romans – Called In

**Staff Members:**

Dale Collum  
Jill McMillan  
Cheryl Pulliam

The meeting was called to order at 3:06 p.m.

**I. APPROVAL OF MINUTES**

June 13, 2024

There was a motion by Mr. Croft and a second by Mr. Gross to approve the June 13, 2024 Board Minutes. All other members present voted in favor of this motion.

**II. FINANCIAL REPORT**

**A. FY 2024 BUDGET**

Mr. Collum presented the budget update for review.

**1. APPROVAL OF FY2024 BILLS**

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

**B. BUDGET PROPOSAL FOR FY2025**

After discussion, there was a motion by Mrs. Schnorbus and a second by Mr. Gross to approve a cost of living raise of \$1/hour for each Three Rivers employee. All other members present voted in favor of this motion. After further discussion, there was a motion by Mr. Gross and a second by Mrs. Langford to approve the proposed budget with a change to the Insurance line to \$12,244 to reflect the updated quote amount. All other members present voted in favor of this motion.

**III. ANNUAL PLAN OF SERVICE FY2025**

After review, there was a motion by Mr. Croft 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. DIRECTOR'S REPORT**

**A. STATE AID GRANT UPDATE**

Mr. Collum informed the Board that the State Library is making changes to the required forms and will release them soon.

**B. PROGRAM ACTIVITIES PLAN**

Mr. Collum reviewed the Program Activities Plan. After review, there was a motion by Mrs. Langford and a second by Mr. Gross to approve the plan. All other members present voted in favor of this motion.

**C. RECIPROCAL AGREEMENT WITH ST. JOHNS COUNTY**

After reviewing the agreement, there was a motion by Mr. Croft and a second by Mr. Gross to table the agreement until the next board meeting. All other members present voted in favor of this motion.

**D. STATISTICS**

Quarterly statistics were reviewed by the Board.

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 12-12-24