

Minutes of the Governing Board Meeting held Monday, August 15, 2016:

Location: The meeting was held at the Alachua County Library District Headquarters Library, Gainesville, FL.

Call to Order, Quorum: The meeting was called to order by Dr. Dickison. She established that a quorum was present. Members attending were Ms. Rosemary Anderson, Putnam County, Dr. Sheila Dickison, Alachua County, Mr. David Kendall and Mr. Russell Wells, Levy County.

Absent: Ms. Lynn Andrews, Putnam County, and Ms. Ellen Vause, Alachua County.

Visitors: Mr. Dave Wagner and Ms. Courtney Johnson of Folds & Walker, LLC

The Agenda was approved as presented by the Administrator.

Upon proper motion and second, the minutes of the May 16, 2016 meeting were approved as corrected.

Mr. Kendall gave the treasurer's report. By consensus the board accepted the 3rd quarter, FY 2015-16 treasurer's report.

Ms. Brasher gave the Administrator's report.

Upon conclusion of the Administrator's Report the Board moved to Unfinished Business:

- There was no unfinished business

There being no unfinished business the Board moved to New Business:

1. Upon motion of Ms. Anderson and second of Mr. Wells the board voted, based on the proposal submitted, to ratify the contract signed by the Administrator in the form of **Exhibit A** hereto with the firm of Folds & Walker, LLC as represented by Mr. Wagner and Ms. Johnson to review the RFP for accounting services, to be available to review submissions and to assist with issuing the contract. The motion passed.
2. Upon motion of Ms. Anderson and second of Mr. Wells the board voted to approve the Request for Proposals 2017-1 ("RFP") in the form of **Exhibit B** hereto as presented by the Administrator and authorized the Administrator to seek bids under the RFP in the shortest time possible. The motion passed. The Chair appointed herself and Mr. Kendall as the RFP evaluation/selection team.
3. Upon the motion of Mr. Kendall and the second of Ms. Anderson, the board approved **1)** the opening of necessary bank accounts for the Cooperative, the signers to be the Chairperson, Vice-Chairperson, Treasurer and the Administrator, the Administrator having the right to sign all checks, it being provided that all checks over \$5,000 shall in addition require a second signature from a Cooperative officer, **2)** for PAL to obtain fidelity bonds, or errors and omissions insurance coverage, on the Administrator and all

officers, and **3)** for PAL's Administrator or the Chairperson to request and obtain the Cooperative's funds as they may be needed from Levy County and do all other things necessary or helpful to ensure a smooth transfer of the finance function from Levy County. The motion passed.

4. The board authorized the Cooperative's officers to sign the FY 2017 State Aid Grant Agreement in the form of **Exhibit C** hereto.
5. Upon motion of Ms. Anderson and second of Mr. Wells, the board approved the Annual Plan of Service for the Cooperative for FY 2017 in the form of **Exhibit D** hereto. The motion passed.
6. By consensus, the Board established the meeting schedule for FY 2017 Governing Board meetings in the form of **Exhibit E** hereto.
7. By consensus, the Board called a special meeting of the Governing Board for 10:00 am Monday, September 19, 2016, at the Alachua County Library District Headquarters Library for the purpose of acting on the RFPs and to approve the engagement of a professional accountant.

There being no other new business, the Governing Board concluded the rest of its business as follows:

- Heard comments from Governing Board members
- Heard comments from the Library Directors
- Asked for comments from citizens, of which there were none.
- Announced that the next regular meeting of the Governing Board will be held on Monday, November 14, 2016 at 10:00 am in the Dugan Cobb Building, Bronson, FL.

With its business completed the Governing Board adjourned.

Respectfully Submitted,

Stephen J. Crowley

Stephen J. Crowley, Secretary

Exhibit A—Attorney Engagement Agreement

Exhibit B—Request for Proposals 2017-1

Exhibit C—State Aid Grant Agreement

Exhibit D—FY 2017 Annual Plan of Service

Exhibit E—FY 2017 Governing Board meeting schedule

I HEREBY CERTIFY that these are the true and complete minutes of the meeting of the PAL Governing Board held August 15, 2016.

x *Sheila K Dickison*

Sheila Dickison, Chairperson

PAL Governing Board

Date: September 19, 2016