

PAL Library Cooperative

Minutes of the Governing Board Meeting held Monday, April 10, 2017

The meeting was held at the Alachua County Library District Headquarters Library, University Ave, Gainesville, FL.

The meeting was called to order at 10:00 AM by Dr. Dickison. She established that a quorum was present. Members attending were Ms. Rosemary Anderson, Ms. Lynn Andrews, Putnam County; Dr. Sheila Dickison, Alachua County; Mr. David Kendall, Mr. Jim Posteraro, Levy County.

Ms. Ellen Vause, Alachua County was absent.

Also attending were: Ms. Shaney Livingston, PAL Interim Administrator; Ms. Stella Brown, Interim Putnam County Library System Director, Ms. Jeanine Turner, Interim Levy County Library System Director.

The Agenda was approved as presented to include the March 2017 Budget added to the Treasurer's report by Ms. Livingston.

Upon motion made by Ms. Andrews, second by Mr. Kendall, the minutes of the March 13, 2017 regular meeting were approved.

Ms. Livingston introduced Mr. Posteraro to the Board and welcomed him as the new Levy County Representative.

Dr. Sheila Dickison and Ms. Ellen Vause's terms have expired with the Alachua County Library District. Ms. Dickison recognized Ms. Ellen Vause for her service to the Governing Board as member and vice-chair, thanked her for all of her hard work during her term on the Board and she will receive a Certificate of Appreciation. Ms. Livingston recognized Dr. Sheila Dickison for her service to the Governing Board as member, vice-chair and chair, thanked her for all of her hard work during her term on the Board and presented her with a Certificate of Appreciation.

The treasurer's report was presented by Mr. Kendall. Mr. Kendall pointed out that they have not finalized the finances as of yet. He mentioned the new budget format and explained how the operating funds are spent. Mr. Kendall will prepare a report to explain the reserves which is approximately \$340,000. Ms. Livingston reported that as of March the Capital City Account had a balance of \$211,449 and Bank of America had a balance of \$15,996. Ms. Livingston told the Board the Bank of America account will be closed and the remaining balance will be moved to Capital City. Mr. Kendall along with Ms. Livingston explained the over payment of Baker and Taylor and that they hope to have everything cleared up within the next 60 days. By consensus the board accepted the treasurer's report.

Ms. Livingston gave the Administrators Report as follows:

- Request for CPA to attend the April board meeting
- The fee for last fiscal year's audit is \$5000
- Attended the cooperative meeting

Completed the Annual Survey
Placed and received orders for member libraries

Ms. Livingston noted that the Administrator job was posted within compliance and to date she has received 5 resumes. Ms. Livingston went on to explain the Administrator benefits. Upon motion from Ms. Anderson, second by Mr. Posteraro. Unfinished Business was approved with no changes.

The board moved to New Business where it was decided that Ms. Livingston would evaluate the applicants and perform the background and reference checks. It was further decided that the Board members would send any suggested interview questions to Ms. Livingston and the entire Board would do the interviewing of the 2 top candidates. Suggested requirements for the new Administrator is that they would work from home, also visit each branch within the 3 member systems to familiarize themselves with the differences and similarities to get a clear understanding of our Libraries. Ms. Rosemary Anderson was elected as the new chair and the board agreed to defer the election of vice-chair to the next meeting when the two new board members were present. Upon conclusion of New Business all Board members agreed to approve.

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, May 15, 2017 at the Putnam County Headquarters Library, Palatka, FL

With its business being completed upon motion by Mr. Kendall, second by Ms. Andrews, the Governing Board adjourned at 11:09 AM.

Respectfully Submitted,

Jeanine Turner, Secretary