

# **PAL Library Cooperative**

Minutes of the Governing Board Meeting held Monday, May 15, 2017

The meeting was held at the Putnam County Headquarters Library, Palatka, FL.

The meeting was called to order at 10:15 AM by Ms. Rosemary Anderson. She established that a quorum was present. Members attending were Ms. Rosemary Anderson, Ms. Lynn Andrews, Putnam County; Dr. Bessie Jackson, Ms. Kim Worley, Alachua County; Mr. Jim Posteraro, Levy County.

Mr. Dave Kendall arrived at 10:51am.

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

Upon motion made by Dr. Jackson, second by Ms. Worley the Agenda was approved as presented.

Upon motion made by Mr. Posteraro, second by Ms. Andrews, the minutes of the April 10, 2017 regular meeting were approved as presented with a correction made to the request for the CPA's attendance at the May meeting, not April.

Ms. Anderson introduced Dr. Bessie Jackson and Ms. Kim Worley to the Board and welcomed them as the newest Alachua County Representative. Ms. Anderson gave a brief introduction/history, explaining how and when the PAL started to the new members.

The treasure's report was presented by Ms. Livingston. Ms. Livingston explained the current budget. She informed the members that the double payments have been corrected, she also found and updated the December and January Baker & Taylor bills. Ms. Livingston explained to the members that she is working towards bringing all of the budget lines current in order for the new Administrator to have a smooth transition. By consensus the board accepted the treasure's report.

Ms. Livingston gave the Administrators Report as follows:

- Ms. Livingston spoke with the Auditors and stated that they will attend the June Board Meeting
- Received confirmation that last fiscal years' Audit is complete.
- Confirmed all State Aid monies have been received.
- Noted the Capital City Account balance is \$536,740
- Confirmed that the Bank of America account is closed as of May 1, 2017 and the remaining balance was deposited into the Capital City account.
- Stated that the Administrator job posting closed on April 14, 2017
- Developed interview questions and sent them to all Board Members.
- Received checks from the Accountants office and mailed them out with the Treasurer and Administrator's signatures.
- Noted that the census report was completed on payroll.
- Met with Ms. Brown to review the applicants.

Upon conclusion of Administrators report the Board moved on to Unfinished Business as follows:

A matrix was developed for screening of the applicants

Applications were reviewed and two candidates were accepted by the Governing Board for interviews - Marlene Glennon and James Knowlton

The candidates will each have a 45 minute interview one beginning at 10am and the other at 10:45am on June 19, 2017, Ms. Livingston will inform the candidates.

The regular monthly board meeting will follow the interviews

The Auditor attendance will be moved to the July 2017 meeting.

Confirmation was made that the new Administrator will work from home

A contract for employment will possibly be added at a later date

There will be a 90 day probationary period

There will be a stipend for office equipment.

The board moved to New Business at which time a new vice-chair needed to be elected. A nomination was made by Mr. Posteraro, second by Ms. Andrew that Ms. Worley become vice-chair. Ms. Worley accepted all agreed. Upon motion by Mr. Kendall, second by Mr. Posteraro the term of vice- chair will be a 1 year term ending September, 2018, at that time also amending the Chair appointment to end on September 2018 as well. all agreed, motion carried.

Upon motion made by Mr. Kendall, second by Ms. Andrews the resolution was approved to Authorize Signatories on the PAL accounts, to include the newly elected Chair and Vice-chair.

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, June 19, 2017 at the Alachua County Library District, Foundation Room, 401 E University Avenue, Gainesville, 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