

PAL Library Cooperative

Minutes of the Governing Board Meeting held Monday July 17, 2017

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

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

Ms. Lynn Andrews, Putnam County and Dr. Bessie Jackson were absent

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 and Ms. Marlene Glennon, Incoming PAL Administrator.

Special Guest Mr. Frank Mason, Carr, Riggs & Ingram

Upon motion made by Ms. Worley, second by Mr. Kendall the Agenda was approved as presented.

Upon motion made by Mr. Worley, second by Mr. Posteraro, the minutes of the June 19, 2017 regular meeting were approved as presented.

A presentation was given by Mr. Frank Mason from Carr, Riggs & Ingram. Mr. Mason explained how the transition was going from the previous administration to our current administration headed by Ms. Livingston. Mr. Mason stated that there was no concern with the Audit and that that was very good news. He noted the auditors opinions and explained the audit – independent auditors report to the members. Mr. Mason explained the Management Letter which was found on page 13. He stated that all in all it was a very good report. Upon motion made by Ms. Worley, second by Mr. Kendall, the Accountants Report was approved, all in favor.

The treasure's report was presented by Mr. Kendall and Ms. Livingston. Ms. Livingston stated that she is still trying to refine the budget. Ms. Anderson questioned the overages to which Ms. Livingston explained the coding inconsistencies between past and present Administrators, as well as, the Accounting firm. Ms. Livingston stated that the new Administrator would do more record keeping instead of the Accounting firm. Ms. Glennon stated that she was very familiar with Quick books. Mr. Kendall stated that he would like to have open, as well as, regular communication with Ms. Glennon so as to eliminate past problems moving forward. Mr. Posteraro mentioned that he would like the individual Department Heads to have a better understanding of the codes. Ms. Livingston informed Ms. Glennon that she would be able to sign checks herself up to \$5000.00 without requiring a second signature. Ms. Glennon informed the Members that she would provide the Board and Directors with the State issued codes for more consistency. Upon motion by Jim Posteraro, second by Ms. Worley the treasures report was accepted.

Ms. Livingston gave the Administrators Report as follows:

- Ms. Livingston stated that she had worked with the Auditors so she could submit the June 30th report, which she did.
- Ms. Livingston submitted the Annual Report
- Ms. Livingston preformed the reference check, as well as, submitted the background check which all came out successful.

- Ms. Livingston reiterated to the Board that she would be sending out the letters to the other applicants.
- Ms. Livingston processed invoices, processed orders, prepared the financial reports, prepared the Agenda and facilitated the Directors meeting.
- Ms. Livingston reminded the Board that this would be her last meeting as Interim Administrator.
- Ms. Livingston stated she would do the July budget report and Ms. Glennon would do the Agenda.
- Ms. Livingston informed the Board that she would let them know what the cost is to reimburse ACLD for materials used while she was Interim Administrator.
- Mr. Kendall mentioned that Ms. Glennon too needs to keep track of her supplies for reimbursement.

Ms. Anderson thanked Ms. Livingston on behalf of the Board for all of her hard work as Interim Administrator. Upon motion by Mr. Posteraro, second by Mr. Kendall the Administrators report was approved and the Board moved on to Unfinished Business as follows:

- Ms. Livingston explained to the Board Ms. Glennon's request to remain in the Florida Retirement System (FRS) at the current rate of 7.92%, upon motion by Mr. Kendall, second by Mr. Posteraro, Ms. Glennon's request was approved. Ms. Anderson will sign the resolution relating to membership in FRS. The discussion was had regarding work from home reimbursement. Ms. Glennons was informed to keep accurate records of out of pocket expenses to be reimbursed by the Board.

Upon resolution of unfinished business the board moved to New Business as follows:

- Ms. Livingston explained the Budget Amendment to allow for salary increase.
- Ms. Livingston explained the Budget breakdown
- Mr. Kendall stated that he wanted Ms. Glennon to be very careful with budget lines and to make sure she informs the Directors when lines are dwindling.

Upon motion by Mr. Posteraro, second by Ms. Worley, the Budget was adopted.

The Governing Board concluded the rest of its business as follows:

Heard comments from Governing Board members

-Ms. Livingston requested for meeting to remain monthly until October, then resume Quarterly, all were in favor.

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, August 21, 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 Mr. Posteraro, the Governing Board adjourned at 11:20 PM.

Respectfully Submitted,

Jeanine Turner, Secretary