

PAL Library Cooperative

Minutes of the Governing Board Meeting held Monday August 21, 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, Ms. Lynn Andrews Putnam County; Dr. Bessie Jackson, Alachua County; Mr. David Kendall, Mr. Jim Posteraro, Levy County.

Ms. Kim Worley, Alachua County was absent.

Also attending were: Ms. Marlene Glennon, PAL Administrator, Ms. Stella Brown, Interim Putnam County Library System Director, Ms. Chris Culp, Alachua County (sitting in for Ms. Shaney Livingston) and Ms. Jeanine Turner, Levy County Library System Director.

All were in agreement, the Agenda was approved as presented.

Ms. Anderson requested that Fiscal years be mentioned when discussion of budgets occur so the members could differentiate. All were in agreement; the minutes from the July 17, 2017 regular meeting were approved as presented.

The treasure's report was presented by Mr. Kendall and Ms. Glennon. Mr. Kendall stated that he spoke with Ms. Glennon regarding the expenditures for July 2016/2017. Mr. Kendall asked Ms. Glennon if the monthly QuickBooks report could be broken out by member library, Ms. Glennon will see what she can do. Ms. Anderson requested that dates of action be placed on the budget items being changed. Ms. Glennon agreed. Ms. Anderson stated that she would like to abandon the services of the accountant. Upon motion made by Mr. Kendall, second by Mr. Posteraro, effective immediately the Board will discontinue the services of the accounting firm Brockdorf, Melchar and Bowie P.A., all were in favor. By consensus the board accepted the treasurer's report.

Ms. Glennon gave the Administrators Report as follows:

- Ms. Glennon stated that she set up a PAL Facebook and Twitter page for continued marketing of PAL member library services, resources and events.
- Ms. Glennon contacted NEFLIN to set up a new email account
- Ms. Glennon contacted the State Library, as well as, other state departments in Tallahassee to update their contact records for PAL.
- Ms. Glennon met with Ms. Livingston to retrieve PAL files. Upon receipt Ms. Glennon reviewed old agendas, minutes and financial documents.
- Ms. Glennon visited the libraries in the 3 member counties, distributed contact information.
- Ms. Glennon met with Mr. Kendall regarding the PAL budget seeking advice and discussing future ideas.
- Ms. Glennon attended a webinar on the new State Aid to Libraries Application forms.
- Ms. Glennon purchased office supplies.
- Ms. Glennon contacted the accounting firm to request a quick books login.
- Ms. Glennon met with Directors from the member libraries to discuss the proposed budget for FY 2018.
- Ms. Glennon worked on proposed Policies to present at the September meeting.
- Ms. Glennon prepared the agenda for the board meeting and mailed to members.

-Ms. Glennon stated that she will have the proposed budget for 2017/2018 in October.

Upon conclusion of Administrator's report the Board moved to Unfinished Business as follows:

It was agreed that Ms. Glennon will be reimbursed 30% of her cell phone and internet service. The board also agreed to Ms. Glennon purchasing a printer/scanner with a cap of \$500. Mr. Kendall requested that Ms. Glennon incorporate these expenditures into the budget (line item 6490). Upon motion by Mr. Posteraro, second by Ms. Andrews, unfinished business was approved.

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

Upon motion by Mr. Posteraro, second by Ms. Andrews the resolution to add signatories to the PAL Bank account was approved. Upon motion by Mr. Posteraro, second by Mr. Kendall the Administrative Head Job Description was approved. Upon motion by Mr. Posteraro, second by Ms. Andrews, the Certificate of Credentials was approved. Upon motion by Mr. Kendall, second by Mr. Posteraro, the Annual Plan of Service for FY 2017-2018 was approved. Upon motion by Mr. Kendall, second by Mr. Posteraro the State Aid Grant Agreement was approved.

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, September 18, 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 11:10 PM.

Respectfully Submitted,

Jeanine Turner, Secretary