

## **PAL Library Cooperative**

Minutes of the Governing Board Meeting held Monday, September 18, 2017.

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

The meeting was called to order at 10:05 AM by Ms. Rosemary Anderson, Chair. She established that a quorum was present. Members attending were Ms. Rosemary Anderson (Putnam County); Ms. Kim Worley and Dr. Bessie Jackson (Alachua County); and Mr. David Kendall and Mr. Jim Posteraro (Levy County).

Ms. Lynn Andrews (Putnam County) was absent.

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

All were in agreement; the agenda was approved as presented.

All were in agreement; the minutes from the August 21, 2017 regular meeting were approved as presented.

The treasurer's report was presented by Mr. Kendall and Ms. Glennon with the amended budget figures from the August 2017 expenditures. Ms. Anderson asked why there appears to have been overspending by Levy in the Youth Services Supplies budget line and by Alachua in the Books/Materials budget line. Ms. Glennon said that when she codes invoices, if one county has overspent in a certain category, she will amend the budget to decrease their amount in another category, so that it is still in balance and is equally fair to all 3 counties. For example, while Alachua has spent more in Books/Materials, they have spent very little in Youth Services Supplies and nothing in Summer Programs. Ms. Anderson was concerned that Putnam has not been allocated its fair share of the budget. But Ms. Worley calculated the total expenditures for each of the three counties and the totals are fairly similar: as of right now (9/18/17), Levy spent around \$88k last fiscal year, Putnam spent around \$93k, and Alachua spent around \$98k. These figures will change as Ms. Glennon continues to sort through the Baker & Taylor and Midwest Tape invoices. Ms. Anderson asked why we propose a budget at the beginning of the fiscal year, if we are going to amend it drastically throughout the year. Ms. Worley stated that budget proposals only serve as a guide, and do not take into account unexpected circumstances that may happen throughout the year. Nevertheless, going forward, Ms. Glennon said that she will keep a close eye on the next fiscal year budget and will let the directors know when they are close to spending up the totals in their budget lines. She has also asked the three directors to filter all PAL purchases through her, so that she can accurately code them into the budget at the time of purchase, instead of having to do guesswork after receiving invoices, and makes updates to their budget codes once she has set up a new QB account for PAL. Mr. Kendall proposes that PAL open a second bank account to store the current reserve funds (minus the carry-over), after PAL receives the next State Aid operating grant, in early 2018. Further discussion on this topic will be tabled for the November 13, 2017 meeting. Ms. Anderson requests that Ms. Glennon create an overview of the 17/18 Fiscal Year budget, broken up by percentage of money spent on Administrative functions, Services to Coop Members, Services to Library Users, and Other Charges. Ms. Glennon will bring this document to the November meeting.

Ms. Glennon gave the Administrator's Report of the tasks she completed in August 2017. Mr. Kendall asked that she puts "dates of action" next to each item. Ms. Glennon will do this on future reports.

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

The board chair, vice-chair, and treasurer were asked to co-sign a letter to Capital City Bank changing the online service owner of PAL's bank account to Ms. Glennon, so that she can regularly check the balance in the account and print the monthly statements on the first day of the month, rather than wait for them to be mailed around the middle of the month. Mr. Posteraro motioned to approve signing this letter, and was seconded by Mr. Kendall. All agreed.

Ms. Glennon asked the board chair to co-sign a letter to ADP asking them to remove a charge from the monthly payroll bill that was calculating an IRA deduction for Lisa Brasher. Mr. Posteraro motioned to approve this, and was seconded by Ms. Worley. All agreed.

Ms. Glennon asked the board chair to co-sign a letter to Soren Brockdorf terminating his bookkeeping services at the end of the fiscal year on 9/30/17. Mr. Posteraro motioned to approve signing this letter, and was seconded by Mr. Kendall. All agreed. Ms. Glennon will send this letter by certified mail. Ms. Glennon will do the bookkeeping from 10/1/17 onwards. In order to be transparent and prevent any potential deficiencies in internal control, Ms. Glennon informed the auditor that she will communicate regularly with the board and treasurer, and will provide monthly financial reports to the treasurer during the months that the board does not meet.

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

Because PAL's current QuickBooks account is owned by Soren Brockdorf, when we terminate his services, we terminate access to this account, after the audit is complete. Therefore, Ms. Glennon requested to purchase a new QuickBooks Online account on 10/1/17, owned by PAL. Upon motion by Dr. Jackson and seconded by Mr. Posteraro, this request was approved. All agreed.

Ms. Glennon asked to consult with CPA Lora Douglas to assist her with creating this new QuickBooks account for PAL's finances to ensure that PAL is in compliance with all federal and state laws and tax codes. Ms. Douglas's hourly fee is \$140, but she will negotiate lower fixed rates for specific projects. Mr. Kendall motioned to approve this up to \$1400 (~10 hours of work for Ms. Douglas), and seconded by Mr. Posteraro. All agreed.

The board reviewed the proposed PAL Budget for Fiscal Year 2017-2018. Mr. Kendall motioned to approve this (pending final approval by the three county directors), and seconded by Mr. Posteraro. All agreed. Ms. Glennon will meet with the three directors on 10/9/17 and present a final draft at the 11/13/17 meeting. It will need to be submitted in the second part of the State Aid application, due by 12/1/17.

The board reviewed the proposed PAL Governing Board meeting schedule for November 2017 through November 2018. Dr. Jackson made a motion to approve this, and seconded by Ms. Worley. All agreed.

Ms. Glennon asked the board to approve the \$165 registration fee for her to attend the Florida Public Library Directors Meeting in Tallahassee on October 18 and 19. All other expenses will be reimbursed by the State Library. Mr. Kendall motioned to approve this, and seconded by Mr. Posteraro. All agreed.

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 13, 2017 at the Bronson Public Library, 600 Gilbert Street, Bronson, FL 32621

With its business being completed upon motion by Mr. Kendall, seconded by Mr. Posteraro, the Governing Board adjourned at 11:32 PM.

Respectfully Submitted,

Marlene Glennon