

# **PAL Library Cooperative**

Minutes of the Governing Board Meeting held Monday, February 26, 2018.

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

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

Ms. Lynn Andrews, Putnam County; was absent.

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

Ms. Worley made a motion to approve the agenda as presented, and was seconded by Mr. Kendall. All were in agreement.

Ms. Worley made a motion to approve the minutes from the November 13, 2017 regular meeting as presented, and was seconded by Mr. Kendall. All were in agreement.

The treasure's report was presented by Mr. Kendall. Mr. Kendall stated that he is comfortable that the bank balances and reconciliation reports Ms. Glennon has done over the past three months are accurate. He stated it allows for members to see where the money is being spent. Mr. Kendall further stated that the budget was amended and will be discussed when the members get to the agenda item. Mr. Kendall asked Ms. Glennon if the State Aid checks have been received yet. Ms. Glennon stated Ms. Marion Deeney from the State Library informed her that they would be mailed out at the end of March. Mr. Kendall suggested the members should hold the budget discussions until the checks are received. Mr. Kendall stated that he was happy with the budget report as submitted. Upon motion by Mr. Posteraro, second by Mr. Kendall, all in favor the Treasurers report was approved as presented.

The board reviewed Ms. Glennon's Administrator's Report. No action needed.

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

-Upon motion by Mr. Posteraro, seconded by Mr. Kendall, all approved the new proposed PAL Personnel Policy as presented.

-In order to reduce the amount of storage space needed for the growing collection of PAL's hardcopy files, Ms. Glennon asked for permission to scan all these documents and put them in Dropbox (a cloud storage account) and back them up on an external hard drive. After brief discussion regarding how the PAL documents will be protected, upon motion by Mr. Posteraro, seconded by Mr. Kendall, all approved this proposal.

-Ms. Glennon requests \$500 from the equipment budget to purchase a new laptop to be used only for work. The current one she uses for PAL is her personal device, and is over five years old and is getting slower. Upon motion by Dr. Jackson, seconded by Ms. Worley, all approved this request.

-Because the November PAL meeting will be held on Veteran's Date (Observed), when the libraries will be closed, Ms. Glennon asked to move this meeting date to the Monday prior, November 5, 2018. Upon motion by Ms. Worley, seconded by Mr. Kendall, all approved this date change.

-Ms. Glennon requested a budget amendment in order to put more funds in the PAL Administrator's healthcare reimbursement code in the budget. Because the PAL Administrator position is independent and cannot piggyback on any of the county's group healthcare plans, Ms. Glennon must find a plan on the Healthcare Marketplace – the rates for which are quite volatile. After a recent change of address, she was informed that her monthly premium had gone from \$328 to \$669 (minus her tax credit, which is based partly on zip code). Therefore she has deducted funds from Contingency and Training/Education to balance the budget. Upon motion by Mr. Posteraro, seconded by Mr. Kendall, all approved the budget amendment. Mr. Posteraro added that more money should be moved to the Travel section of the budget should Ms. Glennon need it for PAL-related travel now that she is in a different zip code. Ms. Glennon will make this budget amendment later in the fiscal year when funds in that code have been spent up.

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 18, 2018, 10:00 am at Putnam County Library System Headquarters.

With its business being completed upon motion by Mr. Kendall, second by Mr. Posteraro, the Governing Board adjourned at 10:55 AM.

Respectfully Submitted,

Jeanine Turner, Secretary