

# **PAL Library Cooperative**

Minutes of the Governing Board Meeting held Monday, June 18, 2018.

The meeting was held at the Putnam County Library System Headquarters; Palatka, Florida.

The meeting was called to order at 10:00 AM by Ms. Rosemary Anderson, Chairperson. She established that a full quorum was present. Members attending were Ms. Rosemary Anderson, Putnam County; Ms. Lynn Andrews, Putnam County; Dr. Sharlynn Sweeney, Alachua County [a new PAL board member and the new chair of the Alachua County Library District Board of Trustees]; Ms. Kim Worley, Alachua County; Mr. David Kendall, Levy County; and Mr. Jim Posteraro, Levy County.

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; Ms. Jeanine Turner, Levy County Library System Director; Mr. Frank Mason, Auditor from Carr, Riggs, and Ingram; and Mr. Stephen Crowley, retired Putnam County Library System Director.

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

Ms. Worley made a motion to approve the minutes from the February 26, 2018 regular meeting as presented, and was seconded by Mr. Kendall. All were in agreement.

Mr. Frank Mason reported that unfortunately due to delays and newer stricter audit requirements, PAL's audit of the previous fiscal year was not yet ready at the time of the meeting, but will definitely be ready before the June 30 deadline. Once it is ready, Mr. Mason will send that, and the new three-year contract, electronically to Ms. Glennon who will then forward it to the board members and contact each of them to get their approval before signing it and sending it to the Auditor General. Upon motion by Mr. Posteraro, seconded by Mr. Kendall, favored the Treasurers' report was approved as presented. To hopefully cut down on scheduling delays next year, Ms. Glennon will contact Mr. Mason as soon as she concludes this current fiscal year and processes all payments in Accounts Payable and schedule the next audit review.

The treasure's report was presented by Mr. Kendall. He stated that he is comfortable that the bank balances and reconciliation reports Ms. Glennon has done from Feb-May are accurate, along with the revenue deposit of this year's State Aid check on 3/15/18. Two budget codes were amended for Levy and Alachua counties. Upon motion by Ms. Worley, seconded 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. Mr. Posteraro requested that Ms. Glennon put all of her grant updates (applied to, received, rejected) in an end-of-year spreadsheet.

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

- Ms. Glennon gave a copy of the new FRS rate (as of 7/1/18) to the board, for their information. The budget will need to be amended at a later date when the funds in the retirement code runs low.
- Ms. Glennon gave a copy of the updated Multicounty Library Special District Requirements to the board. She brought to their attention that all governing board meetings must be publicly posted in a major newspaper in each of the three county newspapers; all budget amendments throughout the year must be posted on the PAL website; and all PAL governing board members must share their non-personal contact information on the PAL

website. Upon motion by Mr. Posteraro, seconded by Mr. Kendall, all approved the new Multicounty Library Special District Requirements.

-The board discussed it, and Ms. Glennon is taking over the minute-taking duties at this and all future PAL board meetings.

-Ms. Glennon gave the board a copy of the proposed 2019 calendar of meetings. Ms. Andrews suggested changing the date of February meeting from the 18<sup>th</sup> (President's Day) to the 11<sup>th</sup>. Upon motion by Ms. Worley, seconded by Mr. Posteraro, all approved the calendar.

-Ms. Glennon presented the board with next fiscal year's Annual Plan of Service for the State Aid application. Upon motion by Mr. Kendall, seconded by Ms. Andrews, all approved this document.

-Ms. Glennon presented the board with an early draft of PAL's FY 2019 budget for them to discuss and approve at the next meeting.

-Ms. Glennon asked if she could still obtain verbal authorization via telephone from Mr. Kendall (or Ms. Anderson as a backup) to pay the monthly Baker & Taylor (book vendor) bills online through the debit card (after phoning the bank first to temporarily override the maximum daily spending allowance), rather than via check, even if the balances are over \$5k. Upon motion by Mr. Posteraro, seconded by Ms. Worley, all approved this request.

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, August 20, 2018, 10:00 am at Alachua County Library System Headquarters.

With its business being completed upon motion by Mr. Kendall, seconded by Mr. Posteraro, the Governing Board adjourned at 11:10 AM.

Respectfully Submitted,

Marlene Glennon