

PAL Library Cooperative

Minutes of the Governing Board Meeting held Monday, August 20, 2018.

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

The meeting was called to order at 10:07 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; 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. Shaney Livingston, Alachua County Library System Director; and Ms. Jeanine Turner, Levy County Library System Director.

Mr. Kendall made a motion to approve the updated agenda as presented (with the addition of the Commission on Ethics letter addressed to Lisa Brasher that Ms. Glennon had only received in the mail two days before the meeting), and was seconded by Mr. Posteraro. All were in agreement.

Ms. Worley made a motion to approve the minutes from the June 18, 2018 regular meeting as presented, and was seconded by Mr. Kendall. All were in agreement.

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 for June-July are accurate. Ms. Livingston questioned the sum totals at the bottom of the spreadsheet. Ms. Glennon will update the formulas in Excel. Upon motion by Ms. Worley, seconded by Mr. Kendall, all approved the Treasurer's report as presented.

The board reviewed Ms. Glennon's Administrator's Report. No action needed. Ms. Glennon will put all of her grant updates (applied to, received, rejected) in an end-of-year spreadsheet at the November meeting.

Old Business:

-Ms. Glennon gave a final hardcopy of the approved 16/17 audit to each of the board members.

New Business:

-Ms. Glennon gave a copy of the auditing firm's (Carr, Riggs, and Ingram) next three-year contract for board review. Mr. Kendall made a motion to approve, seconded by Ms. Worley, all were in agreement.

-Ms. Glennon presented the PAL State Aid Grant Agreement for 2019 for board review. Mr. Kendall made a motion to approve, seconded by Ms. Worley, all were in agreement. Ms. Anderson co-signed it.

-Ms. Glennon presented the board with a final draft of PAL's FY 2019 budget. Mr. Kendall made a motion to approve, seconded by Ms. Worley, all were in agreement.

-Ms. Glennon presented the board with a letter she received from the Florida Commission on Ethics requesting contact information on Lisa Brasher because she did not file a Conflict of Interest Form in 2017 (she left her job as the PAL Administrator on January 18, 2017), otherwise PAL could be subject to a fine. The board advised Ms. Glennon that PAL should not be responsible for this fine. Ms. Livingston gave Ms. Glennon all possible contact information for Ms. Brasher. Ms. Glennon will contact the Commission on Ethics and relay this information and report back to the board.

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 5, 2018, 10:00 am at Bronson Public Library.

With its business being completed upon motion by Mr. Kendall, seconded by Mr. Posteraro, the Governing Board adjourned at 11:05 AM.

Respectfully Submitted,

Marlene Glennon