

PAL Library Cooperative

Minutes of the Governing Board Meeting held Monday, August 19, 2019.

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

The meeting was called to order at 10:03 AM by Ms. Rosemary Anderson, Chairperson. She established that a quorum was present. Members attending were Ms. Rosemary Anderson and Ms. Lynn Andrews, Putnam County; Ms. Linda Jackson and Ms. Kim Worley, Alachua County; and Mr. David Kendall and Mr. Jim Posteraro, Levy County.

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

Members of the public attending were: Ms. Jenny Rodgers, Levy County Public Library System; and Mr. Michael Durham, Alachua County Library System.

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

Ms. Worley made a motion to approve the minutes from the February 11, 2019 regular meeting as presented (the May 20 meeting was canceled because a quorum was not established), and was seconded by Mr. Posteraro. All were in agreement.

The two treasurer's reports (a May-July report with budget amendments based on the regular State Aid operating grant, and a separate report for what has been spent on the LSTA grant so far) were presented by Mr. Kendall. He is comfortable with the bank balances and QuickBooks reconciliation reports Ms. Glennon has done for May-July 2019. Upon motion by Ms. Worley, seconded by Mr. Posteraro, all approved the State Aid report. No action needed on the LSTA report. Ms. Glennon also gave hard copies of the Fiscal Year 2018 audit to the board members who could not attend the May 20, 2019 meeting.

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

New Business:

-The board reviewed the required documents for PAL's Fiscal Year 2020 State Aid to Libraries application
---Ms. Worley made a motion to approve the "Annual Plan of Service" for FY 2020. Ms. Jackson seconded. All were in agreement.

---Ms. Worley made a motion to approve the "Grant Agreement." Mr. Kendall seconded. All were in agreement.

---Ms. Worley made a motion to approve the "Certification of Hours, Free Library Service and Access to Materials." Mr. Kendall seconded. All were in agreement.

-Ms. Glennon presented a proposed draft for PAL's fiscal year 2020 State Aid budget. The three directors said that they did not have their input in this budget. Ms. Glennon said that she had attempted to contact them in July to hold a webinar meeting, but did not receive a response from any of the three counties. Therefore, the three county library directors and Ms. Glennon will meet at ACLD on 9/16 to discuss their budget input, and the board will meet again on 9/23 to view and approve the final draft of the PAL budget for fiscal year 2020.

-Ms. Glennon presented the board with a proposed calendar of meetings for calendar year 2020. Mr. Posteraro made a motion to approve the calendar, and Mr. Kendall seconded. All were in agreement.

-The board held an election of officers to serve for a new two-year cycle during FY 2020-2021.
---Rosemary Anderson nominated Jim Posteraro for Chair. Kim Worley seconded it. All approved.
---Rosemary Anderson suggested that Kim Worley stay on as vice-chair. Mr. Posteraro seconded it. All approved.
---There were no nominations for Treasurer, so Dave Kendall agreed to do it again. Ms. Anderson seconded it. All 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 and their county library employees.

Asked for comments from citizens of which there were none

Announced that the next meeting of the Governing Board will be held on Monday, September 23, 2019, 10:00 am, at Alachua County Library System to discuss and approve the PAL fiscal year 2020 budget.

With its business being completed upon motion by Mr. Posteraro, seconded by Mr. Kendall, the Governing Board adjourned at 11:17 AM.

Respectfully Submitted,

Marlene Glennon