

# **PAL Library Cooperative**

Minutes of the Governing Board Meeting held on Monday, November 4, 2019.

The meeting was held at the Bronson Public Library in Levy County; Bronson, Florida.

The meeting was called to order at 10:42 AM by Mr. Jim Posteraro, Chairperson. He established that a quorum was present. Members attending were Ms. Linda Jackson and Ms. Kim Worley, Alachua County; and Mr. David Kendall and Mr. Jim Posteraro, Levy County. Members not attending were Ms. Rosemary Anderson and Ms. Lynn Andrews, Putnam County.

Also attending were: Ms. Marlene Glennon, PAL Administrator; Ms. Shaney Livingston, Alachua County Library System Director; and Ms. Jeanine Turner, Levy County Library System Director. Not attending was Ms. Stella Brown, Putnam County Library System Director, but attending in her place were Mischa Johns and Jeremy Yates, Putnam County Library System.

Members of the public attending were: Ms. Jenny Rodgers, Levy County Public Library System; and Ms. Lora Douglas of DDF CPA Group. Attending remotely via conference call was Sandy Newell, Department of Library and Information Services in Tallahassee.

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

Ms. Worley made a motion to approve the minutes from the August 19, 2019 regular meeting and the September 23, 2019 special budget meeting as presented, and was seconded by Mr. Kendall. All were in agreement.

Ms. Douglas (acting as the professional financial consultant whom the PAL Administrator consults only 1-2 times per year to check the accounting records before they are turned over to the Auditor) gave a presentation regarding the cash/accrual adjustments she did to PAL's QuickBooks account following the Auditor's recommendations. She also spoke about the corrections that were submitted for the IRS quarterly tax returns incorrectly filed for PAL in 2015 and 2016.

Ms. Newell introduced herself and spoke about the services offered by her organization and her role as our liaison to our three-county region. She explained state library funding via State Aid and LSTA, the structure of the Long-Range Plan, the importance of Library Day (to increase awareness of the importance of library funding by visiting the Florida State Legislature in Tallahassee on January 22), and establishing/maintaining good relationships with our libraries' Friends groups.

The treasurer's reports for State Aid and LSTA from the final quarter of FY 2019 and the beginning quarter of FY 2020 were presented by treasurer Mr. Kendall. He is comfortable with the bank balances and QuickBooks reconciliation reports Ms. Glennon has done for August-October 2019. Upon motion by Ms. Worley, seconded by Ms. Jackson, all approved the State Aid reports. No action needed on the LSTA reports.

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

New Business:

---The board reviewed the Combined Budget for PAL's Fiscal Year 2020 State Aid to Libraries application.

Mr. Kendall made a motion to approve it, seconded by Ms. Jackson. All approved

---The board reviewed PAL's LSTA application for FY 2020 and Mr. Posteraro co-signed the signature page.

---Ms. Glennon asked the board if there should be a specified guideline on how to spend the PAL reserve funds while they are currently limited until we receive the first LSTA payment and the next State Aid check. However, Mr. Posteraro said that all three counties should be equally free to submit invoices at any time until funds are spent, and then everyone must wait until funds are replenished. All were in agreement.

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, February 10, 2020, 10:00 am, at Alachua County Library System.

With its business being completed upon motion by Ms. Worley, seconded by Mr. Kendall, the Governing Board adjourned at 11:29 AM.

Respectfully Submitted,

Marlene Glennon