

# **PAL Library Cooperative**

Minutes of the Governing Board Meeting held on Monday, September 14, 2020.

The meeting was held virtually via Zoom due to the Covid-19 pandemic.

The meeting was called to order at 10:01 AM by chairperson Mr. Jim Posteraro, Chairperson. He established that a quorum was present. Members attending were Ms. Linda Jackson and Ms. Kim Worley, Alachua County; Mr. David Kendall and Mr. Jim Posteraro, Levy County; and Ms. Rosemary Anderson, Putnam County. Member absent was Ms. Lynn Andrews, Putnam County.

Also attending were: Ms. Marlene Glennon, PAL Administrator; Ms. Shaney Livingston, Alachua County Library System Director; and Ms. Niurka Klemencic, Levy County Library System Director. Not attending was Ms. Stella Brown, Putnam County Library System Director.

Members of the public attending were: Ms. Bianca Bernardini, assistant to Putnam County Library Systems Director; and Frank Mason and Poornima Srinivasan of Carr, Riggs, and Ingram, LLC (CRI).

Mr. Kendall made a motion to approve the adoption of Resolution 20-01 – Virtual Government in the Sunshine Meetings through use of Communication Media Technology (CMT). Ms. Worley seconded it. All approved.

Mr. Kendall made a motion to approve, and Ms. Worley seconded it. All were in agreement.

Ms. Worley made a motion to approve the minutes from the February 10, 2020 meeting as presented, and was seconded by Mr. Kendall. All were in agreement.

Mr. Mason and Ms. Srinivasan presented PAL's audit report of FY 2019. It was a clean audit. This was approved back in June when the PAL Administrator contacted each board member separately because the May meeting was cancelled due to Covid-19. Mr. Mason reported that after PAL's current contract ends with CRI at the end of FY 2021, if we decide to renew our contract, their price will significantly increase from \$5,800 to "around \$15,000" in the future due to the fact that PAL can no longer enjoy the subsidy we used to get when all three member counties also used CRI for their audit (Alachua and Levy no longer use them). Mr. Posteraro advised Ms. Glennon to research quotes from other auditing firms.

Mr. Kendall presented the treasurer's reports for State Aid and LSTA for February through August 2020. He is comfortable with the bank balances and QuickBooks reconciliation reports that Ms. Glennon has done. Upon motion by Ms. Jackson, seconded by Ms. Worley, all approved the reports.

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

## **New Business:**

---The board reviewed the documents required for PAL's annual State Aid to Libraries Grant application including the Annual Plan of Service for FY 2021, The Grant Agreement, and the Certification of Hours. Mr. Kendall made a motion to approve, and Ms. Jackson seconded it. All were in agreement.

---Ms. Glennon presented a proposed draft for PAL's fiscal year 2021 State Aid budget. Mr. Kendall made a motion to approve the agenda, and Ms. Jackson seconded it. All were in agreement. Mr. Posteraro asks that future annual budgets include a second column with last year's budget figures.

---Ms. Glennon presented PAL's next Five-Year Strategic (Long-Range) Plan for FY 2021-2025. Ms. Worley made a motion to approve, and was seconded by Mr. Kendall. All were in agreement.

---Ms. Glennon presented these “Rules of Procedure” sent to her by retired PAL and Putnam Library Director, Stephen Crowley. He sent her this unsigned document on 5/15/20, so Ms. Glennon asked the board to approve and sign. Mr. Posteraro asked her to amend the second line to fully spell out the second line as “Putnam Alachua Levy (PAL) Public Library Cooperative. Mr. Kendall made a motion to approve this document as amended, and Ms. Jackson seconded. 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 tentatively held on Monday, November 2, 2020, 10:00 am at Levy County Library System, depending upon Florida’s situation at that time with the Covid-19 pandemic. As a back-up, we will meet on Zoom.

With its business being completed, upon motion by Ms. Kendall, seconded by Mr. Worley, the Governing Board adjourned at 11:20 AM.

Respectfully Submitted,

Marlene Glennon