

PAL Library Cooperative

Minutes of the Governing Board Meeting held on Monday, May 17, 2021.

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

The meeting was called to order at 10:00 AM by Ms. Kim Worley, Vice-chairperson. She established that a quorum was present. Members attending were Ms. Linda Jackson and Ms. Kim Worley, Alachua County; Mr. David Kendall, Levy County; and Ms. Rosemary Anderson and Ms. Lynn Andrews, Putnam County. Member absent was: Mr. Jim Posteraro, Levy County.

Also attending were: Ms. Marlene Glennon, PAL Administrator; Ms. Joyce West (in place of Ms. Shaney Livingston, Alachua County Library System Director); Ms. Mischa Johns (in place of Ms. Stella Brown, Putnam County Library System Director); and Ms. Niurka Klemencic, Levy County Library System Director.

Members of the public attending were: Mr. Adam Brooks, Alachua County Library District; Ms. Layce Hallman, Levy County Public Library System; and Mr. Frank Mason and Ms. Summer Weinhardt of Carr, Riggs, and Ingram LLC.

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

Ms. Taylor pointed out two minor errors on the minutes from the February 22, 2021 meeting minutes. Ms. Glennon acknowledged them and will correct them. Mr. Kendall made a motion to approve the minutes with corrections, and was seconded by Ms. Anderson. All were in agreement.

Mr. Frank Mason and Ms. Summer Weinhardt from Carr, Riggs, and Ingram LLC presented the PAL audit report from Fiscal Year 2020. It was a clean audit, but they again stated that there is a weakness in internal control with having the PAL Administrator also handle the financial transactions in QuickBooks. However, Mr. Kendall (board treasurer) stated for the record that this arrangement has been in place since Ms. Glennon started in 2017 to reduce the accounting costs for PAL's modest annual operating budget. Mr. Kendall reviews PAL's bank statements and QuickBooks reconciliation reports that Ms. Glennon sends him every month and they are always in agreement. Ms. Glennon's bookkeeping is also overseen by professional financial consultant Lora Douglas of the DDF CPA Group. Therefore, he believes her financial record-keeping is very open and transparent. Upon motion by Mr. Kendall, seconded by Ms. Taylor, all approved PAL's audit report for FY 2020.

Mr. Kendall presented the February - April 2021 treasurer's reports for PAL's State Aid annual operating grant, the FY 21 LSTA grant for Levy County, and the FY 21 C.A.R.E.S. grant for Putnam County for. He is comfortable with the bank balances and QuickBooks reconciliation reports that Ms. Glennon has done. Upon motion by Ms. Anderson, seconded by Ms. Jackson, all approved the reports.

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

New Business:

--- Ms. Glennon presented the contract for Powell & Jones CPA firm to do PAL's annual audit report beginning at the conclusion of FY 21 through FY 25. Ms. Anderson made a motion to approve the contract, and was seconded by Mr. Kendall. All were in agreement.

---Ms. Glennon presented the updated PAL Purchasing Policy to include permission to send electronic payments over \$5k to pre-established vendors, with pre-approval from the PAL treasurer. Mr. Kendall made a motion to approve the contract, and was seconded by Ms. Jackson. All were in agreement.

---Ms. Glennon presented the grant application for the LSTA 2022 committee, which was a collaboration project with Putnam County and Levy County. No action needed.

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, August 23, 2021, 10:00 am, at the Alachua County Library System HQ in Gainesville.

With its business being completed, upon motion by Ms. Kendall, seconded by Mr. Worley, the Governing Board adjourned at 10:58 AM.

Respectfully Submitted,

Marlene Glennon