

PAL Library Cooperative

Minutes of the Governing Board Meeting held on Monday, August 28, 2023.

The meeting was held in the Melrose Branch of the Putnam County Library System; Melrose, Florida.

The meeting was called to order at 10:08 AM by Ms. Nancy Taylor, Vice-Chairperson. She established that a quorum was present. Members attending were Ms. Ester Tibbs, Alachua County; Mr. David Kendall and Mr. John Meeks, Levy County; and Ms. Nancy Taylor and Ms. Rosemary Anderson, Putnam County. Member absent was: Mr. Larry McDaniel, Alachua County.

Also attending were: Ms. Marlene Glennon, PAL Administrator; Ms. Joyce West, Alachua County Library System; Ms. Stella Brown, Putnam County Library System; and Ms. Darlene Slattery, Levy County Library System.

Member of the public in attendance: Ms. Bianca Bernardini.

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

Ms. Tibbs made a motion to approve the May 22, 2023 meeting minutes, and was seconded by Mr. Kendall. All were in agreement.

Mr. Kendall presented the treasurer's report for PAL's State Aid expenditures from May-July 2023. He confirmed that the bank statements and reconciliation reports were accurate. He asked the three county library directors/representatives if they are comfortable with their financial situations, and they all agreed. Ms. Glennon sends them regular budget snapshot reports.

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

New Business:

In the interest of fairness, diversity, and equal opportunity, the board reviewed possible changes in PAL's Interlocal Agreement to specify rotating term limits (for example, a two-year term on a three-year rotating schedule) for board members, similar to library governing board policies in member counties. Ms. Anderson opposed it saying such a condition is not within the scope of authority of our current Interlocal Agreement. She reiterated that longer serving board members bring with them a wealth of knowledge and authenticity. They understand the full history of the PAL Cooperative, and the value of their institutional memory is immeasurable. Ms. Tibbs said that they have such a rotating term limit policy for their library board in Alachua in order to stay vibrant and be open to new ideas and perspectives. Mr. Meeks pointed out that filling these slots every two years could be a very difficult task in Levy County due to the fact that the population there is low, and it is a predominantly rural and agricultural-based society. He believes the board is strong as it is with its current combination of long-term members from Putnam and Levy, short-term members from Alachua, and because we rotate the election of officers every two years and rotate the schedule of meeting locations throughout the year. Mr. Kendall indicated that he often ruminates, evaluates, and executes new ideas in the interest of saving time, money, and other resources. Mr. Kendall made a motion against this proposal, seconded by Ms. Anderson. They and Mr. Meeks all voted in favor of it. Ms. Tibbs was the only dissenting vote. Motion against this proposal was accepted.

The board discussed the proposal that each of the three counties receive an additional allocation of \$42,445.63 for Fiscal Year 2024 only, in order to reduce the large balance currently in PAL's reserve funds. Mr. Kendall

asked the three library directors/representatives if they already have a plan of how to spend this additional money, and they all affirmed. Upon motion by Mr. Kendall, seconded by Mr. Meeks, all approved the motion.

The board examined the self-review of the PAL Administrator and discussed what to include on a formal questionnaire document to assess her performance. The board members suggested that she create a 10-question evaluation form based on the duties listed in the PAL Administrator job description and compare it to the PAL Annual Plan of Service and her quarterly Administrator's Report. Ms. Taylor will work with Ms. Glennon on creating this document for future evaluations.

Ms. Glennon presented the documents for PAL's annual State Aid to Libraries Grant application for FY 2024. Mr. Kendall made a motion to approve the Annual Plan of Service, and was seconded by Mr. Meeks. All were in agreement. Mr. Meeks made a motion to approve the Certification of Hours, and was seconded by Mr. Kendall. All were in agreement. Mr. Kendall made a motion to approve the Grant Agreement, and was seconded by Ms. Anderson. All were in agreement.

Ms. Glennon presented PAL's Fiscal Year 2024 State Aid Budget, including the additional \$42,445.63 for each of the three counties from PAL's reserve funds. Mr. Meeks made a motion to approve the budget, seconded by Ms. Anderson. 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/or their representatives.

- Asked for comments from citizens of which there were none.

- Announced that the next meeting of the Governing Board will be held on Monday, November 20, 2023, at 10:00 am, at Bronson Public Library in Levy County.

With its business being completed, upon motion by Mr. Kendall, seconded by Mr. Meeks, the Governing Board adjourned at 11:16 AM.

Respectfully Submitted,
Marlene Glennon