

THE STATE OF TEXAS       §  
COUNTY OF ANDERSON     §  
PALESTINE PUBLIC LIBRARY §

The Library Board of the City of Palestine convened in a Regular Meeting on Tuesday, November 1, 2016 at 11:30 a.m. in the Library Meeting Room at 2000 South Loop 256, Palestine, Texas with the following people present:

JANIE SEPULVEDA	VICE-CHAIRPERSON
CYNTHIA THORNTON	BOARDMEMBER
KAITLIN SCROGGINS	BOARDMEMBER
THERESA HAMILTON-ROBERTS	BOARDMEMBER
SHIRLEY CAMPBELL	BOARDMEMBER
THERESA HOLDEN	DIRECTOR

Boardmembers Rhonda Herrington and Portia Rodgers, Friends Board President Carson Wages, and Memorial Board President Ron Safford were absent.

**CALL TO ORDER - REGULAR MEETING AT 11:30 a.m.**

Vice-chairperson Sepulveda called the meeting to order at 11:35 a.m. as a quorum was present.

**APPROVAL OF MINUTES**

The minutes of the Regular Meeting of October 4, 2016 were presented. The incorrect spelling of the name of the new Boardmember was noted. Boardmember Campbell made a motion to approve the minutes as corrected, seconded by Boardmember Scroggins. Upon vote, motion passed 5-0.

**REPORT FROM LIBRARY FRIENDS**

No report.

**REPORT FROM MEMORIAL BOARD**

No report.

**REPORT FROM LIBRARY DIRECTOR**

1. MONTHLY FINANCIAL STATEMENT - Presented and reviewed.
2. STATISTICAL REPORT - Presented and reviewed.
3. NOVEMBER ACTIVITIES CALENDAR - The calendar of library activities for November was reviewed, noting the dates of closure for Veterans Day and Thanksgiving.

**REPORT OF COMMITTEES**

1. LONE-RANGE PLAN COMMITTEE - The Board discussed the responses to the survey and how to meet some of those needs.

**COMMUNICATIONS**

None

**UNFINISHED BUSINESS**

None

**NEW BUSINESS**

1. ANNUAL MEETING-ELECTION OF LIBRARY BOARD OFFICERS FOR FISCAL YEAR 2016-2017 - After volunteering to remain as Chairperson Rhonda Herrington, Vice-Chairperson Janie Sepulveda, and Secretary Shirley Campbell, Boardmember Thornton made a motion to approve, seconded by Boardmember Hamilton-Roberts. Upon vote, motion passed 5-0.
2. SIGNING DOCUMENTS POLICY - Boardmember Campbell made a motion to approve the policy as presented, seconded by Boardmember Scroggins. Upon vote, motion passed 5-0.
3. EMERGENCY EVACUATION PLAN - This item was tabled.

Boardmember Scroggins left the meeting at 1:00 p.m.

4. ACTIVE SHOOTER PLAN - Boardmember Thornton moved to accept the policy with the addition of one phrase, seconded by Boardmember Campbell. Upon vote, motion passed 4-0.
5. CELL PHONE NOTIFICATION OF BOARD MEETING - Boardmembers present gave approval of being notified by phone.

**ITEMS FROM BOARD MEMBERS**

None.

**ADJOURN**

Boardmember Campbell moved to adjourn, seconded by Boardmember Hamilton-Roberts. Upon vote, motion passed 4-0. With no other business to come before the Board, the meeting was adjourned at 1:35p.m.

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Janie Sepulveda , Vice-Chairperson

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Shirley Campbell, Secretary