

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

The Library Board of the City of Palestine, Texas Palestine Public Library convened in a Regular Meeting on Tuesday, February 5, 2013 at 12:00 p.m. in the Mall Conference Room at 2000 South Loop 256, Palestine, Texas with the following people present:

CYNTHIA THORNTON	CHAIRPERSON
NIKKI CALHOUN	BOARDMEMBER
SHIRLEY CAMPBELL	BOARDMEMBER
ROSEMARY MILLER	BOARDMEMBER
RHONDA HERRINGTON	BOARDMEMBER
BONNIE WOOLVERTON	BOARDMEMBER
THERESA HOLDEN	DIRECTOR

Boardmember Sepulveda, President Haywood Harris of the Friends Board and President Ron Safford of the Memorial Board were absent.

CALL TO ORDER – REGULAR MEETING 12:00 p.m.

Chairperson Thornton called the meeting to order at 12:00 p.m. as a quorum was present.

APPROVAL OF MINUTES

Secretary Campbell presented the minutes of the Regular Meeting of January 8, 2013. Boardmember Herrington moved the minutes be approved, seconded by Boardmember Miller. Upon vote, motion passed 6-0.

REPORT FROM LIBRARY FRIENDS

In the absence of Friends Board President Harris, no report was given.

REPORT FROM LIBRARY MEMORIAL

In the absence of Memorial Board President Safford, no report was given.

REPORT FROM LIBRARY DIRECTOR

1. MONTHLY BALANCE STATEMENT – Director Holden had no financial statement to present. It will be emailed to all Boardmembers.
2. STATISTICAL REPORT – Director Holden reported on library activities for January 2013.
3. SIGNAGE/FACILITIES/FURNISHINGS – Proposed library signage was discussed. Leon's Signs, Inc. in Tyler submitted pictures of three signs: on outside of mall above the main entrance, above the library entrance, and above door to the computer center. The molded plastic letters are metallic gold. The Board asked for verification of the cost and a sample of the color of signs.
4. CIRCULATION POLICY UPDATE - Director Holden reported that Director Crouch and City Manager Ohrt have requested that additional research be provided on the proposed Circulation Policy amendments
5. AMNESTY WEEK UPDATE – At this time all plans for amnesty week are postponed.

6. SUMMER READING CLUB – The Memorial Board approved funding of the Summer Reading Club but requested additional information about the dates, goals, and purposes of the summer programs that were planned
7. PROGRAM CALENDAR UPDATE
 - a. Friends Dinner & Annual Meeting – The Dinner & Annual Meeting will be held Thursday, February 28 at 6:00 p.m. in the Harvey Women's Club. The library will close at 5:30 p.m. so the staff may attend.
 - b. Hot Pepper Festival Update – Director Holden will serve on this committee working with the city of Palestine.
 - c. Leadership Palestine – This group, sponsored by the Chamber of Commerce, meets once a month for one year. Director Holden is participating in this leadership program.

REPORT OF COMMITTEES

No report.

COMMUNICATIONS

Chairperson Thornton reported on the reply letter sent to Maxine Barnette at the Anderson County Literacy Council.

UNFINISHED BUSINESS

1. CONSIDER AMENDED CIRCULATION POLICY AND AMNESTY WEEK – After a lengthy discussion about the circulation policy, the Board agreed that the library's policy and procedures should comply with the city's Code of Ordinances. Boardmember Herrington moved to amend the procedures so that one letter be sent to patrons with overdue library materials. Thirty days later one certified letter will be sent to patrons who have failed to return all overdue materials and owe \$50.00 or more in outstanding fines for lost/unreturned materials; seconded by Boardmember Miller. Upon vote, motion passed 6-0. In addition, Boardmember Miller moved to eliminate the proposed Amnesty Week; seconded by Boardmember Woolverton. Upon vote, motion passed 6-0.

Boardmember Miller left the meeting at 1:20 p.m.

2. CONSIDER PRIORITIZED USE OF OPEN THE DOORS FUNDS – Chairperson Thornton said that the Open the Doors funds held about \$2,300. After discussion, Boardmember Herrington moved that the Signage Project be made priority one, seconded by Boardmember Woolverton. Upon vote, motion carried 5-0.

NEW BUSINESS

1. REVIEW PROPOSED AMENDMENTS TO THE COLLECTION DEVELOPMENT POLICY – Director Holden submitted guidelines on the types and condition of materials donated to the library. It was recommended that a heading "Items in Usable Condition" be placed at top of list. Following discussion, Boardmember Woolverton moved to incorporate the Materials Donation Acceptance Guidelines into the Collection Development Policy, seconded by Boardmember Calhoun. Upon vote, motion carried 5-0.

ADJOURNMENT

Boardmember Woolverton made a motion to adjourn, seconded by Boardmember Herrington. Upon vote, motion passed 5-0. With no other business to come before the Board, the meeting was adjourned at 1:28 p.m.


Cynthia Thornton, Chair


Shirley Campbell, Secretary