

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, September 6, 2011 at 12:00 p.m. in the Library Conference Room at 2000 South Loop 256, Palestine, Texas with the following people present:

CYNTHIA THORNTON	CHAIRPERSON
NIKKI CALHOUN	VICE CHAIRPERSON
PEGGY WYATT	BOARDMEMBER
PAT HANLEY	BOARDMEMBER
ROSEMARY MILLER	BOARDMEMBER
RHONDA HERRINGTON	BOARDMEMBER

Board Member Susan Armstrong, President Ron Safford of the Memorial Board and President Haywood Harris of the Friends Board were absent; a quorum of the Board was present.

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

Chairperson Thornton called the meeting to order at 12:01 p.m. as a quorum was present.

APPROVAL OF MINUTES

Chairperson Thornton presented the minutes of the Regular Meeting of August 2, 2011, for review by the Board. Boardmember Hanley moved the minutes be approved as presented, seconded by Boardmember Miller. Upon vote, motion passed 6-0.

REPORT FROM LIBRARY FRIENDS

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

REPORT FROM LIBRARY MEMORIAL

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

REPORT FROM LIBRARY DIRECTOR

MONTHLY BALANCE STATEMENT – Interim Director Holden reviewed the August 31, 2011 Monthly Balance Report. The BTOP grant showed that it was approved by the City Council for \$50,000. Only \$33,572.32 has been encumbered but the rest will be spent before the budget year ends.

BUDGET UPDATE – Interim Director Holden reported that the library was asked to cut 30% of the book budget by City Manager Mike Ohrt. The book budget will be cut from \$66,000 to \$46,000 if Council requires the cuts.

LIBRARY INTERIORS OF TEXAS – Interim Director Holden reported that the Circulation Desk will be repaired in place. The board asked for a written statement from Library Interiors that, if the problem happens again, they will replace the circulation desk completely.

ARCHITECT PLANS - Interim Director Holden reported that a representative from the Northeast Texas Library System (NETLS) assisted the Palestine Public Library in evaluating their current public and staff space layout. It was suggested that the bookshelves be moved and certain employee areas be moved

to improve library efficiency. The cost for moving would be approx. \$13,000. The employee areas could be moved with no cost, but the Board felt the other moves would have to wait for funding. Interim Director Holden will discuss the move and cost with Director Roy Crouch.

ACTIVITY CALENDAR - Interim Director Holden reported on upcoming activities at the library.

- Computer Classes will be held on Mondays for beginners and Wednesday for higher level users of Microsoft. There will be 6 classes for each session. Classes will be repeated as needed. Excel will be the next class taught.
- Book Talk – Dr. Carlos Flores will be presenting his book, Our House on Hueco, on Saturday, Oct 1, 2011. Palestine Public Library was one of only 3 libraries in the state selected for Author Flores to visit.
- Halloween Event – October 31, 2011, library and city staff will host "Mall-o-ween" from 6:00p.m. – 8:00p.m. The event is free to the community to provide safe and fun activities for Halloween night.

REPORT FROM COMMITTEES

Long-Range Plan Committee – no report

COMMUNICATIONS

None

UNFINISHED BUSINESS

CIRCULATION POLICY: Interim Director Holden presented the policy. The board had concerns about the Payment Contract of the Circulation Policy. Boardmember Calhoun made the motion to table the policy until the October meeting so that changes could be made to the Payment Contract for lost, damaged or overdue books, seconded by Boardmember Herrington. Upon vote, motion passed 6-0.

NEW BUSINESS

CONSIDER RECOMMENDATION FOR LIBRARY DIRECTOR: Board members went into Executive session at 12:45 p.m. to discuss the hiring of a Library Director. Reconvening in Open session at 12:55, Boardmember Herrington moved to recommend the appointment of Interim Director Holden as the Palestine Public Library Director, seconded by Boardmember Calhoun. Upon vote, motion passed 6-0.

VOLUNTEER POLICY DRAFT: Interim Director Holden discussed the need for a written volunteer policy with the board. Interim Director Holden will present a final policy to the board at the October meeting.

COMMUNITY DISPLAY POLICY DRAFT: Interim Director Holden discussed the need for a written community display policy with the board. Interim Director Holden will present a final policy to the board at the October meeting

ADJOURNMENT

With no other business to come before the Board, the meeting was adjourned at 1:05 p.m.


Cindy Thornton, Chair


Rhonda Herrington, Secretary Pro-Tem