

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, November 1, 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
ROSEMARY MILLER	BOARDMEMBER
RHONDA HERRINGTON	BOARDMEMBER
SUSAN ARMSTRONG	BOARDMEMBER
HAYWOOD HARRIS	President of Friends of the Library Board

Boardmembers Pat Hanley, Shirley Campbell and President Ron Safford of the Memorial 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 12:00 p.m. as a quorum was present.

APPROVAL OF MINUTES

Chairperson Thornton presented the minutes of the Regular Meeting of October 4, 2011, for review by the Board. Boardmember Miller moved the minutes be approved as presented, seconded by Boardmember Calhoun. Upon vote, motion passed 5-0.

REPORT FROM LIBRARY FRIENDS

President Harris gave no report

REPORT FROM LIBRARY MEMORIAL

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

REPORT FROM LIBRARY DIRECTOR

MONTHLY BALANCE STATEMENT –Director Holden reported that the Financials will be emailed to the board members.

STATISTICAL REPORT –Director Holden reported on the activity of items being checked out for the month of October. Handout indicated that DVD's and Fiction books are the most checked out.

CIRCULATION DESK –Director Holden reported that the circulation desk has been fixed. There is still one small area that needs attention. .Director Holden is in communication with the vendor to make sure all repairs are complete

BTOP – Director Holden reported that classes continue. We are awaiting approval from the Finance Office to place the orders for the remaining BTOP equipment.

MALL-O-WEEN –Director Holden also reported that the Mall-o-ween was a huge success. 2,500-2,700 were in attendance. The cost of the event will be divided by city library and community services.

LIBRARY SIGNAGE UPDATE --Director Holden reported that signs have been ordered for outside the mall entrance and over the doors to the library. Hours of operation will also be painted on the glass doors at the mall entrance and library entrance.

HOLIDAY SCHEDULE --Director Holden reported that the Library would be closed Nov. 12th (Veteran's Day) and Nov. 24-26th (Thanksgiving).

REPORT FROM COMMITTEES

None

COMMUNICATIONS

None

UNFINISHED BUSINESS

CIRCULATION POLICY: Director Holden reviewed the requirements for Library Cards and requested clarification. Boardmembers agreed that the policy should be followed; requiring a valid address on Texas Drivers License to receive a Library Card. Include patron's mailing address and physical address data in computer system if different. No changes were made.

NEW BUSINESS

ELECTION OF OFFICERS:

- Boardmember Miller nominated Cindy Thornton as Chair. Seconded by Boardmember Herrington. Upon vote, motion passed. 5-0
- Boardmember Herrington nominated Nikki Calhoun as Vice-Chair. Seconded by Boardmember Miller. Upon vote, motion passed. 5-0
- Boardmember Miller nominated Rhonda Herrington as Secretary and Susan Armstrong as co-Secretary. Seconded by Boardmember Calhoun. Upon vote, motion passed. 5-0

GUIDELINES FOR TEEN ROOM: Director Holden discussed a problem of adults using the computers in the Teen Room. Board suggested signs be placed at the entrance to the Teen Room and on each computer stating "Teens Only" and giving ages 12-17. These computers were funded by the Jr. Service League for the specific use of teens.

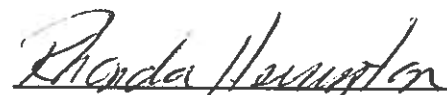
QUOTE FOR LIBRARY WALL: Director Holden presented numerous Quote suggestions, requesting Board's input in choosing one to be painted on the wall above exit doors. Boardmembers selected their favorite quotes for a final list. The resulting list will be emailed to Boardmembers who will rank order their top five favorites.

RECOGNITION OF DONORS: Boardmembers discussed how to recognized major donors to the Palestine Public Library. Boardmembers will research different ways to display donors on plaques, name plates, etc. Board will discuss at the December Board Meeting.

ADJOURNMENT

With no other business to come before the Board, the meeting was adjourned at 1:10 p.m.


Cindy Thornton, Chair


Rhonda Herrington, Secretary