

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, March 6, 2012 at 12:00 p.m. in the Library Conference Room at 2000 South Loop 256, Palestine, Texas with the following people present:

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| CYNTHIA THORNTON | CHAIRPERSON |
| NIKKI CALHOUN | BOARDMEMBER |
| ROSEMARY MILLER | BOARDMEMBER |
| RHONDA HERRINGTON | BOARDMEMBER |
| JANIE SEPULVEDA | BOARDMEMBER |
| PAT HANLEY | BOARDMEMBER |
| SHIRLEY CAMPBELL | BOARDMEMBER |
| HAYWOOD HARRIS | President of Friends of the Library Board |

President Ron Safford of the Memorial Board was 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 on February 7, 2012 and a Special Meeting on February 21, 2012, for review by the Board. Boardmember Campbell moved the minutes be approved as presented, seconded by Boardmember Sepulveda. Upon vote, motion passed 4-0. (Boardmembers Calhoun, Miller and Hanley arrived following approval of minutes.)

REPORT FROM LIBRARY FRIENDS

President Harris reported that the Library Book Sale is March 17, 2012, from 10:00 a.m. - 4:00 p.m. Also, reported that the Friends book room is in great condition.

REPORT FROM LIBRARY MEMORIAL

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

REPORT FROM LIBRARY DIRECTOR

1. MONTHLY BALANCE STATEMENT – Director Holden reviewed the financials
2. STATISTICAL REPORT - Director Holden reported on circulation activity for the month of February.
3. STAFF UPDATE - Director Holden reported the Human Resource Department has posted the open position for Circulation/Library 2 Position. There may also be a Library Assistant position open at the end of the month.
4. SMALL LIBRARY MANAGEMENT TRAINING REPORT – Director Holden reported that she attended a 3-day workshop in Lufkin for new library directors. It was very beneficial.
5. BTOP REPORT & MARCH COMPUTER CLASSES – Director Holden submitted the BTOP expenditure report. A spending plan will be submitted to expend all BTOP funds by July, 2012. Director Holden also reported that computer classes have been scheduled. Classes consist of Introduction to Computers, Excel, Use of the Internet, and Publisher.

6. WEB-SITE UPDATE – Director Holden reported that the Palestine Public Library website is ready to go live.
7. CITY EVENT – Director Holden reported that the CIRCUS is coming to town on March 28, 2012. Proceeds will benefit the City of Palestine's "Legacy In The Park" fund. Palestine Public Library will help in the selling of tickets.

REPORT FROM COMMITTEES

No Report

COMMUNICATIONS

None

UNFINISHED BUSINESS

DISCUSS COLLECTION OF OVERDUE LIBRARY MATERIALS AND FINES – Director Holden reviewed the current requirements and guidelines for the circulation policy, Boardmembers discussed the overdue book balance and restrictions for checking out books. Based on available information, there appeared to be consensus to eliminate the High Fine Balance Payment Contract and require all library card holders to have a \$0 overdue book balance to continue checking out books. Additional research of Municipal Code and collection options was requested.

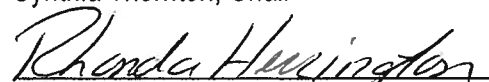
NEW BUSINESS

1. CONSIDER APPROVAL OF CIRCULATION POLICY AMENDMENTS – Motion was made by Boardmember Herrington to table the approval of the Circulation Policy until further research and revisions were made, seconded by Boardmember Sepulveda. Upon vote, motion passed 7-0
2. CONSIDER APPROVAL OF SUMMER READING PROGRAM FUNDING REQUEST – Cost of the Summer Reading program will be \$4,820.20. Motion was made by Boardmember Herrington to send a request to the Library Memorial Board to fund the Summer Reading Program, seconded by Boardmember Sepulveda. Upon vote, motion passed 7-0. (Following the vote, Boardmembers Herrington and Hanley exited the meeting.)
3. CONSIDER SHELF BRACING OPTIONS – No action taken. Director Holden will gather additional quotes.

ADJOURNMENT

Boardmember Miller made a motion to adjourn, seconded by Boardmember Calhoun. Upon vote, motion passed 5-0. With no other business to come before the Board, the meeting was adjourned at 1:05 p.m.


Cynthia Thornton, Chair


Rhonda Herrington, Secretary