

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, July 3, 2012 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
ROSEMARY MILLER	BOARDMEMBER
SHIRLEY CAMPBELL	BOARDMEMBER
NIKKI CALHOUN	BOARDMEMBER
THERESA HOLDEN	DIRECTOR

Boardmembers Hanley, Herrington, 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 12:07 p.m. as a quorum was present.

**APPROVAL OF MINUTES**

Chairperson Thornton presented the minutes of the Regular Meeting on June 5, 2012. Boardmember Campbell moved the minutes be approved, seconded by Boardmember Miller. Upon vote, motion passed 4-0.

**REPORT FROM LIBRARY FRIENDS**

In the absence of 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**

1. MONTHLY BALANCE STATEMENT –Director Holden reviewed the June financial statement.
2. STATISTICAL REPORT - Director Holden reported on the activity of items being checked out for the month of June.
3. PERSONNEL - Director Holden reported that Karla Lang has been appointed to the Librarian I position. The Senior Librarian position will be filled from within current staff and a Library Assistant position will be filled from prior applicants.
4. LIBRARY BUDGET/CITY BUDGET RETREAT – Director Holden reported on the recent City retreat and City budget needs and priorities that were discussed.
5. VOLUNTEER INCENTIVE PLAN – Director Holden presented information on a Volunteer Incentive Plan recently approved for funding by the Friends.

**REPORT FROM COMMITTEES**

No Report

**COMMUNICATIONS**

None

**UNFINISHED BUSINESS**

1. DISCUSS LEGAL ADVICE REGARDING COLLECTION OF OVERDUE MATERIALS/FINES – Director Holden and Board Chair Thornton reported on a recent meeting with City Attorney Ron Stutes. A joint meeting with City Prosecutor Brenda Cobble will be held prior to implementation of revised collection procedures.
2. DISCUSS CIRCULATION POLICY AND CONSIDER APPROVAL OF AMENDMENTS – Board reviewed proposed collection letters and gave recommendations, including staff phone calls to patrons when first Overdue Letter is returned marked Undeliverable. Motion by Boardmember Miller, seconded by Boardmember Calhoun, to approve amendments to the Circulation Policy including addition of a secondary contact on library card application, insertion of the word “immediately” to bullet four of the Patron Responsibilities section and addition of City Code Section 70-3(e) (first sentence) to the Fines or Fees section of the policy. Upon vote, motion passed 4-0.

**New Business**

No new business.

**ADJOURNMENT**

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

  
Cynthia Thornton, Chair

  
Nikki Calhoun, Vice Chair