

Portia Rodgers, Chair
Lynette Jackson, Vice Chair
Breck Quarles, Board Member
Cynthia Thornton, Board Member
Rhonda Herrington, Board Member
Theresa Hamilton-Roberts, Board Member
Kaitlin Scroggins, Board Member



Leslie Cloer, City Manager
Edena Atmore, Asst. City Manager/CFO
Ana Sanchez, Interim Library Director

**NOTICE OF MEETING
LIBRARY ADVISORY BOARD
August 11, 2020
11:30 a.m.
City Council Chambers
504 N. Queen Street
Palestine, Texas**

Notice is also hereby given in accordance with Order of the Governor issued March 16, 2020, this meeting will also be conducted by telephone/video conference in order to advance the public health goal of limiting face-to-face meetings (also called "social distancing") to slow the spread of the COVID-19. There will be public access to the location described above. All attendees are required to wear a mask or face covering.

Join Zoom Meeting

<https://us02web.zoom.us/j/83699378740?pwd=ZFo3MFBEakxtdlNFT0FXT2Rkb3dGdz09>

Meeting ID: 836 9937 8740

Passcode: 910125

One tap mobile

+13462487799,,83699378740#,,,,,0#,,910125# US

*Note: when you are joining a Zoom meeting by phone, you can use your phone's dial pad to enter the commands *6 for toggling mute/unmute and *9 to "raise your hand."* [Learn more here.](#)

Follow us live at: [facebook.com/palestinetx/](https://www.facebook.com/palestinetx/)

A. CALL TO ORDER

B. PROPOSED CHANGES OF AGENDA ITEMS

C. PUBLIC COMMENTS

Members of the public may submit their comments by completing the required Request to Speak form by using the weblink below. All comments submitted by 11:00 a.m., the day of the meeting will be read during the meeting. All comments must be no more than five minutes in length.

<http://cityofpalestinetx.com/government/city-secretary/policies-forms/request-to-speak/>

D. CONFLICT OF INTEREST DISCLOSURES

E. REPORTS

1. Report from Library Friends (Woolverton)
2. Report from Memorial Board (Safford)
3. Review July 2020 monthly Director's report

F. APPROVAL OF MINUTES

1. Consider approval of Library Advisory Board minutes for June 9, 2020, and July 14, 2020.


G. **DISCUSSION AND ACTION ITEMS**

1. Consider approving the submittal of Hancher Foundation grant on behalf of Palestine Public Library for digitization of Palestine Daily Herald for 48 rolls of microfilm for years January 1, 1921-December 31, 1929 upon approval of City Council.
2. Discuss and take action on the Palestine Public Library Strategic Plan 2020-2025.

H. **ITEMS FROM BOARD MEMBERS**

I. **ADJOURNMENT**

I certify that the above Notice of Meeting was posted on the outdoor bulletin board at the main entrance to City Hall, 504 N. Queen Street, Palestine, Texas, in compliance with Chapter 551 of the Texas Government Code on **Friday, August 7, 2020, at 1:30 p.m.**

A handwritten signature in blue ink, appearing to read "Teresa Herrera", is written over a horizontal line.

Teresa Herrera, City Secretary

IN ACCORDANCE WITH THE PROVISIONS OF THE AMERICANS WITH DISABILITIES ACT (ADA) PERSONS IN NEED OF SPECIAL ACCOMMODATION TO PARTICIPATE IN THIS PROCEEDING SHALL, CONTACT THE CITY SECRETARY'S OFFICE VIA EMAIL AT therrera@palestine-tx.org or 903-731-8414.



Agenda Date: 08/11/2020
To: Library Advisory Board
From: Ana Sanchez, Interim Library Director
Agenda Item: July 2020 Reports
Date Submitted: 08/03/2020

SUMMARY:

Review of the following monthly reports for Palestine Public Library for the month of July 2020. Also attached is the flyer and guidelines for Curbside Service for Senior and High Risk Patrons.

1. July 2020-Narrative Report
2. July 2020-Library Statistical Report
3. July 2020-Financial Report
4. Report From Friends of the Library (Woolverton)
5. Report from Memorial Board (Safford)

RECOMMENDED ACTION:

Review July 2020 monthly Director's report

CITY MANAGER APPROVAL:

Attachments

July Narrative Report
July Stats Report
July Revenue & Expense Report
Curbside Flyer
Curbside Guidelines

PALESTINE PUBLIC LIBRARY
JULY 2020

PROJECTS COMPLETED

LIBRARY RE-OPENED-June 1-Welcome Back!

Library continues to operate at 25% occupancy capacity -What does it mean to the library visitor?

- 25% occupancy=25 people
- Open Monday-Friday 10-6
- Temperature checks upon entering
- Limited number of computers with limited help from staff.
- Library materials checkout is limited to 10 items per patron. 30 day checkout with 2 renewals.
- Materials quarantined 72 hours after check in.
- Digital Branch available- 10 item check out limit.
- Library's exterior book drop is available for returns 24/7.
- Curbside Pickup is available for Senior and High Risk Patrons; (Guidelines are attached)

SUMMER READING CLUB

Planning and participation provided a unique challenge. We were able to provide summer reading packets for the all ages. Family, Teen and Adult packets were distributed in take home bags that included activities, prizes and treats. 400 family packets, 100 teen and 100 adult packets were distributed during the month of June and July. We want to thank Whataburger and Dairy Queen for providing meal and ice cream coupons for all our kids who participated this year.

FAMILY LAW CLINIC-Texas Legal Services Center

Free legal services to eligible residents of Anderson County through our virtual legal clinics. Every second Tuesday of the month from 11:00 AM to 2:00 PM, clients can meet with a legal aid attorney over Zoom or the telephone. Next available dates are August 11, September 8, October 13, November 10 and December 8, 2020. (See attached press release and FB graphic)

SELF-DIRECTED LEARNING

Staff is sharing Self-Directed Learning Series on Technology, provided by GCF Global. Staff is unavailable to provide instruction at this time; instead learning videos are being shared on the Library's FB page. Stay tuned our current series on Basics of Microsoft Word and Excel. There are many other technology, adult learning and work skills self-paced courses and free of at gcflearnfree.org. Call the Library for free online resources.

July 1, 2020



CENSUS 2020

Census takers will be available at the Palestine Public Library on Wednesday from 4-6 p.m. through the month of August. The library has one dedicated computer provided for your privacy to fill out your census survey online.

DIGITAL BRANCH

Palestine Public Library is currently participating in Overdrive's Big Library Read. *The Darwin Affair* by Tim Mason, e-book and audiobook is available without waitlists or holds from August 3-August 17. The discussion board will be available until August 24. Book available at PPL's digital branch with current library card. <https://palestine.overdrive.com/>

Global ebook Club

Big Library Read (BLR), facilitated by OverDrive, is a reading program through your library that connects readers around the world with the same ebook at the same time without any wait lists or holds.

Easy to Join

It's a worldwide digital version of a local book club, the program is free through your local library or school library and all you need to get started reading is a library card or student ID.

Your local book club gone global

Download Libby, find your library and get ready to read! Simply borrow the free ebook from your library using your phone or tablet.

LIBRARY USAGE

Library books, DVD's and audios continue to rise back to its normal level after opening.

- ✓ Items (books/dvds/audios) checked in/out/renewed/shelved-7048
- ✓ Items processed with labels, stamps, barcodes, covers or prepared for deselection-241
- ✓ Reference questions answered-867
- ✓ Library card maintenance (new/updating of existing)-70
- ✓ Storytime on Facebook Live -106
- ✓ Scheduling for opening week
- ✓ Thank you to Scholastic Publishing for your permission to read and video your books for storytime during this time

PROJECTS IN PROGRESS

- ✓ Late fee cap proposal
- ✓ Shelving



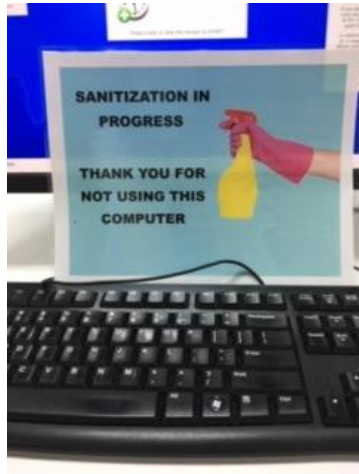
- ✓ Interlibrary loans for patrons to acquire materials from other libraries
- ✓ Acquisitions-selecting, ordering & receiving materials; evaluating collection, coordinating technical services for processing materials to be shelf ready.
- ✓ Overdue materials report, shelf-check, notices, mailings to remind patrons of late materials
- ✓ Cataloging items acquired by library for collection
- ✓ Processing-labelling, covering, stamping
- ✓ Invoices-coding, copying, submitting, filing
- ✓ Staff scheduling/revision
- ✓ Cross-training staff
- ✓ Periodical maintenance/disposal of back issues
- ✓ Genealogy records maintenance/update
- ✓ Column writing/submission
- ✓ Weekly report research/prep/submission
- ✓ Bookkeeping- City deposit
- ✓ Genealogy queries
- ✓ Hot water heater drainage maintenance
- ✓ Patron issues/mediation/solution
- ✓ AC filter replacement
- ✓ Plant maintenance
- ✓ Online calendar maintenance
- ✓ Staff room maintenance
- ✓ Fines older than legal collection process
- ✓ Dehumidifier maintenance
- ✓ Phone Tree notification-creation of report for software, uploading report
- ✓ Council meetings report and attendance
- ✓ Timesheets-creating, printing, placing, checking, copying, submitting, filing
- ✓ Reviewing and updating vendor processing profiles
- ✓ Volunteer plan

FUTURE PLANS/GOALS

- ✓ Implementation or non-implementation of late fee cap
- ✓ Events and programs

ISSUES WITH PROJECTS

- ✓ Leaks-Special Collections, server room-Monitoring condition
- ✓ Shelf end repair
- ✓ Microfilming/digitization of Herald Press-ProQuest –Vendor discontinued service. Writing grants and considering alternative potential vendors



Sign used after computers cleaned

Summer Reading Club Social Distance Style for children, teens, adults




Sign thanks to Sandra Cormier and William McCormick

Free Legal Help Over the Phone or Through Zoom

Brought to you by the Palestine Public Library and Texas Legal Services Center.

August 11, 2020 | 11:00 AM - 2:00 PM
Register at tlsc.org/palestine

 **TEXAS LEGAL SERVICES CENTER**

Legal Clinic Facebook Posts



Letter from Texas Legal Services Center

Hello Anderson County community leaders!

I am reaching out to you all to inform you about a free legal clinic that Texas Legal Services Center provides in Palestine, Texas. We offer free legal services to eligible residents of Anderson County through our virtual legal clinics. Every second Tuesday of the month from 11:00 AM to 2:00 PM, clients can meet with a legal aid attorney over Zoom or the telephone.

Normally these virtual clinics are hosted by the Palestine Public Library where clients meet with Texas Legal Services Center attorneys using the library computer. Because of Covid-19, we're allowing clients to register and then meet with our attorneys using their own devices, whether that be through Zoom or over the phone.

Our attorneys answer questions about family law, which includes divorce, child custody, visitation rights, paternity, and name changes. Besides answering questions on the topics mentioned, we provide legal advice, review clients' court orders, review documents to check for accuracy, and help draft pleadings depending on the complexity of the case.

Anyone interested in attending a clinic can register online at tlsc.org/familylawclinics. Upon registration, we will send details on how to meet with one of our attorneys. To be accepted for legal help, clients must be at or below 125% of the federal poverty level, which roughly translates to a monthly household income of \$1,329 for a single adult or \$1,796 for two adults. Anyone who is unsure if they qualify is encouraged to register—our team will check financial eligibility, and may be able to guide registrants to other helpful resources if they are ineligible. The next clinic will be held on August 11, 2020. Registration is open now.

Texas Legal Services Center is a statewide nonprofit organization whose mission is to provide high quality legal representation, advice, advocacy, and education at no cost to underserved people across the state. With more than a dozen practice areas, our work touches almost every aspect of civil law that impacts low-income Texans.

We are asking you, as community leaders of Anderson County, Texas, to help us help your community by spreading the word about our free legal clinics. Please direct questions about the Palestine Family Law Clinic to TLSC staff attorney Jordan Underhill at junderhill@tlsc.org.

Thank you for your help,

Clare Mattione | Law Clerk
Texas Legal Services Center

July 1, 2020

[illegible]

CITY OF PALESTINE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JULY 31ST, 2020

010-GENERAL FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 83.33

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<hr/>						
<u>EXPENDITURE SUMMARY</u>						
LIBRARY	<u>646,370</u>	<u>38,948.70</u>	<u>399,996.91</u>	<u>0.00</u>	<u>246,372.94</u>	<u>61.88</u>
TOTAL EXPENDITURES	646,370	38,948.70	399,996.91	0.00	246,372.94	61.88

010-GENERAL FUND

DEPARTMENT - LIBRARY

% OF YEAR COMPLETED: 83.33

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>PERSONNEL</u>						
010-5-710-1010 SALARIES AND WAGES	310,586	26,183.29	201,175.95	0.00	109,410.17	64.77
010-5-710-1014 PART-TIME/TEMP WAGES	36,816	0.00	0.00	0.00	36,816.00	0.00
010-5-710-1020 OVERTIME	515	0.00	61.69	0.00	453.31	11.98
010-5-710-1030 LONGEVITY	6,768	507.00	5,007.00	0.00	1,761.00	73.98
010-5-710-1031 CERTIFICATION PAY	5,562	600.00	6,000.00	0.00	(438.00)	107.87
010-5-710-1040 SOCIAL SECURITY	23,760	2,029.10	15,661.18	0.00	8,098.66	65.91
010-5-710-1050 HEALTH INSURANCE	60,461	3,523.70	35,803.21	0.00	24,657.79	59.22
010-5-710-1061 WORKER'S COMPENSATION	1,638	34.26	372.66	0.00	1,265.34	22.75
010-5-710-1070 RETIREMENT	<u>37,754</u>	<u>3,763.32</u>	<u>25,594.28</u>	<u>0.00</u>	<u>12,159.61</u>	<u>67.79</u>
TOTAL PERSONNEL	483,860	36,640.67	289,675.97	0.00	194,183.88	59.87
<u>SUPPLIES AND MATERIALS</u>						
010-5-710-2010 OFFICE SUPPLIES	7,500	0.00	2,449.23	0.00	5,050.77	32.66
010-5-710-2020 POSTAGE	1,500	0.00	803.86	0.00	696.14	53.59
010-5-710-2030 JANITORIAL SUPPLIES	500	0.00	0.00	0.00	500.00	0.00
010-5-710-2200 READING PROGRAM	<u>7,500</u>	<u>0.00</u>	<u>2,315.70</u>	<u>0.00</u>	<u>5,184.30</u>	<u>30.88</u>
TOTAL SUPPLIES AND MATERIALS	17,000	0.00	5,568.79	0.00	11,431.21	32.76
<u>PROF/CONTRACTUAL SERV</u>						
010-5-710-3041 CITY ISSUED CELL PHONES	665	50.30	443.54	0.00	221.46	66.70
010-5-710-3042 INTERNET	25,000	1,225.55	17,661.91	0.00	7,338.09	70.65
010-5-710-3050 UTILITIES - ELECTRIC	1,000	70.65	705.91	0.00	294.09	70.59
010-5-710-3051 WATER/SEWER	3,000	246.20	2,565.68	0.00	434.32	85.52
010-5-710-3052 UTILITIES - GAS	2,000	54.21	1,374.21	0.00	625.79	68.71
010-5-710-3080 MEMBERSHIP & SUBSCRIPTION	9,000	0.00	6,448.48	0.00	2,551.52	71.65
010-5-710-3082 TRAVEL AND TRAINING	1,745	0.00	259.97	0.00	1,485.03	14.90
010-5-710-3110 ADVERTISING	1,500	33.56	276.72	0.00	1,223.28	18.45
010-5-710-3112 PRINTING SERVICES	1,000	0.00	240.00	0.00	760.00	24.00
010-5-710-3210 MERCHANT CR CRD PROCESSIN	800	35.01	430.03	0.00	369.97	53.75
010-5-710-3330 CONTRACT SERVICES	<u>2,300</u>	<u>575.00</u>	<u>2,270.65</u>	<u>0.00</u>	<u>29.35</u>	<u>98.72</u>
TOTAL PROF/CONTRACTUAL SERV	48,010	2,290.48	32,677.10	0.00	15,332.90	68.06
<u>MAINTENANCE & REPAIR</u>						
010-5-710-4010 BUILDINGS, STRUCTURES, &	2,500	0.00	240.36	0.00	2,259.64	9.61
010-5-710-4120 EQUIPMENT REPAIR/MAINT EX	<u>1,000</u>	<u>0.00</u>	<u>918.09</u>	<u>0.00</u>	<u>81.91</u>	<u>91.81</u>
TOTAL MAINTENANCE & REPAIR	3,500	0.00	1,158.45	0.00	2,341.55	33.10
<u>UTILITIES</u>						
010-5-710-4520 SOFTWARE MAINTENANCE	<u>44,000</u>	<u>0.00</u>	<u>34,067.05</u>	<u>0.00</u>	<u>9,932.95</u>	<u>77.43</u>
TOTAL UTILITIES	44,000	0.00	34,067.05	0.00	9,932.95	77.43
<u>CAPITAL OUTLAY</u>						
010-5-710-8015 COMPUTER EQUIPMENT	0	0.00	300.00	0.00	(300.00)	0.00
010-5-710-8050 LIBRARY BOOKS	<u>50,000</u>	<u>17.55</u>	<u>36,549.55</u>	<u>0.00</u>	<u>13,450.45</u>	<u>73.10</u>
TOTAL CAPITAL OUTLAY	50,000	17.55	36,849.55	0.00	13,150.45	73.70

CITY OF PALESTINE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JULY 31ST, 2020

010-GENERAL FUND
DEPARTMENT - LIBRARY

% OF YEAR COMPLETED: 83.33

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>INTERFUND ACTIVITY</u>						
TOTAL LIBRARY	646,370	38,948.70	399,996.91	0.00	246,372.94	61.88

CITY OF PALESTINE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JULY 31ST, 2020

010-GENERAL FUND

% OF YEAR COMPLETED: 83.33

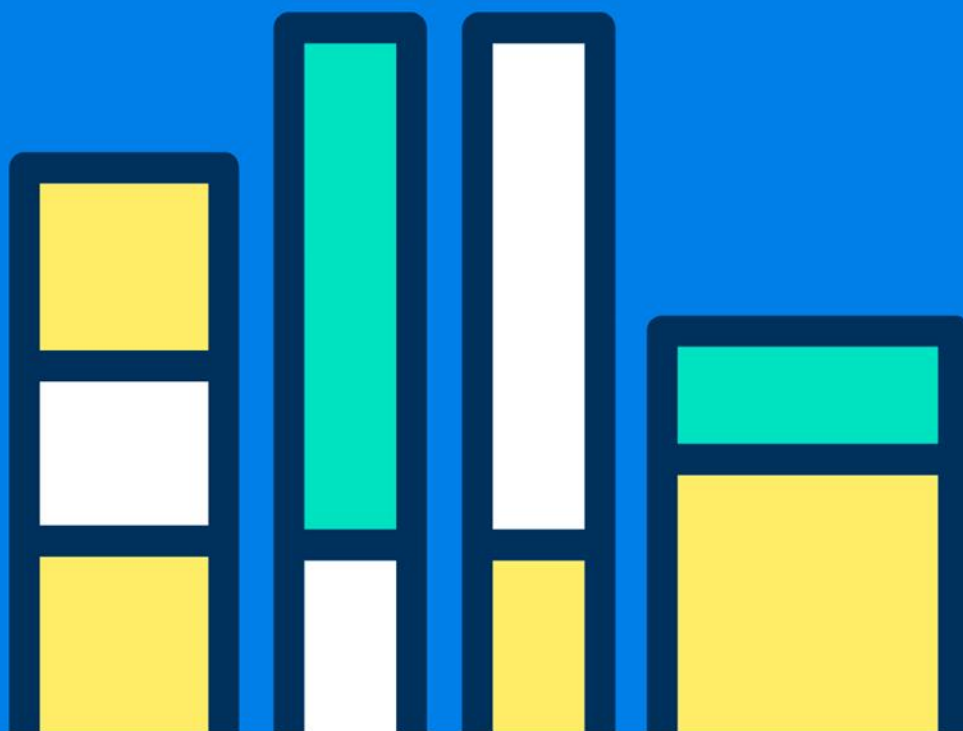
	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
TOTAL EXPENDITURES	646,370	38,948.70	399,996.91	0.00	246,372.94	61.88



CURBSIDE SERVICE FOR
SENIOR AND HIGH RISK
PATRONS

Available Monday-Friday
10:00 a.m.-4:00 p.m.

Call Library for more details
(903) 729-4121



Curbside Service for High Risk and Senior Patrons
Monday-Friday- 10:00 a.m.-4:00 p.m.

Guidelines

- **Call the library at (903) 729-4121 to reserve books over the phone Monday-Friday, between the hours of 10:00 a.m.-4:00 p.m.**
- **Limit number of requests is 5 items. Only 5 items may be checked at all times.**
- **Allow staff 24 hours to retrieve your requests. If the request is made on Friday materials will not be available until Monday. If any of the items requested are not available, staff will notify you.**
- **After 24 hours, drive up to the book drop for pick up, between the hours of 10:00 a.m.-4:00 p.m., Monday-Friday.**
- **Call the library when you are outside (903) 729-4121 by the curbside service sign, near the book drop. Please stay in your vehicle by the curb in case you have to move for emergency personnel, per Fire Marshal.**
- **Library staff checks out materials to you while you wait. They will walk out and hand your materials in a plastic bag after they verify your ID.**
- **Have your library card ready to confirm ID. Staff will ask for the last 4 digits of your card number and your name.**
- **If returning materials, return them in the book drop. Staff delivering curbside materials will not be handling returned materials.**



Agenda Date: 08/11/2020
To: Library Advisory Board
From: Ana Sanchez, Interim Library Director
Agenda Item: Library Board Monthly Meeting
Date Submitted: 08/03/2020

SUMMARY:

1. Requesting approval of Library Advisory Board Minutes for June 9, 2020 Meeting
2. Requesting approval of Library Advisory Board Minutes for July 14, 2020 Meeting

RECOMMENDED ACTION:

1. Consider approval of Library Advisory Board Minutes for June 9, 2020
2. Consider approval of Library Advisory Board Minutes for July 14, 2020

CITY MANAGER APPROVAL:

Attachments

June 9 Minutes
July 14 Minutes

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

In accordance with the Order of the Governor issued March 16, 2020, the Library Advisory Board convened its regular meeting by telephone/video conference on Tuesday, June 9, 2020 at 11:30 a.m. in order to advance the public health goal of limiting face-to-face meetings (also called "social distancing") to slow the spread of the COVID-19. The following people were present:

PORTIA RODGERS	CHAIR
LYNETTE JACKSON	VICE-CHAIR
THERESA HAMILTON- ROBERTS	BOARD MEMBER
RHONDA HERRINGTON	BOARD MEMBER
BRECK QUARLES	BOARD MEMBER
CYNTHIA THORNTON	BOARD MEMBER
BONNIE WOOLVERTON	FRIENDS BOARD PRESIDENT
LESLIE CLOER	CITY MANAGER
EDENA ATMORE	ASSISTANT CITY MANAGER/CHIEF FINANCIAL OFFICER
TERESA HERRERA	CITY SECRETARY
THERESA HOLDEN	DIRECTOR

The Memorial Board President Ron Safford and Board member Kaitlin Scroggins were absent.

A: CALL TO ORDER

Chair Portia Rodgers called the meeting to order as a quorum was present.

B: PROPOSED CHANGES OF AGENDA ITEMS

None.

C: PUBLIC COMMENTS

None.

D. CONFLICT OF INTEREST DISCLOSURES

None.

E. REPORTS

1. Update from City Manager

July 1 sale of mall finalization with library remaining in mall for \$120 annual lease payment. Construction work is ongoing with the Chick Fil A site at the mall. The library will be starting curbside pick-up with Public Works helping with the signage

2. Update from Assistant City Manager/Chief Financial Officer

City facilities, including library, had a successful reopening June 1. Areas of the library being cleared such as upstairs storage to prepare for opening. Weeded books offered to other organizations

3. Report from Library Friends (Woolverton)

The Palestine Library Friends are on a hiatus. The Final Friends Sale in the Friends Book Sale room in February was a great success. The remaining books went to TDCJ, Operation Read, and the free books table. The room was vacated and cleaned out as requested. The Friends will consider funding requests from the Library for programs, activities, etc. The Friends Board has 4 active members with 2 going off the Board probably by the year's end

4. Library Director's Report

1. Reviewed Library Opening Plan
2. Reviewed Library Staff Work Plan
3. Reviewed the Library employees' job descriptions. The descriptions were uploaded twice
4. Books removed from collection offered to local teachers and charities
5. Reviewed the Statistical Report

5. Reviewed April and May 2020 Financial Reports

6. Update on Connected Nation Texas. Patrons can use library computer without library card to complete this survey

7. Update on Census 2020. Patrons can use library computer without library card to complete the Census

F. DISCUSSION AND ACTION ITEMS

1. Minutes from May 7, 2019 approved
 2. Minutes from December 10, 2019 meeting approved
 3. Minutes from January 17, 2020 meeting approved
 4. Minutes from March 10, 2020 meeting approved
 5. Circulation Policy reviewed and approved with no changes
 6. Palestine Public Library Long Range Plan to be resubmitted with outcomes
 7. Five Year City of Palestine Master Plan covers Oct 1 2020-Sept 30 2025.
- Library Board and Memorial Board to have joint closed session meeting with the

City Attorney regarding future plans for the library.

G.ITEMS FROM BOARD MEMBERS

Library staff and patrons have temperature screenings. There has been one patron expressing concern which seems to have been resolved

H. ADJOURNMENT

Portia Rodgers, Chairperson

Theresa Holden, Acting secretary

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

In accordance with the Order of the Governor issued March 16, 2020, the Library Advisory Board attended a regular meeting by telephone/video conference on Tuesday, July 14, 2020 at 11:30 a.m. in order to advance the public health goal of limiting face-to-face meetings to slow the spread of the COVID-19. Members could attend the meeting in person at City Hall Council Chambers located at 504 N. Queen St. Palestine, Tx. The following people were present:

LYNETTE JACKSON	VICE-CHAIR
RHONDA HERRINGTON	BOARD MEMBER
BRECK QUARLES	BOARD MEMBER
CYNTHIA THORNTON	BOARD MEMBER
KAITLIN SCROGGINS	BOARD MEMBER
THERESA HAMILTON- ROBERTS	BOARD MEMBER

LESLIE CLOER	CITY MANAGER
EDENA ATMORE	ASSISTANT CITY MANAGER/CFA
TERESA HERRERA	CITY SECRETARY
ANA SANCHEZ	ADULT SERVICES LIBRARIAN II

Chairperson Portia Rodgers and Memorial board members were absent.

A: CALL TO ORDER

Vice chair Lynette Jackson called the special meeting to order at 11:30 a.m. as a quorum was present.

B: PROPOSED CHANGES OF AGENDA ITEMS

None.

C: PUBLIC COMMENTS

None.

D. CONFLICT OF INTEREST DISCLOSURES

None.

E. REPORTS

1. Library Director's Report Library is still open with the limited 25% capacity which is mandated by the state of Texas. Curbside library services are available. The Family Law Clinic is still going on every second Tuesday of each month which is a huge asset to community members.

2. June 2020 Statistical Report Reviewed and Discussed.

3. Report from Library Friends None

4. Report from Memorial Board None. Memorial Board will meet July 23, 2020 and Memorial Board members plan to attend next Library board meeting in August.

F. APPROVAL OF MINUTES

1. Consider approval of the minutes from June 30, 2020. Minutes were reviewed and discussed. Board Member Thornton made a motion to approve June minutes with correction to verbiage. Board Member Roberts seconded the motion, June minutes were approved with correction

G. DISCUSSION AND ACTION ITEMS

1. Consider approval of June 2020 Financial Report Reviewed and discussed. Board Member Quarles made a motion to approve June Financial Report, seconded by Board Member Scroggins. Motion passes 5-0.

2. Discuss and take action on Palestine Public Library's Strategic Plan for 2020- 2025. Strategic plan was discussed among board members. Corrections and changes will be made, and final draft will be sent to the city manager by Friday, July 17. Strategic plan will be brought to council in August for final approval.

H. ITEMS FROM BOARD MEMBER

None.

I. ADJOURNMENT

Board Member Herrington made a motion to adjourn, seconded by Board Member Roberts. Meeting was adjourned at 12:12 p.m.

J. ADJOURNMENT

Library Director Theresa Holden announced her resignation effective July 13, 2020. Theresa has recommended Librarian Ana Sanchez to serve as Interim Library director. Board Member Rhonda Herrington made a motion to adjourn, seconded by Board Member Breck Quarles. The special meeting of the Library Board was adjourned at 9:55 a.m.

Lynette Jackson Vice Chair

Kaitlin Scroggins Secretary



Agenda Date: 08/11/2020
To: Library Advisory Board
From: Ana Sanchez, Interim Library Director
Agenda Item: Hancher Grant Application and Guidelines
Date Submitted: 07/17/2020

SUMMARY:

Requesting consideration for approval to submit Hancher Foundation grant on behalf of Palestine Public Library for digitization of Palestine Daily Herald for 48 rolls of microfilm for years January 1, 1921-December 31, 1929, upon City Council approval.

<http://www.hancherlibraryfoundation.org/Application.html>

Grant Guidelines

Application deadline: Postmarked by **August 31, 2020**. The Foundation will confirm receipt of application by e-mail.

Original vernacular specific to your library is preferred within all applications.

Eligibility:

1. Must be a public library.
2. Library must serve a population of 50,000 or less.
3. Grants will not be awarded two consecutive years.
4. Library must serve the people of Texas.
5. Library asking for a grant must be accredited by the Texas State Library.
6. Grants will be awarded in the month of October. All funds must be spent in one year.
7. A Final Report is due on or before one year from the date the grant is funded.

General Exclusions:

Funding will not be considered for normal operating expenses, normal salaries or employee benefits. The Ladd and Katherine Hancher Library Foundation does not endorse or support any specific programs/products. Unscrupulous marketing practices by vendors are not tolerated.

RECOMMENDED ACTION:

Requesting approval to submit Hancher Foundation grant on behalf of Palestine Public Library for digitization of Palestine Daily Herald for 48 rolls of microfilm for year January 1, 1921-December 31, 1929 upon approval of City Council.

CITY MANAGER APPROVAL:

Attachments

Hancher Application
Digitization Quote

Ladd and Katherine Hancher Library Foundation

Grant Application

The Ladd and Katherine Hancher Library Foundation will consider requests from public libraries serving populations of 50,000 or less. Projects are reviewed for the level of educational contribution to the community. Funding will not be considered for normal operating expenses, normal salaries or employee benefits.

Application Deadline: August 31, 2020

Name of Organization: _____

Name of Contact: _____ Contact Title: _____

Physical Address: _____ City: _____ State: ____ Zip: _____

Mailing Address: _____ City: _____ State: ____ Zip: _____

Telephone: _____ Fax: _____ Email: _____

Website: _____

Current Assigned Texas State Library Population: _____

Grant Amount Requested: _____ Project Title: _____

AGREEMENT: If awarded a grant, it is agreed that this library will submit a **Final Report** that includes a review of what was purchased and the value/success of the purchase(s) in relation to your library. A detailed accounting of expenditures is not necessary. The **Final Report** is due on or before one year from the date the grant is funded.

Signature of Representative

Title

Date

ASSURANCES OF CONTINUED LOCAL SUPPORT: It is agreed that local funding for this library will not be diminished, curtailed, or cut in any way as a result of awarding this grant.

Signature of Authorization

Title

Date

Address each of the following items. Responses to each item should be limited to one page or less.

1. Describe the project to be funded by the Ladd and Katherine Hancher Library Foundation. (limit your description to one page.)

Include:

- The library service area and population to be affected by the project.
- Describe the project and the needs your project will address.
- Provide a tentative timeline for implementation of your project.

2. Has this library received a previous grant from the Ladd and Katherine Hancher Library Foundation? ____Yes [Year(s) received ____] ____No
3. If a grant is awarded, how will this project be funded beyond the grant year?
4. Provide a detailed budget for your project. Include itemized costs for materials, equipment, furniture, shipping, labor, etc....
5. Describe how this project will improve the library educational services in your community. Denote the group(s) in your community who benefit and how they will benefit from this project.
6. Explain how you will measure the success of your project. What are the outcomes you anticipate?
7. Identify the person(s) who will implement the project, monitor the results and submit the report. Provide name(s), title(s) and address(es).

8. Please include any additional information you believe is important.

CONTACT INFO: E-mail: info@hancherlibraryfoundation.org

Web Page: www.HancherLibraryFoundation.org

WHAT TO SEND:

One copy of the Grant Application.

One copy of your Annual Report to the Texas State Library.

Application must be postmarked by August 31, 2020

Mailing Instructions: Applications should be sent by first class mail. The Foundation will confirm receipt of the application by email.

Send Applications to: Ladd and Katherine Library Foundation
Attn: Charlotte Tilotta
P.O. Box 878
Columbus, TX 78934

LIBRARIES

DISCOVER THE POWER OF IDEAS

Digital Projects Unit Quote for Palestine Public Library

July 10, 2020

DESCRIPTION: <i>Palestine Daily Herald</i>	UNIT	UNIT COST	AMOUNT DUE
Digitizing, hosting and providing access to 20,000 pages (48 reels) of the <i>Palestine Daily Herald</i> , from 1921-1929	20,000	\$1.03	\$20,600.00
Purchase one 1TB external hard drive to deliver digital newspapers to partner	1	\$100.00	\$100.00
Total		\$20,700.00	

The following requirements will be completed:

Create digital images from microfilm or physical pages.

- From microfilm, scan at 8-bit grayscale with a resolution of 400 dpi, if possible; otherwise between 300 and 400 dpi (relative to the size of the original newspaper.) From physical pages, scan at 24-bit full-color, 400 dpi.
- Create image output file as an uncompressed TIFF 6.0, from which PDF and text derivatives with the same file name will be made.
- Capture a standards-based target film strip at the start of each session, to monitor equipment performance.
- Split dual images into individual newspaper images as necessary.
- Deskew images with more than 3% skew.
- Crop page image files to the edge of the newspaper, retaining the original edge and up to a quarter inch beyond.
- Produce images that have exactly the same dimensions, spatial resolution, skew, and cropping as the images used for OCR.
- Create OCR text conversion.
- Host the newspaper on the Portal to Texas History for free public access.
- Deliver copies of digital newspaper to partner on a 1TB external hard drive.
- More information about UNT's Texas Digital Newspaper Program can be found at:
<http://tdnp.unt.edu/>



Agenda Date: 08/11/2020
To: Library Advisory Board
From: Ana Sanchez, Interim Library Director
Agenda Item: Palestine Public Library Strategic Plan 2020-2025
Date Submitted: 08/06/2020

SUMMARY:

Palestine Public Library Strategic Plan 2020-2025-Review; Update; Approve changes to the plan

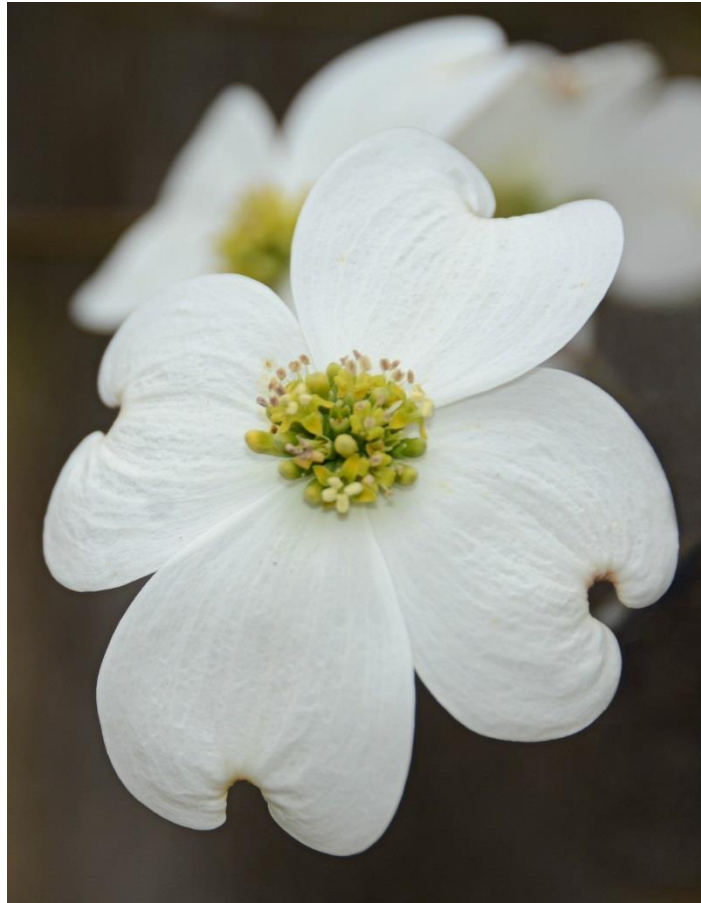
RECOMMENDED ACTION:

Review, update and approve Palestine Public Library Strategic Plan 2020-2025

CITY MANAGER APPROVAL:

Attachments

Library Strategic Plan



Palestine, Texas

STRATEGIC PLAN
October 1, 2020 - September 30, 2025

Library

(Libraries provide the physical and virtual spaces that are an integral part of an overarching system that provides continuous opportunities for learning from birth to senior age. Libraries continue to undergo tremendous transition as they move to virtual services in response to changes in technology and the expectations of their patrons, and as they facilitate not only the use of existing information, but also production of new information through online communities and efforts to preserve local history. The public values its library as a meeting place, a community center, and a learning place.)

2019 – 2020 Accomplishments (October 1, 2019 – September 30, 2020)

- Completed remediation of mold in Special Collections/Closed Stacks area.
- Increased followers using social media
- Performed a system-wide inventory and weeding of the children's non-fiction collection
- Phone tree software was installed to notify patrons to return materials on time.
- Conducted an annual analysis to determine strengths, weaknesses, and turnover of the collection.

(Recommendations call for a wide range of change, including initiatives to educate the public concerning the role and value of libraries, to meet the challenge of e-resources, to develop enhanced collaborations with other libraries and organizations, to support open content, and to oppose censorship.)

Year One Short-Term Goals (October 1, 2020 – September 30, 2021)

- The relocation of the Palestine Public Library from its current location within the Palestine Mall to a new or refurbished freestanding facility.
 - Research existing buildings for possible renovation as a free-standing library.
 - Research available property for appropriate location to build a new library facility.
 - Conduct a review of all spatial needs for a new/renovated library building to include staffing, technological upgrades and spacing for library/community events.
 - Explore potential funding resources including Palestine Memorial Board, grants, City Finance Department and governmental resources, and community-wide fund drive.
 - Set a tentative date for relocation.
- Review trends in public libraries as they affect planning for Palestine Public Library such as early learning development (children services); positive youth development (teen services); distance learning; lifelong learning; balancing electronic, digital and traditional collections; community adult services; and reference services
- The Palestine Public Library will provide a welcoming, comfortable environment that meets the physical needs for patrons and staff.
- Library will maintain adequate staffing to accommodate patron needs for programming.
- Rebrand the current marketing plan to reflect the Palestine Public Library's commitment to community and community services.

Years Two – Five Short-Term Goals (October 1, 2021 – September 30, 2025)

- The Palestine Public Library will provide a welcoming, comfortable environment that meets the physical needs for patrons and staff.
- Library will maintain adequate staffing to accommodate patron needs and daily operations.
- Provide resources by which to educate and train staff to ensure staff is knowledgeable on current changes within the scope of their job descriptions.
- Library patrons and staff will have access to the Internet, training, and other technology and creative resources with no unnecessary restrictions.

- Continue to initiate and maintain services and programming that supports the library's mission and meets community needs for the personal enrichment, enjoyment, and educational endeavors for patrons of all ages.
- Deliver current, high-demand materials in both physical and digital format to meet patrons' informational, educational and recreational needs.
- Add "Information Center" to the name of the library (Palestine Public Library and Information Center)
- Expand the marketing of library services to all clientele and communities by rebranding the library while addressing the inaccurate perceptions about the need for libraries in a digital world.

Years Six – Ten Long-Term Goals (October 1, 2025 – September 30, 2030)

- The Palestine Public Library will continue to meet and look for new means by which to be a viable partner and participate in facilitating its patrons: environmentally, technologically, facilities, historical and genealogical content and community awareness programming.
- Include to the library's existing Special Collections additional historical Palestine and Anderson County materials.
- Continue to market the library services to all clientele and communities by rebranding the library while addressing the inaccurate perceptions about the need for libraries in a digital world.
- With our current/future reality, we need to increase our media presence, particularly offering more programs digitally (Children's programming, book clubs, etc) that would coincide with or enhance in-person programs.
- Build a streaming content that offers twenty-four hour availability (without copyright infringement)