



City of Lancaster  
QUALITY OF LIFE AND CULTURAL SERVICES

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**MEETING**

**LANCASTER VETERANS MEMORIAL LIBRARY ADVISORY BOARD**

**Thursday, January 21, 2016, 6:30 p.m.**

**MINUTES**

The Members of the Lancaster Veterans Memorial Library Advisory Board met Thursday, January 21, 2016 at 6:30 p.m. at the Lancaster Veterans Memorial Library (Conference Room), 1600 Veterans Memorial Parkway, Lancaster, TX 75134.

**Lancaster Veterans Memorial Library Advisory Board Members Present:** Quinnest Banks, Tiffany Devereaux, Deserea Bradley, Sonja Shipp, Anne Ordone, and Cassandra Lewis

**Lancaster Veterans Memorial Library Advisory Board Members Absent:** Angela McCowan

**City Staff Present:** Sean Johnson, Managing Director; Raquel Hewitt, Library Manager; and Cynthia D. Williams, Administrative Secretary

**I. Call to Order**

Vice-Chair Quinnest Banks called the Lancaster Veterans Memorial Library Advisory Board Meeting to order at 6:40 p.m.

**II. Consider Approval of Minutes (November 19, 2015)**

Mrs. Shipp made a motion seconded by Mrs. Ordone to approve the minutes of November 19, 2015 of the Lancaster Veterans Memorial Library Advisory Board meeting as written. The motion carried unanimously.

**III. Election of Officers - Sean Johnson, Managing Director**

Mrs. Ordone made a motion to nominate Mrs. Shipp for Chair. Mrs. Shipp declined the nomination. Mrs. Shipp made a motion seconded by Ms. Bradley to nominate Mr. Banks. Mrs. Shipp made a motion to nominate Ms. Bradley. Ms. Bradley declined the nomination. Mrs. Ordone made a motion seconded by Mr. Banks to close the nominations. After a show of hands, the nomination carried unanimously. Mr. Banks will serve as our Board Chair.

Ms. Bradley made a motion to nominate Mrs. Shipp for Vice-Chair. Mr. Banks made a motion to nominate Mrs. Ordone. Ms. Bradley made a motion seconded by Mr. Banks to close the nominations. After a show of hands, the nomination carried unanimously. Mrs. Shipp will serve as our Board Vice-Chair.

**IV. Quarterly Stats – Raquel Hewitt, Library Manager**

Staff distributed copies of the Library Quarterly Report Statistics in the Packet. Mrs. Hewitt reported that Staff keeps these statistics as a requirement for Annual Reporting to retain State Library Accreditation.

There was further questions/discussion.

**V. Friends of the Library Annual Book Sale Update – Sean Johnson, Managing Director**

Mr. Johnson reported that the time of year is coming for our Friends of the Library Annual Book Sale; February 4, 5, and 6, 2016. In our last meeting, we discussed the book collections and the memorial policy. While it happens infrequently, we needed to put some type of structure in place where we will have some controls when people want to donate books in memory of someone as well as the storing of donated books. Proceeds from that book sale go to our Summer Reading Club Program. Mr. Johnson encouraged the Board to come and be involved in the Book Sale.

There was further questions/discussion.

**VI. Set Date and Agenda of Next Meeting**

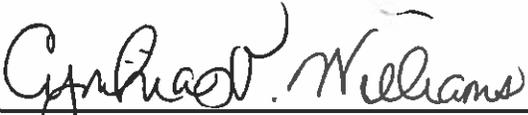
**Date of Next Meeting:** Tuesday, February 2, 2016, 6:30 p.m. (Special Call Meeting)

**Agenda Item:** 2017 TSLAC (Texas State Library and Archives Commission) Grant Application)

**VII. Adjournment**

Ms. Bradley made a motion seconded by Mrs. Shipp to adjourn the Lancaster Veterans Memorial Library Advisory Board Meeting. All present approved and the meeting adjourned at 7:05 p.m.

**ATTEST:**

  
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Cynthia D. Williams, Board/Administrative Secretary

**APPROVED:**

  
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Quinest Banks, Chair  
Lancaster Veterans Memorial Library Advisory Board