



City of Coppell, Texas

255 E. Parkway Boulevard
Coppell, Texas
75019-9478

Minutes Library Board

Thursday, October 10, 2024

7:00 PM

255 E. Parkway Blvd.

Martha Garber
Board Chair

Mathew Ittoop
Board Vice Chair

Anne Diamond
Board Member

Frank Gasparro
Board Member

Patricia Graziano
Board Member

Carla Madrigal
Board Member

Haridas Radhakrishnan
Board Member

Elizabeth A. Mink
Alternate Member

Manisha N. Pagedar
Alternate Member

Neel Mavalli
Youth Advisor

Anika Varadharajan
Youth Advisor

Notice is hereby given that the Library Advisory Board of the City of Coppell, Texas, met in the 2nd Floor Conference Room at 255 E. Parkway Boulevard at 7 p.m.

Regular Session (Open to the Public)

1. Call to Order

The meeting was called to order by Library Board Chair Martha Garber at 7:01 p.m.

Also present were Library Board Vice Chair Mathew Ittoop; Board Members Anne Diamond, Frank Gasparro, Haridas Radhakrishnan, Carla Madrigal; Alternate Members Elizabeth Mink and Manish N. Pagedar; and Youth Advisors Neel Mavalli and Anika Varadharajan.

Board Member Patricia Graziano was absent.

Staff in attendance were Library Manager Alexis Wellborn; Library Supervisor Amy Pittman-Hassett; and Administrative Services Coordinator Laurie Arnold.

2. Citizens' Appearance

None.

3. Approval of Minutes from September 12, 2024

Board Member Haridas Radhadrishnan moved to approve the Minutes from September 12, 2024 as presented. Vice Chair Mathew Ittoop seconded the motion. The motion carried by unanimous vote.

4. Review and discuss Library Advisory Board Goals and Objectives

Board Member Carla Madrigal reviewed the Library Advisory Board's Goals and Objectives:

1. Participate in the implementation of the Library's Strategic Plan
 - a. Library services reflect the Coppell community and its many facets
 - b. Library services and information are conveniently accessible to all
 - c. Library maintains a healthy network of partners through the Coppell community
 - d. Library services are provided in an effective and sustainable manner
2. Support and promote the Friends of the Coppell Public Library
3. Promote the Library by active individual participation in Library programs, outreach and community events
 - a. Attend Library programs and Council meetings
 - b. Represent the Library Board at City and civic events
 - c. Actively use social media to market Library activities

5. Presentation Regarding Library Room Reservations

Administrative Services Coordinator, Laurie Arnold, reviewed statistics, policies, and guidelines regarding library room reservations.

The Library currently has seven rooms that can be reserved by patrons when not in use for Library or City programs. The Meeting Rooms are only available to groups that hold a 501C3 designation. When not reserved, depending upon the room's capacity, most are available on a first come, first served basis or as a shared spaced.

The Conference Room can be reserved for same-day reservations at the Main Desk for a total of three hours per day if that patron has not enjoyed another reservation that day.

One reservation must be completed before the next is submitted. One reservation is permitted per individual, group, or organization at a time. Requests must be submitted no later than (3) business days in advance or earlier than three months in advance.

6. Youth Advisor Reports

Youth Advisors Neel Mavalli and Anika Varadharajan provided an update regarding ongoing projects:

Two Eagle Scout candidates are working with the Friends to help with the Free Little Libraries. Anika is discussing the possibility of a Poetry Slam with the Teen Librarians.

7. Friends of the Coppell Public Library Report

Board Member Frank Gasparro reviewed the activities of the friends of the Coppell Public Library.

The Friends will provide 250 mini pumpkins at the Annual Scare on the Square on October 26th in Old Town Coppell. The Game, Guess of Many Pieces of Candy will provide the winner with a free ticket to the first night of the Annual Big Book Sale on November 22 - November 24. The winner will also enjoy the candy and \$20 of book bucks for book sale purchases.

The Friends are in the process of updating their website.

The next Friends Meeting will be October 28th in Meeting Room B at the Library at 7pm.

8. Library Manager's Report

Library Manager Alexis Wellborn reviewed library operations, programs, and events.

Most library statistics including gate count, new account registrations, and room reservations continue to show an upward trend. There is some fluctuation in the circulation and in-person assistance year over year.

Community Services Projects, a brochures provided to the Board, is available on the Community Experiences website. The November Library Advisory Board Meeting has been canceled. There will be a Joint Parks and Recreation and Library Advisory Board Meeting on November 11th at 6:30 pm, at the Life Safety Park. More details about the meeting will be forthcoming.

Two new cameras have been installed in the Meeting Rooms. A new air conditioning unit with dehumidifier is on order. The Library hosted several tours of elementary-aged students over the past two weeks.

Upcoming programs include: Firefighter Storytime on October 16th; Coppell Historians on October 19th; Halloween Family Fun Night on October 22nd; and the 50th Anniversary Decades Party on November 16th.

The Board briefly reviewed Texas Open Records procedures. If a citizen visits the Meeting and chooses to speak, the Board is not permitted to respond other than to thank the citizen.

Topics for future meetings: What is the document review approval procedure? How is the Board notified regarding their specific questions?

9. Adjournment

There being no further business before the Library Advisory Board, the meeting was adjourned at 8:03.

Martha Garber, Board Chair

ATTEST:

Laurie A. Arnold, Administrative Services Coordinator