



# City of Coppell, Texas

255 E. Parkway Boulevard  
Coppell, Texas  
75019-9478

## Minutes Library Board

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Thursday, March 14, 2024

7:00 PM

255 E. Parkway Blvd.

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**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 pm.

### Regular Session (Open to the Public)

#### 1. Call to Order

Library Board Chair Martha Garber called the meeting to order at 7:00 p.m.

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

Staff in attendance were Library Manager Alexis Wellborn; Library Supervisor Morgan Pritchett; Assistant Director of Community Experiences Adam Richter; and Administrative Services Coordinator Laurie Arnold.

Board Member Patricia Graziano was absent.

**2. Citizen's Appearance**

This agenda item provides an opportunity for citizens to address the Board or Commission on any matter. Anyone wishing to address the Board or Commission should register prior to the start of the meeting. There is a two (2) minute time limit for each citizen to speak, additional time may be granted by the Board or Commission.

The Board or Commission is not permitted to take action on any subject raised by a speaker during Citizens' Appearance.

**None.**

**3. Approval of Minutes from February 8, 2024**

**Board Member Anne Diamond requested that the date of the next Friends of the Coppell Public Library Meeting be amended to February 26, 2024.**

**Board Member Frank Gasparro moved to accept the Minutes from February 8, 2024 as amended. Board Member Haridas Radhakrishnan seconded the motion. The motion carried by unanimous vote.**

**4. Review and discuss Library Board Goals and Objectives**

**Board Vice Chair Mathew Ittoop reviewed the Library Board 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. Discussion Regarding Agenda Items**

**Board Chair Martha Garber explained that she requested this Agenda Item as a means to clarify to Board Members what constitutes an Agenda Item and how to properly request Agenda Items in compliance with the Texas Open Meetings Act.**

**Library Board Manager Alexis Wellborn explained that she reviews requests with the Leadership team based upon Library Board Goals and Objectives and capacity of library staff to implement the request.**

**All requests will be taken under advisement and addressed either in a Meeting or with the requester personally and mentioned in a future Manager's report.**

Board Members requested an open Agenda Item to discuss possible upcoming programs. Library staff will review the request with the City Secretary.

**6. Discussion Regarding Period Poverty**

Library Board Member Carla Madrigal, Adult Services Librarian Emily Plagens, Library Manager Alexis Wellborn, High School Student Wendy Le, a member of the Empowerher Club, met and discussed a trial plan to provide feminine hygiene products in both public restrooms of the Library beginning in April. Depending upon the success of the trial, the program could continue and move to additional facilities.

**7. Discussion Regarding Library Marketing**

Library Supervisor Morgan Pritchett gave a brief overview of the Library's current marketing program.

Alternate Members Elizabeth A. Mink and Board Member Carla Madrigal suggested contacting the school parent teacher organizations. Alternate Member Manisha N. Pagedar suggested specific individuals with a voice within the community that she could contact to discuss library programming.

Alternate Member Manisha N. Pagedar suggested library outreach to Coppel schools.

**8. Library Board and Youth Advisor Reports**

Youth Advisor Anika Varadharajan gave suggestions for teen displays during specific times of the year. She will contact the Teen Librarian, Kai Robert.

Youth Advisor Neel Mavalli discussed the need for more passive teen programming to increase teen participation.

Alternate Member Elizabeth A. Mink complimented the Library's 50th Anniversary's 50 book challenge. She requested a discussion regarding more daytime book clubs. Library Supervisor Morgan Pritchett suggested she utilize the Library's Program Submission Form.

Library Board Chair Martha Garber noted that the Senior and Community Center is not open on weekends. She asked if the Library could provide Senior programming on weekends to help fill the void.

Library Board Member Frank Gasparro reviewed the Community Builders program for new members. Meet Your Asian Neighbor is scheduled at the Library in Meeting Room AB on May 4th at 2 p.m.

**9. Friends of the Coppel Public Library Report**

Library Member Frank Gasparro reviewed the activities of the Friends of the Coppel Public Library.

The Friends are working with Libby May to revitalize 16 free little libraries. Libby will find Stewards to help with the upkeep and inventory of the little

libraries. Library Board Vice Chair Mathew Ittoop is continuing to work on the 50th Anniversary Postal Cancellation. The cancellations will be available at the Library on July 20th.

Membership renewal emails have been sent. The Friends are funded through membership dues and book sales.

The next Friends Meeting will be March 25, 2024, at 7p.m. in the Library's Conference Room.

10.

Library Manager's Report

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

Library statistics continue to show an up tick from recent years. Staff are noticing the difference in the workload.

The State has adopted a new interlibrary loan provider. Staff is currently working on the transition. The State Library and Archives Commission Annual Application for Accreditation is almost complete and will be submitted by March 31, 2024.

The 50th Anniversary Library cards, by the three different design winners, are available for new and existing patrons.

The Collection Development Guideline staff review is complete; the leadership and legal review is ongoing. The Guidelines for Meeting and Study Rooms will go through the review process next; followed by the Library Board By Laws. The Library's Strategic plan will be addressed by the end of the year.

Morgan Pritchett was promoted to from Librarian to Library Supervisor on March 4, 2024. Lauren Osburn, Children's Librarian, will leave the Library effective March 31, 2024. Both vacant librarian positions will be posted soon.

The Library Survey closed on March 3, 2024. When the information has been disaggregated, it will be shared with the Board. The first public engagement session for the Community Experiences Master Plan update process was held in the Library on March 7, 2024, in the Library. Future sessions are planned on April 5, 2024, in Old Town during the Sunset Social from 7p.m. - 9p.m. and June 6, 2024, at the Arts Center at 6 p.m.

It is currently budget season. The staff is providing feedback as the numbers are adjusted in several key areas.

As stated in the Library Board Goals and Objectives, it is incumbent upon Library Board members to attend the wide variety of programs the library offers and to seek out community members to discuss the program's impact.

Future programs of interest include: Teen Resume Building, April 3, 2024, 5p.m. - 7p.m; Solar Eclipse Experience with the Frontiers of Flight Museum's Planetarium, April 6, 2024, 1p.m. - 4 p.m., Solar Eclipse Mocktail Party, April 7, 2024, 2p.m - 3p.m.

Community Engagement and The Biodiversity Center will present The Total Eclipse of the Park on April 8, 2024, from 12 p.m. to 3 p.m. at Andy Brown East. Free popcorn and eclipse glasses will be provided.

The request for a Library Cafe has been reviewed. The Library does not have the plumbing capacity; staff or space availability required to build and operate a Cafe.

The Postal Cancellation is now a Friends project.

**11. Adjournment**

There being no further business before the Library Advisory Board, the meeting was adjourned at 8:19 p.m.

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Martha Garber, Library Board Chair

ATTEST:

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Laurie A. Arnold, Administrative Services Coordinator