



Minutes

Library Board

Thursday, January 13, 2022

7:00 PM

177 N. Hartz Rd.

The Cozby Library and Community Commons Advisory Board met in Regular Session on Thursday, January 13, 2021, in Meeting Room AB of the Library at 177 North Hartz Road, Coppell, TX 75019.

Regular Session (Open to the Public)

1. Call To Order

The meeting was called to order by Chair Frank Gasparro at 7:05p.m. Other Board members present were Matthew Ittoop, Martha Garber, Michelle Ostrander, Sekhar Katkam, Haridas Radhakrishnan, Carly Brenner and Patricia Graziano. Youth Advisors Priya Kelley and Akanksha Subbarao were also present. Staff in attendance were City Secretary Ashley Owens, Library Director Dennis Quinn, Assistant Director Amy Pittman-Hassett, Librarian Morgan Green-Griffin, and Administrative Technician III Laurie Arnold.

2. Citizens' Forum

None

3. Training Overview with City Staff

City Secretary, Ashley Owens, reviewed the Open Meetings Act. Board members were reminded that all Agenda items are to be discussed in open session. No Board meeting can take place unless a quorum is present. By law, the agenda must be posted at least 72 hours prior to a scheduled meeting. This year, all Board members are also asked to complete Public Information Act Training. All documents, including emails, produced in a public setting are public record.

4. Teen Services Presentation

Morgan Green-Griffin, Teen Services Librarian, gave a presentation on Teen Services in 2021. During the year, Teen Services presented 41 live programs with 276 attendees and 20 passive programs reaching 837 teens. Teen volunteers continue to be active, particularly during the summer months.

5. Approval of Minutes from December 9, 2021

Martha Garber moved to approve the Minutes from the December 9, 2021 meeting. Matthew Ittoop seconded the motion. The motion was carried by unanimous vote.

6. Election of 2022 Chair and Vice Chair

Matthew Ittoop nominated Frank Gasparro as Library Board Chair. Frank Gasparro accepted the nomination. Martha Garber moved to close the nominations for Board Chair and proceed with the vote. Michelle Ostrander seconded the motion. The motion carried by unanimous vote.

Matthew Ittoop nominated Martha Garber as Library Board Vice Chair. Martha Garber accepted the nomination. Michelle Ostrander moved to close the nominations for Board Vice Chair and proceed with the vote. Sekhar Katkam seconded the motion. The motion carried by unanimous vote.

7. Receive an Update on the Strategic Plan Process

Dennis provided an update on the Strategic Plan process. The staff is working on an action plan based on the four components determined in the two Strategic Planning Workshops. Dennis will present the action plan to the Board when it is completed. This year, the Strategic Planning process coincides with the budget planning process. In the future, the strategic component will be completed prior to the budget.

8. Director's Report

Dennis reviewed the library's activities and statistics. Circulation is almost back to pre-COVID levels. Digital circulation continues to increase year over year. Programming has decreased, partially by intent. To address sustainability, librarians have focused on the quality of their programming as well as the quantity.

The library has received notice that a citizen would like to proceed with the next steps required in a Request for Reconsideration. The request will be an Agenda item on the February Agenda.

9. Board Member and Youth Advisor Reports

Frank Gasparro, Board Chair introduced this agenda item to the new board members. He explained that it was the time for members to speak if they had business they wished to share with the board.

Youth Advisors Priya Kelley and Akanksha Subbarao expressed interest in increasing the accessibility of the library to teens.

10. Friends of Coppel Library Report

Frank Gasparro explained the function of the Friends of the Coppel Public Library, the charity which supports the Cozby Library and Community Commons.

11. Library Board Goals and Objectives

The goals and objectives were reviewed. With a new Strategic Plan, these goals and objectives will be refreshed.

12. Adjournment

Chair Frank Gasparro adjourned the meeting at 8:34.

Frank Gasparro, Library Chair

ATTEST:

Laurie A. Arnold, Administrative Technician III