



# City of Coppell, Texas

255 E. Parkway Boulevard  
Coppell, Texas  
75019-9478

## Minutes Library Board

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Thursday, August 8, 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 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 7:00 p.m.

### 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 Board Members Anne Diamond, Frank Gasparro, Patricia Graziano, Carla Madrigal and Haridas Radhakrishnan; Alternate Members Elizabeth Mink and Manisha N. Pagedar; and Youth Advisors Neel Mavalli and Anika Varadharajan.

Staff in attendance were Library Manager Alexis Wellborn; Library Supervisors Amy Pittman-Hassett and Morgan Pritchett; Assistant Director of Community Experiences Adam Richter; Adult Services Librarian Emily Plagens and Administrative Services Coordinator Laurie Arnold.

Mayor Wes Mays attended for the first two Agenda Items.

Library Board Vice Chair Mathew Ittoop attended via ZOOM.

2. Presentation of Library Proclamation by Mayor Wes Mays

**Mayor Wes Mays thanked the Library Advisory Board for their service to the Community. He presented the Board with the following proclamation:**

**WHEREAS, the month of June marks the 50th anniversary of the opening of the public library in the City of Coppell; and**

**WHEREAS, the public library, the Cozby Library and Community Commons, which was named for former Mayor William T. Cozby, serves its community by helping citizens develop their talents, acquire knowledge, embrace their passions, and fulfill their dreams; and**

**WHEREAS, the public library became part of the Community Experiences department in 2022, emphasizing its integral part in creating a lifelong learning environment as well as fostering opportunities for citizens to build an inclusive community fabric; and**

**WHEREAS, the public library staff directly assists over 25,000 patrons every year through reference questions, as well as building and maintaining print and digital collections, programming for every age level, and more; and**

**WHEREAS, the public library was started by a group of volunteers, and is still supported by volunteers, including those who serve on the Library Board, participate in the Friends of the Coppell Library, or the teens that contribute thousands of service hours to the library each year; and**

**WHEREAS, the public library circulates nearly 500 hundred thousand items per year; and**

**WHEREAS, over a quarter million visitors pass through the doors of the public library every year.**

**NOW, THEREFORE, I, Wes Mays, Mayor of the City of Coppell, do hereby proclaim the month of June 2024 as**

**“LIBRARY GOLDEN JUBILEE MONTH”**

**in the City of Coppell.**

3. 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.

4. Approval of Minutes from May 9, 2024

Board Member Haridas Radhakrishnan moved to approve the Minutes from May 9, 2024 as presented. Board Member Carla Madrigal seconded the motion. The motion carried by unanimous vote.

5. Review and discuss Library Advisory Board Goals and Objectives

Board Chair Martha Garber reviewed the Library 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

6. Presentation on cloudLibrary

Adult Services Librarian Emily Plagens reviewed information, ordering procedures, and insider tips regarding the use of the Library's online ebook and eaudio book systems.

Cozby Library is a member of the cloudLibrary, cloudLink consortium. The library owns approximately 10,000 digital titles, but has access through the consortium to over 200,000 titles.

It is possible for a title to temporarily disappear from the Catalog. If the title belongs to another library within the consortium and it has been borrowed by the owning library's patron, the title will not be visible to Cozby patrons until it is returned.

Libraries purchase ebook and eaudio book licenses. The license is good for a certain amount of time or a certain number of check-outs. When those limits are reached, the book is no longer available. Librarians will determine if a license should be repurchased.

Notifications are sent to patrons when hold are available. There is no notification for items that are close to their return date.

7. Discuss and Consider Approval of Amended Guidelines for Collection Development

A discussion ensued regarding possible minor word changes and the addition of a provision regarding Reconsideration Requests that have been settled by library staff without the need for a Library Board decision.

The approval decision was tabled until the advice of the City Attorney could be

obtained.

8. Youth Advisor Reports

Youth Advisor Neel Mavalli spoke about the need for Eagle Scout projects. Assistant Director of Community Services Adam Richter mentioned that a new list of possible Eagle Scout projects will be published through Community Experiences on October 1, 2024. Board Member Frank Gasparro suggested that Youth Advisor Neel Mavalli connect the Friends representative for the Free Little Libraries.

Youth Advisor Anika Varadharajan spoke about removing the stigma from discussion of women's monthly cycles. She is working with the teen librarians to possibly incorporate the movie, Turning Red, with the upcoming program, Flow Forward on September 22, 2024. Additionally, Youth Advisor Anika Varadharajan is working with Teen Librarian Kai Robert regarding book displays for Asian and Pacific Islander and Hispanic Heritage Month.

9. Friends of the Coppell Public Library Report

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

The next Friends Meeting will be on Monday, August 26, 2024 in Meeting Room B of the Library at 7:00 p.m.

During the Annual Volunteer Fair in April, the Friends received twenty-five new members.

The construction of all new little libraries is complete. The Friends sponsored the Commemorative Stamp Cancellation for the Library's 50th Anniversary available during the Summer Reading Closing Party. The Friends also provided popsicles and offered raffle tickets during the event.

The Friends continue to sell 50th Anniversary t-shirts at the Library and various events.

Upcoming events include the Scare on the Square in October and the Big Book Sale in November.

10. Library Manager's Report

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

The Library has experienced a nine percent increase in foot traffic year over year. In July, volunteers contributed over 810 hours of community service. Library staff received their new furniture during the month of July.

Bri Praslicka, who has been with the Library for three years, was promoted to Librarian. She will serve both the Children's and the Teen departments. Jenni Mesa, Children's Librarian, joined the library over the summer as well. With the addition of Clerks Sharon Fron and Alissa Lloyd, the team is almost complete.

Library Manager Alexis Wellborn reviewed and answered all open questions from the May 9, 2024 meeting.

The three winning 50th Anniversary Bookmarks were distributed to the Board.

11. Adjournment

There being no further business before the Library Advisory Board, the meeting was adjourned at 8:42 p.m.

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Martha Garber, Library Board Chair

ATTEST:

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Laurie A. Arnold, Administrative Services Coordinator