



# City of Coppell, Texas

255 E. Parkway Boulevard  
Coppell, Texas  
75019-9478

## Minutes

### Library Board

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Thursday, December 11, 2025

7:00 PM

255 E. Parkway Blvd.

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**Carla Madrigal**  
Board Chair

**Anne Diamond**  
Board Vice Chair

**Martha Garber**  
Board Member

**Frank Gasparro**  
Board Member

**Seth L. Phillips**  
Board Member

**Haridas Radhakrishnan**  
Board Member

**Radhika Rajgopal Singh**  
Board Member

**Elizabeth A. Mink**  
Alternate Member

**Manisha N. Pagedar**  
Alternate Member

**Ananya Gogula**  
Youth Advisor

**Maiya A. Krishna**  
Youth Advisor

Notice was hereby given that the Library Advisory Board of the City of Coppell, Texas, met in the 2nd Floor Conference Room at 7:00 p.m. at 255 E. Parkway Boulevard.

As authorized by Section 551.127, of the Texas Government Code, one or more appointed board member or employees attended this meeting remotely using videoconferencing technology.

The purpose of this meeting was to consider the following items:

#### Regular Session (Open to the Public)

##### 1. Call To Order

Chair Madrigal called the meeting to order at 7:00 p.m.

Members Present: Carla Madrigal, Anne Diamond, Martha Garber, Frank Gasparro, Seth L. Phillips, Radhika Rajgopal Singh, Manisha N. Pagedar, Haridas Radhakrishnan (Virtual), Ananya Gogula, Maiya A. Krishna

Members Absent: Elizabeth Mink

Others Present: Alexis Wellborn, Adam Richter, Yessemeri Chavez

**2. Citizens' Appearance**

Chair Madrigal advised that no one signed up to speak.

**3. Approval of Minutes: November 13, 2025**

A motion was made by Board member Garber, seconded by Board member Singh, that the minutes from the November 13, 2025 meeting be amended with the suggested corrections and approved. The motion was carried by a unanimous vote.

**4. Library Manager's Report**

Library Manager, Alexis Wellborn, reviewed statistics, programs and operations for the Library.

Interviews for the two vacant Library Assistant positions have been concluded and offers were sent out to two individuals.

The new circulation desk is expected to be installed on December 16, with minimal interruption to patron services.

The library staff is preparing to submit their entry for the TMLDA Award application for 21st year.

A transition to a new reservation software will commence in 2026. The new system will be more efficient and effective for staff. Patrons should not notice the difference when the transition occurs.

The library will close early on December 24 at 5:00 p.m. and be closed all day December 25 and 26. It will also close early on December 31 at 5:00 p.m.

**Programs of note:**

December 16 - Welcome to the North Pole

December 17 - Winter Read-A-Thon

December 23 - Crafting Joy: Wreath Decorating

December 31 - Noon Year's Eve

**5. Friends of Coppell Public Library Report**

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

There are members of the Friends who help to maintain the free little libraries located around the town. They also supply books to the little libraries as well to ensure they remain well stocked for patrons to use. The little library located at Plinkerton Elementary School will need to be relocated.

New members of the Friends received welcome letters. With the new app implemented, this can be done automatically, making the process efficient.

Discussion has already begun with events that the Friends may sponsor for 2026.

The next meeting for the Friends is scheduled for January 26, 2026 at 6:30 p.m. at the Library.

**6. Youth Advisor's Report**

Youth Advisors provided an overview on the increase of social media metrics since becoming involved in the process.

**7. Discussion regarding library board goals and objectives**

The Board reviewed and discussed the Library Board's goals and objectives. Chair Madrigal suggested clarifying the goals and objectives for incoming board members in 2026. It was also suggested that board members play a more active role with the Friends of the Coppell Public Library to better understand the different ways they can provide support. Library Manager Alexis wellborn brought up future goals and objectives that can also be provided for all board members to assist with the development of the services provided by the Library.

**8. Discussion regarding new member orientation**

Board members discussed ideas for introducing new members to the Board and outlining expectations. Board Member Singh suggested adding a brief summary to the orientation materials describing the Board's activities from the previous year to help clarify goals. Board Member Philips suggested providing a tour of the facility so members can become more familiar with the space and better understand references to specific areas in meeting items. Board Member Garber suggested having Library divisions present to the Board to help members become more familiar with staff and their roles within the Library. The Youth Advisors suggested ideas for engaging incoming youth members, encouraging more active participation, and highlighting specific resources available to them.

**9. Discussion regarding community survey**

The Board discussed the possibility of creating a survey specifically designed to measure digital utilization of the Library's services.

**10. Discussion regarding future agenda items**

No new future items at this time.

**11. Adjournment**

There being no further items to come before the Library Advisory Board, the meeting was adjourned at 7:53 p.m.

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**Carla Madrigal, Chair**

**Prepared By:**

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**Yessemeri Chavez, Senior Administrative Assistant**