



# City of Coppell, Texas

255 E. Parkway Boulevard  
Coppell, Texas  
75019-9478

## Minutes Library Board

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Thursday, January 11, 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 7:00 p.m. at 255 E. Parkway Boulevard.

### Regular Session (Open to the Public)

1. Call to Order

The meeting was called to order at 7:06 p.m. by Library Board Chair Martha Garber.

Also present were Board Vice Chair Mathew Ittoop; Board Members Anne Diamond, Frank Gasparro, Patricia Graziano; Alternate Members Elizabeth A. Mink and Manisha N. Pagedar; and Youth Advisors Neel Mavalli and Anika Varadharajan.

Board Member Haridas Radhakrishnan attended via ZOOM.

Board Member Carla Madrigal was absent.

Staff in attendance were Library Manager Alexis Wellborn; Library Supervisor Amy Pittman-Hassett, Assistant Director of Community Experiences Adam Richter and Administrative Services Coordinator Laurie Arnold.

Board Chair Martha Garber requested all Board Members and staff introduce themselves to start the new board year.

2. Citizen's Appearance

None.

3. Training Overview with City Staff

Coppell City Secretary Ashley Owens reviewed the Open Meetings Act and the Public Information Act.

The Open Meetings Act (OMA) requires a quorum for all Boards to meet. An Agenda must be posted online on location at least 72 hours prior to the meeting. Board members are prohibited from discussing City business through email with each other. The Board cannot discuss City business without giving the Public the correct, advanced notice.

The Public Information Act (PIA) allows the Public access to any information that is collected, assembled or maintained by or for a governmental body. Records created on behalf of all Boards and Commissions are subject to the PIA.

The City Secretary's Office is responsible for responding to Open Records Requests. All City communications need to be kept separate from private communications.

The Board will elect a Chair and Vice Chair. The Chair presides over the meetings; the Vice Chair presides over the meetings in the Chair's absence. Attendance is taken at every meeting. Absences with prior notice are considered excused. After two absences, excused or unexcused, Board Members receive an email from the City Secretary's office. After three absences of any kind, Council will consider that Membership.

4. Approval of Minutes from December 14, 2023

Board Member Mathew Ittoop moved to approve the Minutes from December 14, 2023 as presented. Board Member Frank Gasparro seconded the motion. The motion carried by unanimous vote.

5. Election of Officers

Board Member Patricia Graziano nominated and moved to elect Board Chair Martha Garber to serve another term as Library Board Chair. Board Chair Martha Garber accepted the nomination. Board Member Anne Diamond seconded the motion. The motion carried by unanimous vote.

Board Member Frank Gasparro nominated and moved to elect Mathew Ittoop to serve another term as Library Board Vice Chair. Board Vice Chair Mathew Ittoop accepted the nomination. Board Member Haridas Radhakrishnan

seconded the motion. The motion carried by unanimous vote.

**6. Library Manager's Report**

**Alexis Wellborn, Library Manager, review library operations, programs, and events.**

**Library statistics are on par with 2023. Staff scheduling has moved to an online platform. The state is transitioning to a new Interlibrary Loan (ILL) system. The Library's ILL Technician, Usha D'Silva, has been training with the new system. The programming team has completed Summer program planning. Submission is complete for the 19th Annual Texas Municipal Library Director's Award (TMLDA ).**

**The Library welcomed over 300 guests for the Grinchmas program in December. The 50th Anniversary Design Your Own Library Card will run from January 2 - January 31st. Upcoming programs include Meditative Drawing; Blue Bonnet Trivia; Kids Guide to Internet Safety; and Lunar New Year - The Year of the Dragon.**

**7. Board Member and Youth Advisor Reports**

**Board Chair Martha Garber gave a short explanation of the Board expectations for the Youth Advisors.**

**8. Friends of the Coppell Public Library Report**

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

**The Friends advocate for the Library. Funds are raised through book sales and membership drives. The Friends currently sponsor several Library programs including: portable chargers; literacy and stem backpacks; toddler zone sensory wall; teen table top arcade game; and guest speakers.**

**The next Friends meeting is January 22, 2024 in the Library's Conference Room at 7pm.**

**9. Discussion Regarding Postal Cancellations**

**Library Manager Alexis Wellborn gave a brief explanation of postal cancellations. The stamp, which can be personalized, the United States Post Office uses to cancel an active stamp when sent through the mail.**

**Vice Chair Mathew Ittoop would like to form a sub-committee to create a postal cancellation logo for the Library's 50th Anniversary. The Committee would work with the Post Office to determine a mutually agreeable date to cancel postage at the Library using the 50th Anniversary stamp. The sub-committee would need to consist of less than five Board Members to preclude creating a quorum.**

**10. Discussion Regarding the Library's Reconsideration Process**

**Alexis Wellborn, Library Manager gave a brief history of the reconsideration**

process at the Library. A request had been made, prior to her employment, that all reconsideration requests, become part of the monthly statistics reports.

There have been very few reconsideration requests at Cozby Library. All are subject to the PIA .

The Library is in the process of reviewing many of the its current Guidelines. The Leadership Team proposes changes; Staff comments and proposes additional changes; the City Attorney reviews the document and the appropriate corrections are made; the final Guidelines are submitted to the Library Advisory Board for approval.

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

Alternate Member Elizabeth A. Mink 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

**12.** 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