



# City of Coppell, Texas

255 E. Parkway Boulevard  
Coppell, Texas  
75019-9478

## Minutes Library Board

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Thursday, June 9, 2022

7:00 PM

177 N. Heartz Rd.

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**Frank Gasparro**  
Chair

**Martha Garber**  
Vice Chair

**Anne Diamond**  
Board Member

**Mathew Ittoop**  
Board Member

**Sekhar Katkam**  
Board Member

**Michelle Ostrander**  
Board Member

**Haridas Radikrishnan**  
Board Member

**Carly Brenner**  
Alternate

**Patricia Graziano**  
Alternate

**Priya Kelley**  
Youth Advisor

**Akanksha Subbarao**  
Youth Advisor

Notice is hereby given that the Library Advisory Board of the City of Coppell, Texas, met in Meeting Room AB of the Library at 177 N. Heartz Rd.

### Regular Session (Open to the Public)

1.

#### Call To Order

The meeting was called to order by Board Chair, Frank Gasparro, at 7:04 p.m.

Also present were Board Vice Chair Martha Garber, Board Member Mathew Ittoop, Board Member Michelle Ostrander, Alternate Carly Brenner, Alternate Patricia Graziano, Youth Advisor Priya Kelley and Youth Advisor Akanksha Subbarao.

Staff in attendance were Director of Library Services, Dennis Quinn, Assistant Library Director, Amy Pittman-Hassett, Assistant Director- Parks and Recreation, Adam Richter, and Administrative Technician III, Laurie Arnold.

Board Member Anne Diamond and Board Member Sekhar Katkam were absent.

2. Citizens' Forum: Citizens should complete a Citizens Appearance Form which can be requested from the library no later than 2:00 p.m. on the date of the meeting at which they would like to appear. Pursuant to the State Open Meetings Law, the Board is restricted in discussing or taking action on items not posted on the agenda. Action on your statements can only be taken at future meetings.

**Board Chair, Frank Gasparro, announced that no citizens had signed up to speak.**

3. Approval of Minutes from May 12, 2022

**Martha Garber, Board Vice Chair, moved to approve the minutes from the May 12th meeting. Haridas Radhakrishnan, Board Member, seconded the motion. The motion carried by unanimous vote.**

4. Consider Approval of Amended Policy Guidelines for Meeting Rooms, Conference Rooms, Business Center and Study Rooms

**Michelle Ostrander, Board Member, moved to approve the Amended Policy Guidelines for Meeting Rooms, Conference Room, Business Center and Study Rooms as presented. Haridas Radhakrishnan, Board Member, seconded the motion. The motion carried by unanimous vote.**

5. Discussion regarding June Work Session

**Dennis Quinn, Director of Library Services, confirmed June 22, 2022, for the June Work Session. A quorum of Board members was confirmed for attendance.**

**After some discussion, the Board decided to discuss the Six Critical Questions during the June Work Session. If time permits, they will determine the Board Goals and Objectives.**

6. Discussion regarding Six Questions

**Dennis Quinn, Director of Library Services, explained how the Six Critical Questions from the book, The Advantage, by Patrick Lencioni helped the City of Coppell in its journey toward organizational health. The City first answered the questions in 2012; those answers were revised in 2019. The answers are intentionally philosophical.**

- 1. Why do we exist? To make Coppell the place you want to be.**
- 2. How do we behave? We lead with heart. We serve with respect.**
- 3. What do we do? We provide Municipal services.**
- 4. How do we succeed? We will continue to succeed by embracing our Coppell culture.**
- 5. What is most important right now? Safeguarding the future through the budget process.**
- 6. Who must do what? Our Leadership Teams are responsible for leading the organization and the organization collectively is responsible for executing the vision that has been given to us.**

**7. Director's Report**

Dennis Quinn, Director of Library Services, summarized the library's recent activities.

With over 400 attendees, the summer reading kickoff had the highest attendance to date. At day ten of the summer reading challenge, the first day for prize redemption, 35 patrons claimed their prizes. Over 1,000 reading logs have been distributed.

Attendance for guest performances and programs continues to be at or near capacity.

Open staff positions are under discussion.

Extended hours and extended hours testing have been paused. Dennis will update the Board when he has an updated schedule.

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

Priya Kelley and Akanksha Subarao, Youth Advisors, presented their ideas for teen programs. Dennis Quinn, Director of Library Services, asked the Youth Advisors to forward their proposals to him; he will introduce them to the library's programming team.

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

Frank Gasparro, Board Chair, presented the Friends of the Coppell Public Library Report. He stressed the importance of joining the Friends and advocating on behalf of the library.

Upcoming events for the Friends include the monthly meeting on June 27th and a pop-up book sale at the Coppell Farmer's Market on July 16th. The Friends will hand out popsicles at the Summer Reading Closing Event on July 30th.

**10. Library Board Goals and Objectives**

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.

The Board will discuss new Goals and Objectives in the Work Session on June 22nd.

**11. Adjournment**

There being no further business before the Library Advisory Board, the meeting was adjourned at 8:04 p.m.

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**Frank Gasparro, Library Board Chair**

**ATTEST:**

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**Laurie A. Arnold, Administrative Technician III**