

WILLIAM T. COZBY PUBLIC LIBRARY
LIBRARY BOARD MINUTES
April 14, 2016

The William T. Cozby Public Library Advisory Board met in regular session on Thursday, April 14, 2016 in the Second Floor Conference Room of Town Center at 255 Parkway Boulevard.

CALL TO ORDER: The meeting was called to order by Chairman Janet Koester at 7:00 p.m. Other board members present were Pat Nicks, Adrienne Renner, Wednesday Foster, Karla Tabor, Tom Dwyer, Emily Nance, and Mahesh Guduru. Youth Advisor Tharani Muthukumar was also present. Staff in attendance were Director Vicki Chiavetta, Assistant Director Jane Darling and Sr. Administrative Technician Kim McGrath.

1. APPROVAL OF MINUTES FROM THE MARCH 10, 2016 REGULAR BOARD

MEETING: Tom Dwyer moved to approve the minutes and Pat Nicks seconded the motion. All were in favor and the minutes were approved.

2. CITIZENS APPEARANCES: Leigh Walker and Ron Bower were in attendance.

3. LIBRARY DIRECTOR'S REPORT:

- **Workload Indicators:** Statistics are again on par with last month. There has been a decline over last year's circulation but an increase in the circulation of digital materials.

The Library Board presentation to Council went well and Vicki thanked the Board members for their support. A proclamation was given for National Library Week. The Library received the TMLDA Achievement of Excellence in Libraries Award.

Vicki spoke about the PLA Conference which she and Jane Darling, Librarian Supervisor Amy Pittman-Hassett and Librarians Betsy Merrill and Jennifer Franz attended in April.

The report to the Texas State Library and Archives Commission has been completed. This allows the library to remain accredited with the State and to participate in the services the State offers to libraries.

- **Programs:** The Between the Lines Teen Read program finished on April 2nd. There will be an Adult Volunteer Fair on May 14th and Teen Volunteer Fair on May 24th at the Biodiversity Educational Center. The Summer Reading Program for this year is being finalized. Staff will talk about the program at the May Board meeting.

4. STRATEGIC PLAN UPDATE: There will be meetings with the Strategic Plan consultant on May 2nd, 3rd and 4th. Interviews will be conducted with the Strategic Plan team and staff members. They will be putting together a variety of surveys that will go out to the community. Special emphasis will be put on ways the library can achieve more community engagement.

5. LIBRARY EXPANSION UPDATE: Jane gave a PowerPoint presentation of the library renovation progress so far. Discussions have been held with the architect regarding furniture for the new building. The Request for Proposal for the RFID was submitted. There was a pre-bid meeting with the

RFID vendors on April 12th and a walk-through of the construction site on April 14th. Bids are due back in two weeks and plans call for a vendor to be selected by June. Self-checks, wireless printing, a new PC reservation system and faxing & scanning are included in the new system package.

Mahesh Guduru asked how the holds would work for the drive-thru window. Vicki explained patrons will have the option to select whether they would like to pick up their hold at the window or come inside the building. The window will have the same operating hours as the library and there will be a staff member in that location at all times. Pat Nicks asked about security for the area and Vicki responded that there will be a security camera installed. Wednesday Foster asked about paying for the wireless printing and Vicki said plans were not finalized for that piece as yet.

6. YOUTH ADVISOR'S REPORT: Tharani Muthukumar conducted a survey of middle schoolers about what they would like to have in a library. The teens requested tutoring sessions that included art, theater, etc. as well as traditional academic subjects. A bright color scheme and interesting furniture were mentioned. Other topics included dealing with lost library cards and having more volunteer opportunities. Vicki said there will be a Teen Volunteer Fair on May 24th.

7. FRIENDS OF THE COPPELL LIBRARY REPORT: Karla Tabor said the Friends Group would be working with the Assistance League to sell a Christmas ornament this year. They will have a table at Earthfest and will be working with a group of Girl Scouts who are doing an active story time. Karla sent a sample device charger to the League of Teens for evaluation as the Friends Group may consider selling them at a future date. She also spoke about the Trivia Night fundraiser for the Little Elm Library. Adrienne Renner talked about the librarian's postings on Facebook which have been very popular. The Friends Group will have their annual meeting on May 10th.

8. LIBRARY BOARD GOALS AND OBJECTIVES: No discussion.

ADJOURNMENT: Chairman, Janet Koester adjourned the meeting at 7:54 p.m.

Janet Koester, Library Board Chair

Kim McGrath, Sr. Administrative Technician