

WILLIAM T. COZBY PUBLIC LIBRARY
LIBRARY BOARD MINUTES
September 8, 2016

The William T. Cozby Public Library Advisory Board met in regular session on Thursday, September 8, 2016 in the Second Floor Conference Room of Town Center at 255 Parkway Boulevard.

1. CALL TO ORDER: The meeting was called to order by Chairman Janet Koester at 7:04 p.m. Other board members present were Emily Nance, Pat Nicks, Wednesday Foster, Adrienne Renner, Thomas Dwyer, Mahesh Guduru and Youth Advisor Tharani Muthukumar. Staff in attendance were Director Vicki Chiavetta, Assistant Director Jane Darling, and Sr. Administrative Technician Kim McGrath.

2. APPROVAL OF MINUTES FROM THE AUGUST 11, 2016 REGULAR BOARD MEETING: Pat Nicks moved to approve the minutes and Tom Dwyer seconded the motion. All were in favor and the minutes were approved.

3. CITIZEN'S APPEARANCES: None

4. LIBRARY DIRECTOR'S REPORT:

- **Workload Indicators:** Vicki talked about the RFID tagging process. She thanked the members of the Board who have helped out.

The end of the fiscal year is approaching and staff has been busy finishing up with budget items. They have also been working on a marketing campaign and have selected a logo for the library.

Vicki has been talking with the movers about staging the move back into the building. The first phase will include moving items out of storage and staff out of the BEC. The library will close on October 17th which begins the second phase of moving out of the temporary building on Southwestern Boulevard. The library will reopen on October 31st.

- **Programs:** Programs for August and September were limited to story times. There will be no programs in October to give staff time to prepare for the move back to the renovated library. Staff is busy planning for the Grand Opening event in November, as well as next year's programs. Librarian Jennifer Franz is working on the Coppell Reads program, scheduled for next spring. It will include an author visit.

5. GRAND OPENING SCHEDULE: Plans call for a soft opening on October 31st with a trick or treat at the library event. A children's author, Chris Barton, will be at the library on Tuesday, Nov. 1st. The Perot Museum is scheduled for November 5th. Adult author Skip Hollandsworth will speak on November 13th. Barnes & Noble will be selling books at both author events. The Grand Opening is set for November 19th. Various events are scheduled throughout the day. There will be a sneak preview of the new building (invitation only) on October 29th.

6. LIBRARY EXPANSION UPDATE: Some of the furniture has arrived and technology items have been ordered. There will be a laptop dispenser available for use by patrons. A wireless printing vendor has been selected. Janet Koester asked about staff training for the new RFID system. Vicki

responded that the equipment needs to be installed before training can begin. Staff will be trained in the new lighting system, the AV equipment in the program room, self-checks, laptop dispenser and video cameras. The library will have iPads or tablets attached to the end stack panels for use in searching the catalog. There is also a smart table for the pre-teen group. Staff will have walkie talkies for quick communication when out on the floor. Mahesh Guduru asked if the new system is able to locate misplaced items on the shelves and Vicki responded that the library uses a weeding process to keep the collection current and staff regularly shelf reads to find misplaced items. Karla Tabor asked where DVD's will be kept and Vicki said they will be on the mobile shelving, along with the current collection (new books). Adrienne Renner asked about the surveillance system & Vicki responded that there will be security cameras located in strategic places throughout the library.

7. YOUTH ADVISOR'S REPORT: Tharani Muthukumar talked about having more fun activities associated with teen reading programs at the library. She suggested partnering with the Coppell High School library to promote activities at the Coppell Library.

10. FRIENDS OF THE COPPELL LIBRARY REPORT: Karla Tabor said the Friends are working on a new brochure. North Texas Giving Day is September 22nd and the Friends Group is partnering with the Coppell Community Chorale to raise money for a program on February 25th. The theme is Broadway Tunes and Karla said it would probably be aimed towards children. It will be free to people in the community. The Friends Group is also selling t-shirts for \$10.

11. LIBRARY BOARD GOALS AND OBJECTIVES: Janet Koester asked about the last Strategic Plan workshop. Vicki said they went through the plan and critiqued it. Goals were prioritized and some information was consolidated. The final draft will go to the Library Board first and then to Council. Janet asked how long a period of time the Strategic Plan covers and Vicki said 3-5 yrs. It is scheduled to be presented at the November Board meeting.

The Library is also working on new meeting room guidelines which will come to the Board for approval as well.

ADJOURNMENT: Chairman Janet Koester adjourned the meeting at 7:49 p.m.

Janet Koester, Library Board Chair

Kim McGrath, Sr. Administrative Technician