

COZBY LIBRARY AND COMMUNITY COMMONS
LIBRARY BOARD MINUTES
January 12, 2017

The Cozby Library and Community Commons Advisory Board met in regular session on Thursday, January 12, 2017 in the Conference Room of the library.

1. **CALL TO ORDER:** The meeting was called to order by Chairman Janet Koester at 7:05 p.m. Other board members present were Emily Nance, Jan Lorrain, Wednesday Foster, Adrienne Morton, Frank Gasparro, Mahesh Guduru, Madeleine White and Youth Advisors Rohan Kommineni and Priya Marella. Staff in attendance were Library Director Vicki Chiavetta, Assistant Director Jane Darling and Sr. Administrative Technician Kim McGrath.

2. **COPPELL READS PRESENTATION:** Librarian Jennifer Franz presented this year's Coppel Reads book, *The Gratitude Diaries* by Janice Kaplan and talked about upcoming events for this year's program which will include a visit by the author.

3. **ORIENTATION:** Vicki Chiavetta went over Library Board guidelines and expectations for new Board members. Topics covered were agenda format, Citizens Forum, Director's Report, special items and presentations, Youth Advisor's Report and Goals and Objectives. Vicki talked about the Texas Open Meeting Act. She also discussed attendance expectations and the duties of the Library Board officers as stated in the by-laws. The facilities guidelines and policy guidelines were discussed. She explained the yearly budget process which begins in March and the five-year plan which begins in September and includes personnel, items, programs, etc. that may be implemented over that period of time.

4. **APPROVAL OF MINUTES FROM THE DECEMBER 8th SPECIAL BOARD MEETING:** Adrienne Morton moved to approve the minutes and Mahesh Guduru seconded the motion. All were in favor and minutes were approved.

5. **CITIZENS' APPEARANCES:** None

6. **LIBRARY DIRECTOR'S REPORT:**

- **Workload Indicators:** There was a large increase in the number of library cards issued as compared with last year at this time. Circulation has increased along with visitors to the library. Wi-Fi usage has been heavy as well.

Vicki talked about the new service model which has staff on the floor and available to help patrons rather than sitting at a desk. Staff meets daily to discuss problems and share ideas. The new RFID system has increased the efficiency of the check-in process.

- **Programs:** In addition to Coppel Reads, other programs that are returning to the library include Tea Time, Between the Lines and Open Mic Night.

A new program being offered this year is STREAM where children may come in after school and participate in activities involving science, technology, reading, engineering, art and math. Early Literacy Backpacks are new this year and are designed with different themes in mind to help develop literacy skills in young children.

7. STRATEGIC PLAN PRESENTATION: Vicki gave a presentation of the library's Strategic Plan. She highlighted goals, strategies and ideas that came from the planning meetings. The plan will be presented to the City Council on January 24th. Emily Nance moved to approve the Strategic Plan and Adrienne Morton seconded the motion. All were in favor and the motion was approved.

8. LIBRARY BOARD MEETING SCHEDULE: Janet Koester went over the meeting schedule. The joint work session with the City Council and Parks and Rec Board is tentatively scheduled for August 7th, 2017. The report to Council is scheduled for April 11th. There are generally no Board meetings scheduled in December, June and July. Jane Darling mentioned occasional conflicts with Spring Break in March. Vicki said that not having a meeting before the joint work session in August can be difficult. Discussion followed. It was decided to skip the March, June and December meetings and to schedule a meeting in July. Wednesday Foster moved to approve the new schedule and Emily Nance seconded the motion. All were in favor and the motion was approved.

9. FRIENDS OF THE COPPELL LIBRARY REPORT: Emily Nance said the membership drive begins in February. Those who joined the group in November of 2016 are good for the rest of the year. She talked about the Coppel Reads author visit which the Friends are sponsoring. They have purchased extra copies of *The Gratitude Diaries* to hand out. The Friends will have a booth at the Adult Volunteer Fair. There are more book sales planned for this year. The Coppel Community Chorale will be at the library on February 25th and the author visit is scheduled for March 4th at 7 p.m. The election of officers will be held at their upcoming annual meeting.

10. LIBRARY BOARD GOALS AND OBJECTIVES: Janet Koester went over past goals and objectives. She asked about incorporating some of the Strategic Plan goals and asked for thoughts and ideas regarding these for the next Board meeting. The new goals and objectives will be voted on at that time.

11. ELECTION OF OFFICERS: Wednesday Foster nominated Janet Koester for a second term as Board chairman and Adrienne Morton seconded the motion. All were in favor and the motion was approved. Frank Gasparro nominated Adrienne Morton as co-chairman and Mahesh Guduru seconded. All were in favor and the motion was approved.

ADJOURNMENT: Chairman, Janet Koester adjourned the meeting at 8:17 p.m.

Janet Koester, Library Board Chair

Kim McGrath, Sr. Administrative Technician