

COZBY LIBRARY AND COMMUNITY COMMONS
LIBRARY BOARD MINUTES
February 9, 2017

The Cozby Library and Community Commons Advisory Board met in regular session on Thursday, February 9, 2017 in the conference room of the library.

1. **CALL TO ORDER:** The meeting was called to order by Chairman Janet Koester at 7:01 p.m. Other board members present were Emily Nance, Madeleine White, Pat Nicks, Wednesday Foster, Adrienne Morton, Frank Gasparo, Mahesh Guduru, Jan Lorrain and Youth Advisor Priya Marella. Staff in attendance were Library Director Vicki Chiavetta, Assistant Director Jane Darling and Sr. Administrative Technician Kim McGrath.
2. **APPROVAL OF MINUTES FROM THE JANUARY REGULAR BOARD MEETING:**
Madeleine White moved to approve the minutes and Emily Nance 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 service model for the library which involved the cross training of staff and the division of the library into zones with the goal of improving customer service. Staff are equipped with headsets and tablets which enable them to help patrons in the stacks rather than being at a stationary desk. During busier times, a staff member is assigned to the small kiosk desk near the front desk to help with overflow.

The library is also doing automatic renewal for patrons which has helped to alleviate some of the long lines at the front desk. The library has done away with address checks for patrons every two years and adopted a twenty-year limit. The system still checks the addresses for non-residents and CISD cardholders.

Madeleine White asked about the automatic check-in of books and Vicki replied that it has helped cut down on the staff time spent checking in books and doing the hold list as the system automatically puts the holds in a separate bin.

Frank Gasparo commented on the efficiency of the new self-checks which enable you to check out more than one book at a time.

Vicki reported the laptop kiosk is in service.

Patrons are now able to reserve the meeting rooms and two of the study rooms. A library card is required and the large meeting room is only available to non-profit organizations.

Vicki talked about the advantages of being accredited by the Texas State Library Association. Statistics are kept on a monthly basis and turned into the Association in order to receive accreditation.

Vicki reported the library would begin interviewing for the Assistant Library Director position next week. Jane's farewell reception is March 1st.

- **Programs:** Coppell Reads began in March and has been very popular. The free copies of *The Gratitude Diaries* were all given away. The meditation class had 40 people in attendance. Page Turners is February 13th and they will be discussing the book. The Adult Volunteer Fair is February 18th. The author visit with Janice Kaplan is March 4th. The first cultural programming committee meeting was held and Vicki said that it was very successful. They discussed Oakfest becoming more of a multi-cultural event. Madeleine White asked about the library reaching out to the Riverchase area and volunteered to act as a liason.

5. FACILITIES GUIDELINES: Vicki went over the updated policy guidelines for Hours and Services, Meeting Room, Other Reservable Rooms and Promotional Materials. Wednesday Foster moved to approve the changes and Pat Nicks seconded the motion. All were in favor and the changes were approved.

6. STRATEGIC PLAN UPDATE: Vicki updated the Board on what the library has been doing to meet the goals of the Strategic Plan. This includes partnering with various groups to bring programs to the library and the formation of a cultural planning committee to reach out to people and groups who have expressed interest in this area. Literacy backpacks are now available for check-out as a way of providing more educational opportunities for children. The library has formed a programming committee to promote cultural diversity and a volunteer committee to coordinate adult volunteering in the library. As part of the interactive promotion of the Life Safety Park, the library had a table at the grand opening event. Vicki thanked Frank Gasparo for the idea of having a guessing game which proved very popular.

7. LIBRARY EXPANSION UPDATE: Vicki gave an update on current projects. The round window in the Quiet Reading room has been replaced. The library is getting quotes for a screen to hide the HVAC unit on the roof and for acoustic solutions in the main library area. There have been some cracks in the walls which need repair.

8. FRIENDS OF THE COPPELL LIBRARY REPORT: Karla Tabor gave an overview of the Friends group for new Board members. She talked about some of the activities and programs the Friends are doing.

9. YOUTH ADVISOR'S REPORT: Priya surveyed her peers on what they would like to see in the library. The responses included video games for checkout, more copies of popular books, free tutoring by high school volunteers and having library staff visit schools in order to motivate kids to use the library. Madeleine White asked about the use of eBooks by students. Priya said that regular books are more popular with students.

10. LIBRARY BOARD GOALS AND OBJECTIVES: Janet Koester went over the new goals and objectives. Adrienne Morton moved to approve and Wednesday Foster seconded. All were in favor and the goals were approved.

ADJOURNMENT: Chairman, Janet Koester adjourned the meeting at 8:21 p.m.

Janet Koester, Library Board Chair

Kim McGrath, Sr. Administrative Technician