

COZBY LIBRARY AND COMMUNITY COMMONS
LIBRARY BOARD MINUTES
April 13, 2017

The Cozby Library and Community Commons Advisory Board met in regular session on Thursday, April 13, 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, Pat Nicks, Jan Lorrain, Adrienne Morton, Frank Gasparro, Mahesh Guduru, Madeleine White and Youth Advisors Rohan Kommineni and Priya Marella. Staff in attendance were Library Director Vicki Chiavetta and Sr. Administrative Technician Kim McGrath.

2. APPROVAL OF MINUTES FROM THE FEBRUARY 9th BOARD MEETING: Madeleine White moved to approve the minutes and Pat Nicks seconded the motion. All were in favor and the minutes were approved.

3. CITIZENS' APPEARANCES: None

4. LIBRARY DIRECTOR'S REPORT:

- The library staff are continuing to work on ways to improve customer service. They are adjusting to the new building and service model. The addition of an extra person at the front desk during busy times has been a big help. Madeleine White asked about rules for unsupervised kids. Vicki replied they must be 10 years of age to be without an adult guardian. Vicki talked about the facilities guidelines in the Toddler Zone. Discussion followed.
- **Workload Indicators:** Vicki compared growth this year with the past two years. There has been a large increase in gate count over last year. Numbers for this month are very good. Circulation is continuing to increase. The demand for room space is high. There has been a large increase in wi-fi usage which has created some problems that the library is working with IT to resolve. The mobile PAC is getting heavy usage.

Tablets which will be used as catalogs are to be installed on the endcaps. Plans are for MAC computers to be put out for patron usage. Another mobile desk has been ordered to help cope with busy times. Staff are currently planning for summer activities. Lilia Gans and J. J. White have been working on an adult volunteer program. Dennis Quinn has been hired as the new Assistant Library Director.

- **Programs:** Vicki talked about the author visit from Janice Kaplan which was very successful. The library partnered with the Chamber of Commerce for an Expo that was attended by 200 people. The Between the Lines teen program has been very active. Vicki showed the TMLDA award which the library won for the 12th year in a row and passed around the proclamation for National Library Week which was presented at the previous City Council meeting. Janet Koester gave an excellent presentation to the City Council which included a PowerPoint presentation put together by Adrienne Morton.

5. LIBRARY BOARD BYLAWS: The bylaws were changed to reflect the new name of the library. Jan Lorraine moved to approve the changes and Frank Gasparro seconded. All were in favor and the bylaws were approved.

6. STRATEGIC PLAN UPDATE: Vicki updated the Board on what the library is doing to implement some of the goals of the Strategic Plan including partnering with companies to teach a Cloud computing class to CISD students. Vicki also talked about partnering with a person to teach ESL and computer classes. The new literacy backpacks have been very successful and the Friends Group will be buying more backpacks for the 3 – 5-year-old age group. The Cultural Programming committee will have a booth at the Old Town Festival on May 5th. Frank Gasparro talked about partnering with the Parks Department for Kaleidoscope (formerly Oakfest). The Volunteer Committee is working on an online system to provide adult opportunities for volunteering at the library. Vicki spoke about the expansion part of the Strategic Plan. Another mobile desk has been ordered along with screening around the HVAC unit on the roof. Acoustics solutions to the noise problem in the library are also being evaluated.

7. YOUTH ADVISOR'S REPORT: Rohan spoke about ways to get information to CISD students regarding library activities. He suggested a newsletter or flyer. Vicki talked about Peachjar which the library now uses. Priya suggested having library staff speak at the schools to share more information about the library and to motivate students to use it.

8. FRIENDS OF THE COPPELL LIBRARY REPORT: Pat Nicks talked about the upcoming book sale. Emily talked about National Library Week. The Friends made it a special week for staff.

9. LIBRARY BOARD GOALS AND OBJECTIVES: No discussion.

ADJOURNMENT: Chairman, Janet Koester adjourned the meeting at 7:53 p.m.

Janet Koester, Library Board Chair

Kim McGrath, Sr. Administrative Technician