

**COZBY LIBRARY AND COMMUNITY COMMONS
LIBRARY BOARD MINUTES
SEPTEMBER 14, 2017**

The Cozby Library and Community Commons Advisory Board met in regular session on Thursday, September 12, 2017 in the meeting room of the library.

1. CALL TO ORDER: The meeting was called to order by Chairman Janet Koester at 7:02 p.m. Other board members present were Frank Gasparo, Pat Nicks, Jan Lorrain, Adrienne Morton, Mahesh Guduru, and Madeleine White. Youth Advisors, Priya Marella and Rohan Kommineni were also present. Staff in attendance were Library Director Vicki Chiavetta, Assistant Director Dennis Quinn and Sr. Administrative Technician Kim McGrath. Deputy City Manager, Traci Leach was also present.

2. APPROVAL OF MINUTES FROM THE JULY 13TH BOARD MEETING: Madeleine White moved to approve the minutes and Frank Gasparo seconded the motion. All were in favor and the minutes were approved.

3. CITIZENS' APPEARANCES: None

4. LIBRARY DIRECTOR'S REPORT:

- **Workload Indicators:** Statistics are up. Programs have been well attended this month. Vicki explained the high numbers of items added and deleted reflects the updating of bib records related to OCLC- the nationwide database. This is done to make sure our catalog is current.

Reference questions are now kept track of for one week per quarter and averaged out over the year.

Vicki said staff have been greeting students and parents in front of the building after school to welcome them to the library and to remind them of the facilities guidelines which require children under age ten to be accompanied by a parent or guardian. They also handed out copies of the facilities guidelines.

- **Programs:** The ESL Conversation Club will resume in the fall on an every other week basis. Open Mic Night was a big hit. Staff has been working on new programs and workshops with our community partners.

5. CITIZEN SUMMIT: Vicki talked about the Citizen Summit which is on Thursday, September 21st at 6:30 p.m. in the library. Deputy City Manager Traci Leach spoke briefly about the event. Citizens are encouraged to attend and give input on future plans for Coppel.

6. LIBRARY PROJECT UPDATE: The trellis bid will be taken to the next Council meeting for rejection as only one bid was obtained. This project will be put on hold for now. Work was done on the AV equipment. Dennis showed the new podiums in the meeting rooms. The third service desk is out on the floor and furniture has been rearranged to accommodate it. Tablets have been installed on the end panels of the stacks to use as catalogs. The sound masking system (phase 1) has been installed in the main library area. The next phase is scheduled for the Toddler Zone.

7. STRATEGIC PLAN PROGRESS: The partnership committee scheduled several programs with groups including a social security program and Lions Club Game Day. The Lions Club also did a vision check for younger children. CozbyCon was very successful and as a result we now check out cardboard cutouts that have been used for displays. Splish Splash at The Core proved very popular again. This has been a great partnership with the Parks and Recreation Department. The library helped market North Texas Giving Day. A donation drive was held this summer in conjunction with the Summer Reading Program for Metrocrest Services. The library is working on building up the volunteer program and has put together a good group of adult volunteers to help with shelving, book sorting, etc. Regarding the governance and funding piece of the strategic plan, the City is migrating to new finance software and a new time management system and staff are working to make sure necessary information is communicated to the rest of the organization. Professional development had staff attending the TLA Annual Assembly. Amy Pittman-Hassett and Betsy Merrill gave a presentation in Denton on partnerships.

8. LIBRARY BOARD INTERVIEWS: The interviews for the library board are September 27th. Youth Advisor interviews are October 2nd at 6 p.m. in the library conference room. Vicki went over the interview process.

9. FRIENDS OF THE COPPELL PUBIC LIBRARY REPORT: Adrienne Morton gave a Friends update. The Coppel Humane Society is having an adoption event in conjunction with the Friends Group and North Texas Giving Day. Adrienne went over the North Texas Giving Day guidelines. The Friends will be at the Farmer's Market. The next Friend's meeting is September 25th at 7 p.m. The book sale is November 18th.

10. YOUTH ADVISOR'S REPORT: Rohan suggested marketing the 3M Cloud Library to teens. He said information about 3M could be included in the school announcements, and that a library representative could come to the school to speak about the subject. He said teens need more awareness of the library. Vicki responded that the library markets on Peachjar, which goes mainly to the parents. She said some of the librarians have gone to the high school and middle schools to talk about teen programming. It was suggested to add 3M to the presentation. Priya suggested having books to prepare kids for the STAAR test. She said librarians could create an instructional video for frequently asked questions regarding 3M Cloud library.

11. LIBRARY BOARD GOALS AND OBJECTIVES: No discussion.

ADJOURNMENT: Chairman, Janet Koester adjourned the meeting at 7:46 p.m.

Janet Koester, Library Board Chair

Kim McGrath, Sr. Administrative Technician