

**COZBY LIBRARY AND COMMUNITY COMMONS**  
**LIBRARY BOARD MINUTES**  
**January 11, 2018**

The Cozby Library and Community Commons Advisory Board met in regular session on Thursday, January 11, 2018 in the conference room of the library.

1. **CALL TO ORDER:** The meeting was called to order by Chairman Janet Koester at 7:04 p.m. Other board members present were Madeleine White, Wednesday Foster, Adrienne Morton, Frank Gasparro, Jan Lorrain, Sherry Carr-Smith, Thomas Hargrove, Pankaj Jain and Youth Advisors Priya Marella and Tharani Muthukumar. Staff in attendance were Library Director Vicki Chiavetta, Assistant Director Dennis Quinn, Sr. Administrative Technician Kim McGrath and Librarian Jennifer Franz.
2. **COPPELL READS PRESENTATION:** Jennifer Franz gave an overview of this year's Coppel Reads program featuring the book, *The Martian*.
3. **APPROVAL OF MINUTES FROM THE NOVEMBER REGULAR BOARD MEETING:**  
Madeleine White moved to approve the minutes and Wednesday Foster seconded the motion. All were in favor and the minutes were approved.
4. **CITIZEN'S APPEARANCES:** None
5. **LIBRARY DIRECTOR'S REPORT:**
  - **Workload Indicators:** Vicki explained the purpose of the statistics worksheet. These numbers are reported to the Texas State Library and Archives Commission so that we can remain accredited by the state, which in turn allows the library to use the TexShare Databases and to participate in the Interlibrary Loan program as well as the TexShare card service, Talking Book Program and TexShare Grants.

Circulation numbers continue to be strong. Attendance numbers are skewed from last year as the library was closed part of that time. It reopened in October. Under items added and discarded, the numbers reflect items which were deleted from OCLC. New ones were then added back in the system. These will stop being included in the statistics. Items added and discarded will reflect actual physical items. Catalog visits (mobile PAC) have dropped and this could be due to the fact that people have started using the catalog tablets recently installed in the stacks.

Pankaj Jain asked about having a consolidated database with universities. Vicki explained that the public library databases and academic databases cannot be shared due to the licensing agreement.
  - **Programs:** The library will have a visit by Jennifer Mathieu, author of the teen book, *Moxie* which will be funded by the Friends of the Coppel Public Library. A new program tentatively scheduled to begin in the spring will bring in people who are able to instruct others in how to repair various items. Programs in January include an ACT and SAT practice test and an 8-week course for teens called Introduction to Web Development. A career fair is also planned for January.

**5. POLICY REVIEW:** Dennis went over changes to the library guidelines regarding the use of the Conference Room, Business Center and study rooms. He also reviewed changes made to the meeting room guidelines, facilities policy and hours and services policy. The library will no longer charge for replacement library cards pending approval by the City Council. Adrienne Morton moved to approve the changes and Jan Lorrain seconded the motion. All were in favor and the changes were approved.

**6. LIBRARY BOARD MEETING SCHEDULE:** Vicki proposed the new calendar for 2018. The Board will not meet in April, June and December.

**7. YOUTH ADVISOR'S REPORT:** Priya suggested using high school students as ESL tutors which would allow the students to get volunteer service hours. Tharani suggested having tutors at the library on certain days such as before exams. Discussion followed.

**8. FRIENDS OF THE COPPELL LIBRARY REPORT:** Adrienne Morton gave the Friends report. The total from the November book sale was over \$1,600. The Friends sponsored the Raptors of North Texas program in December. The Friends continue to be a presence at the Coppell Farmer's Market. They are sponsoring the author visit by Jennifer Mathieu in February. The annual membership drive is next month.

**9. LIBRARY BOARD GOALS AND OBJECTIVES:** Vicki recommended the Board look over the Strategic Plan and see what they can implement in the way of goals and objectives for this year.

**10. ELECTION OF OFFICERS:** Janet Koester nominated Adrienne Morton as Board Chair and Madeleine White seconded the motion. All were in favor and the motion was approved. Madeleine White nominated Sherry Carr-Smith as Vice-Chair and Jan Lorrain seconded. All were in favor and the nomination was approved.

**ADJOURNMENT:** Chairman, Janet Koester adjourned the meeting at 8:12 p.m.

---

Janet Koester, Library Board Chair

---

Kim McGrath, Sr. Administrative Technician