

COZBY LIBRARY AND COMMUNITY COMMONS
LIBRARY BOARD MINUTES
May 13, 2021

The Cozby Library and Community Commons Advisory Board met virtually on Thursday, May 13, 2021.

1. CALL TO ORDER: The meeting was called to order by Chair Frank Gasparro at 7:02 p.m. Other Board members present were Sherry Carr-Smith, Anne Diamond, Martha Garber, Rizwana Husain, Mathew Ittoop, Jan Lorrain, Adrienne Morton, and Michelle Ostrander. Youth Advisors Vishnu Marella and Kate Markham were also present. Staff in attendance were Director Dennis Quinn, Assistant Director Amy Pittman-Hassett, Librarian Sarah Silverthorne and Administrative Technician III Laurie Arnold.

2. APPROVAL OF MINUTES FROM THE APRIL 8TH REGULAR BOARD MEETING: Michelle Ostrander moved to approve the minutes and Jan Lorraine seconded the motion. All were in favor and the minutes were approved. Martha Garber asked if alternate board members could make motions. Dennis explained official motions are made by regular board members.

3. CITIZEN'S APPEARANCES: None

4. SUMMER READING OVERVIEW: Dennis introduced Sarah Silverthorne, Librarian, from the library's programming team. Sarah previewed the Summer Reading Program: Tails & Tales which will run from June 5 – July 31, 2021. Booklets and reading logs have been compiled for every age group to help document their progress with this year's reading challenge. Prizes are available for reading milestones throughout the program. Frank Gasparro asked if the library promotes the Summer Reading Program. Sarah explained that, although this year is different due to the Pandemic, the library has had good results promoting the program in the schools and through social media. Michelle Ostrander asked where the library acquired the prize books. Sarah explained that the acquisition comes from a combination of purchases, donations, and library conferences. Adrienne Morton commented on the amount of work the staff conducted to create four booklets for the different age groups. Sarah explained that it was a collaboration between our marketing staff member, Molly, contributions from the various librarians and the graphic packages available online for the Summer Reading Program. Dennis mentioned that they are a combination of the paper logs and the popular handheld calendar that has not been available for some time.

5. DIRECTOR'S REPORT: The Library is now open six days a week.

In his written Director's Report, Dennis mentioned that the library would begin taking room reservation requests with room availability beginning May 17th. Prior to the Pandemic, room reservations were made with a lead time of seventy-two hours to three months. Presently, the library hours are not formally established for that duration of time. Therefore, no reservations have been taken and no date has been announced to the public. Planning has begun for the busy fall season, so clarification of hours through the end of the calendar year is in progress.

The foot traffic continues to trend upward. Currently, there are approximately 250 –300 visitors per day, which is an increase from a few months ago. For comparison purposes, the pre COVID levels were 800 – 1200 visitors per day. With reduced staff and hours, a gradual increase is beneficial.

The first in-person, outdoor, story time since the COVID closure happened this week. Small group, in-person book clubs have also been scheduled. At the pleasure of the Board, in-person meetings can resume.

The City will continue to recommend, but will no longer require, that visitors and staff in all City facilities wear masks. We will continue to work to make sure that our processes are in-line with the CDC's recommendations.

The library is applying for its second Texas Book Festival Grant. The Grant won last year helped to fund the starter collection for World Languages. If awarded, the funds would help increase our audio-enabled or Vox Book Collection for 0-2nd grade and middle grade audiences in English and other languages.

The hiring process continues for two Clerk vacancies. Interviews will be conducted next week. One of our librarians, JJ White, has announced that she will be retiring in early June.

In observance of Memorial Day, the Library will be closed on Monday, May 31st.

Dennis asked board members to share a picture of themselves. To enhance the relationship between the Library Board and staff, Dennis would like to build a picture wall in the staff area to help staff familiarize themselves with Board members. In the future, he would like to invite Board members, on a rotating basis, to join weekly staff meetings.

The next Meet Your Neighbor Series is May 22nd. The panel will share their experiences as members of the Asian community. This is another installment in the series that earned the Library the Demco/Upstart Innovative Programming Award. The session will be recorded and available for later viewing. Registration is available through the library calendar.

A New York Times bestselling author is giving an Author Talk on Saturday, May 15th. The talk is virtual, but free copies of her book will be available.

6. PRESENTATION REGARDING EXTENDED HOURS ACCESS: Dennis noted a correction that there will not be a draft policy for the Extended Hours Access this evening. Library staff is working with city staff and the city attorney to clarify the details for Board presentation. The objective is to turn on After Hours Access by the end of the fiscal year.

7. BOARD MEMBER AND YOUTH ADVISOR'S REPORT: Frank, Dennis and Amy attended a reception Tuesday for retiring city officials. Every speaker referenced our city's culture of service. Teamwork and service are what sets us apart. It is important though all staff levels.

Youth advisors – Vishnu expressed an interest in providing a location for kids without internet access to take their standardized tests. Normally, they would need a few hours of computer access. Kate supported the idea with an explanation that she knows many people who need computer access.

Kate expressed a need for teens to connect with people outside their friend group. She would like to create a Meet Your Neighbor Program for teens. Frank and Dennis mentioned that they could discuss it more with Kate outside of the meeting.

8. FRIENDS OF COPPELL LIBRARY REPORT: Adrienne presented the upcoming events for the Friends: Pop Up Booksale at the Farmer's Market, May 22 at 8a.m.-12p.m., Annual Meeting and Selection of Officers, May 24, 2021, at 7p.m.

9. **LIBRARY BOARD GOALS AND OBJECTIVES:** The goals and objectives were reviewed.

10. **ADJOURNMENT:** Chair Frank Gasparro adjourned the meeting at 7:57p.m.

Frank Gasparro, Library Chair

Laurie A. Arnold, Administrative Technician III