

COZBY LIBRARY AND COMMUNITY COMMONS
LIBRARY BOARD MINUTES
August 12, 2021

The Cozby Library and Community Commons Advisory Board met on Thursday, August 12, 2021, in Meeting Room A of the Library at 177 North Hartz Road, Coppell, TX 75019.

1. CALL TO ORDER: The meeting was called to order by Chair Frank Gasparro at 7:01 p.m. Other Board members present were Jan Lorrain, Michelle Ostrander, Anne Diamond and Adrienne Morton. Staff in attendance were Director Dennis Quinn and Administrative Technician III Laurie Arnold.

2. APPROVAL OF MINUTES FROM THE JULY 8TH REGULAR BOARD MEETING: Adrienne Morton moved to approve the minutes and Anne Diamond seconded the motion. All were in favor and the minutes were approved.

3. CITIZEN'S APPEARANCES: None.

4. UPDATE ON EXTENDED HOURS: Dennis reviewed the results of the beta testing conducted in the weeks preceding the meeting. No major changes to the Policy Guidelines were identified. Processes which typically require more staff interaction, specifically in the copy center, were revised to help the customer work more intuitively and independently. The guidelines presented to the board were unchanged from those previously presented. Upon approval, the addition of an emergency contact phone number is required.

Dennis discussed the challenges identified with the cleaning crew during beta testing that could delay the launch of the program. Work is continuing with the City of Coppell Facilities staff to a successful solution.

Once presented to Council, an amendment to the City's Master Fee Schedule will be required. This document, if needed, will authorize the Library, when necessary, to charge a customer for damages incurred to the property during their use of Extended Hours.

Adrienne Morton moved to approve the Extended Hours Policy and Anne Diamond seconded the motion. All were in favor and the policy was approved.

5. LIBRARY STRATEGIC PLAN PROCESS: Dennis summarized the Strategic Plan process. A work group with a representative cross section of the community will be formed. One or two members from the Board and the staff will also be asked to participate. Dennis would like recommendations for the committee from both Library Board and Library staff members. The group should meet for two Saturday afternoons in mid-fall.

The roster of invitees should be developed at the September Board Meeting. During the workshops, it is preferable to have one or two Library Board members present to help guide the discussion and answer questions.

6. SEPTEMBER BOARD MEETING DATE: Due to previous commitments, the Board chose to reschedule the September meeting to Thursday, September 2, 2021.

7. DIRECTOR'S REPORT: Dennis reviewed summer reading information.

In 2021, about 2000 patrons participated in the program between June 1 and July 31. When compared to previous summers, these numbers reflect a 33% increase over 2020, which itself saw a 50% increase over 2019.

The library welcomed its one millionth visitor, a resident of Coppell for 31 years, on Monday, July 12, 2021.

As conditions with COVID fluctuate, regular customers are consulted frequently regarding their programming location preferences.

On July 13, 2021, Council authorized the trade of a frozen position for an unfrozen position. The authorization to fund and fill all positions was approved on July 22, 2021, allowing the library to resume full pre-COVID service hours on October 4, 2021.

City Council approved the budget for Fiscal Year 2022.

The Library won the 2021-22 Texas Book Festival Grant.

8. BOARD MEMBER AND YOUTH ADVISOR'S REPORT: Frank discussed Tutor.com, an online resource provided to library cardholders allowing them access to tutors free of charge.

9. FRIENDS OF COPPELL LIBRARY REPORT: Adrienne provided an overview of the Friends' calendar. On July 24th, the Friends held a successful pop-up book sale at the Farmer's Market. The annual Halloween pop-up sale is planned on October 30, 2021. The next Friends Meeting will be August 23, 2021, at 7p.m.

North Texas Giving Day is September 23, 2021. Donations will be applied to a wish list, created by library staff, for items needed in the library.

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

11. ADJOURNMENT: Chair Frank Gasparro adjourned the meeting at 7:50p.m.

Frank Gasparro, Library Chair

Laurie A. Arnold, Administrative Technician III