

**COZBY LIBRARY AND COMMUNITY COMMONS**  
**LIBRARY BOARD MINUTES**  
**September 2, 2021**

The Cozby Library and Community Commons Advisory Board met on Thursday, September 2, 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 7:10 p.m. Other Board members present were Anne Diamond, Sherry Carr-Smith, Michelle Ostrander, and Adrienne Morton. Youth Advisors present were Kate Markham and Vishnu Marella. Staff in attendance were Director Dennis Quinn, Assistant Director Amy Pittman-Hassett and Administrative Technician III Laurie Arnold.

**2. APPROVAL OF MINUTES FROM THE AUGUST 12<sup>TH</sup> 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. LIBRARY STRATEGIC PLAN PROCESS :** Dennis summarized the status of the Strategic Plan process. The initial workshop will be held on Saturday, October 23<sup>rd</sup>; the second on Saturday, December 4<sup>th</sup>. A list of approximately 66 possible participants has been compiled. Invitations will be sent in the next week.

The Strategic Planning Committee will focus on the first two pillars of Vision 2040: Perpetuating a Learning Environment and Fostering an Inclusive Community Fabric. No professional facilitator will be present. Members of the Library Board and the Library staff will help facilitate group discussion. It is preferable that all participants, including board and staff, attend both meetings. If only one meeting can be attended, the first meeting is the priority. Dennis hopes to include approximately 30 to 40 citizens representing a balance of demographics throughout the City of Coppell.

The Library board and Library staff will have an opportunity to review the recommendations from the Strategic Planning workshop after the first meeting. Responses will be compiled and returned to the participants for finalization during the second workshop in December.

**7. DIRECTOR'S REPORT:** Amy summarized the activities and programs of the library staff. The library is closed Monday, September 6<sup>th</sup> for the Labor Day Holiday. On Tuesday, September 7<sup>th</sup>, the library staff will participate in a Staff Development Day. No services will be impacted; the training happens during the time the library is closed.

The library is preparing to return to its pre-COVID hours. Services include the drive-up window and lobby opening an hour prior to the main library. Daily hours from 10-9 four days a week and Sunday service will resume. New patron patterns are expected emerge with the resumption seven days of service.

Three open, part-time clerk positions and one part-time technician position have been advertised.

**8. BOARD MEMBER AND YOUTH ADVISOR'S REPORT:** Vishnu suggested that the library purchase online textbooks to reduce the physical weight students are required to carry. Dennis explained that the library does not purchase textbooks due to the frequent update requirements.

Kate discussed ways to increase teen engagement in the library. She hopes to increase the awareness of the resources available to teens. She suggested that teens might enjoy gathering in the spaces available at the library. Dennis said that he would forward the information regarding reserving rooms to her.

**9. FRIENDS OF COPPELL LIBRARY REPORT:** Adrienne reviewed the Friends' fall schedule. North Texas Giving Day, a day designed to help Texans give back to their local community is Sept 23<sup>rd</sup>. This year, the Friends are raising funds based on the expressed needs and wishes of the library staff. The link is always active to donate through the Friends social media. Adrienne will keep a running tally.

The Friends next meeting is September 27<sup>th</sup>. The October 25<sup>th</sup> meeting will focus on the October 30<sup>th</sup> visit to the Farmer's market. For the fifth year, the Friends will distribute mini pumpkins. Costumes are welcomed. The Big Book Sale will be held in Meeting Rooms AB on November 19-21, 2021.

**10. LIBRARY BOARD GOALS AND OBJECTIVES:** The goals and objectives were reviewed. With a new Strategic Plan, these goals and objectives will be refreshed.

**11. ADJOURNMENT:** Chair Frank Gasparro adjourned the meeting at 8:02

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Frank Gasparro, Library Chair

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Laurie A. Arnold, Administrative Technician III