

**COZBY LIBRARY AND COMMUNITY COMMONS
LIBRARY BOARD MINUTES
October 14, 2021**

The Cozby Library and Community Commons Advisory Board met on Thursday, October 14, 2021, in the Conference Room of the Library at 177 North Heartz Road, Coppell, TX 75019.

1. CALL TO ORDER: The meeting was called to order by Chair Frank Gasparro at 7:00 p.m. Other Board members present were Jan Lorrain, Anne Diamond, Matthew Ittoop, Martha Garber, Sherry Carr-Smith and Adrienne Morton. Youth Advisor Vishnu Marella was also present. Staff in attendance were Library Director Dennis Quinn, Assistant Director Amy Pittman-Hassett and Administrative Technician III Laurie Arnold.

2. CITIZENS APPEARANCES: None

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

4. UPDATE ON 2021 LIBRARY STRATEGIC PLAN PROCESS: Dennis reviewed the expectations for the first Strategic Planning Workshop. The group will consist of 20 citizens and approximately 5 staff and board members.

The workshop will include discussion regarding the needs, challenges, and opportunities facing the Coppell community; what the Library can do to better support the community; and how its strategic efforts in the near future might be prioritized.

The Library Board and staff will have an opportunity to review the recommendations after the first meeting. Responses will be compiled and returned to the participants for finalization during the second workshop on December 4, 2021.

The Library's Strategic Plan, focusing on the library through the lens of Vision 2040, will be developed from the workshop's final recommendations. The plan will be reviewed and updated on an annual basis.

7. DIRECTOR'S REPORT: Dennis summarized the activities and programs of the library staff. The library has resumed its 70-service hours schedule. Open positions include two part-time clerk positions. Anne Durden, currently a full-time clerk, has been selected to fill the vacant part-time technician position in mid-November. With the move, a full-time clerk vacancy will open.

Dennis introduced a new document as a tool to view library statistics. The new graph depicts a typical year prior to the pandemic; the statistics during the pandemic; and the library's statistics since returning from the pandemic. The document highlights a pattern of higher digital circulation and a gradual uptick to the in-person circulation as foot traffic increases.

Programs do reflect a noticeable change. Staff has directed their attention to fewer, well-attended programs. Librarians have begun surveying program participants to determine if the programs meet their intended purpose.

The Library Board will meet for a regular meeting on December 9, 2021. Traditionally, the Board does not meet in December. This year, it is an opportunity to review the Strategic Plan with the current Board prior to seating a new Board.

8. BOARD MEMBER AND YOUTH ADVISOR'S REPORT: Vishnu discussed the availability of the library's resources for PSAT and SAT studies. He suggested online availability for SAT study books. Dennis acknowledged that the library is open to more effective ways to market its existing resources in this area to students.

Kate Markham was not available. However, she informed Dennis via email regarding the progress of the Adulting classes she has created with Frank Gasparro and Morgan Green-Griffin, Teen Librarian. The first class, Resume and Cover Letters, is scheduled for November 18th.

Adrienne Morton informed the Board that she did not renew her application to serve. She will continue to serve on the Board of the Friends of Coppell Public Library.

9. FRIENDS OF COPPELL LIBRARY REPORT: Adrienne reviewed the activities of the Friends of Coppell Public Library. The Friends received their highest one-day total for donations during the 2021 North Texas Giving Day. The funds will purchase items from the wish list provided by Library staff.

National Friends of the Library Week is October 17 – 24, 2021. The next Friends Board meeting will be October 25th. Discussion items on the agenda include allocation of donation funds and planning for the Annual Pumpkin event at the Farmers Market on Saturday, October 30th. The Annual Big Book Sale is scheduled for November 19-21, 2021 in Meeting Rooms AB of the library.

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 7:47.

Frank Gasparro, Library Chair

Laurie A. Arnold, Administrative Technician III