



# City of Coppell, Texas

255 E. Parkway Boulevard  
Coppell, Texas 75019-9478

## Minutes Library Board

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Thursday, March 9, 2023

7:00 PM

255 E. Parkway Blvd.

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**Martha Garber**  
Board Chair

**Mathew Ittoop**  
Board Vice Chair

**Carly Brenner**  
Board Member

**Anne Diamond**  
Board Member

**Frank Gasparro**  
Board Member

**Patricia Graziano**  
Board Member

**Haridas Radhakrishnan**  
Board Member

**Sandra Johnson**  
Alternate Member

**Carla Madrigal**  
Alternate Member

**Saloni Roy**  
Youth Advisor

**Olivia Willey**  
Youth Advisor

Notice is hereby given that the Library Advisory Board of the City of Coppell, Texas, met in the 2nd Floor Conference Room at 7:00 pm at 255 E. Parkway Boulevard.

### Regular Session (Open to the Public)

#### 1. Call to Order

The Meeting was called to order at 7:09 by Board Chair Martha Garber.

Also present were Board Vice Chair Mathew Ittoop; Board Members Carly Brenner, Anne Diamond, Frank Gasparro, and Patricia Graziano; Alternate Members Sandra Johnson and Carla Madrigal; and Youth Advisor Saloni Roy.

Board Member Haridas Radhakrishnan and Youth Advisor Olivia Willey were absent.

Staff in attendance were Dennis Quinn, Director of Library Services; Amy Pittman-Hassett, Assistant Director of Library Services; Adam Richter, Assistant Director of Community Experiences; and Laurie Arnold, Administrative Services Coordinator.

#### 2. Citizens' Appearance

This agenda item provides an opportunity for citizens to address the Board or Commission on any matter. Anyone wishing to address the Board or Commission should register prior to the start of the meeting. There is a two (2) minute time limit for each citizen to speak, additional time may be granted by the Board or Commission.

The Board or Commission is not permitted to take action on any subject raised by a speaker during Citizens' Appearance.

None.

**3. Approval of Minutes from February 9, 2023**

**Board Vice Chair Mathew Ittoop moved to approve the Minutes from the February 9, 2023 meeting as presented. Board Member Carly Brenner seconded the motion. The motion carried by unanimous vote.**

**4. Consider Approval of Amended Policy Guidelines for Promotional Materials**

**Dennis Quinn, Director of Library Services presented the proposed amendments to the Policy Guidelines for Promotional Materials revised to incorporate recommendations by the City Attorney.**

**After a short discussion, Board Member Anne Diamond moved to approve the proposed amendments as presented. Board Member Patricia Graziano seconded the motion. The motion carried by unanimous vote.**

**5. Director's Report**

**Dennis Quinn, Director of Library Services, reviewed Library operations, programs, and events.**

**During the month of February, the Library showed the strongest levels of participation and engagement across all levels of service since January 2022.**

**Library Clerk Elli Baker resigned; Library Clerk Ann Williams was hired from the eligibility list.**

**The Library has been awarded the Texas Book Festival Grant for three consecutive years. The first two grants helped the Library create the World Languages and VOX Book collections, respectively. In 2022, the Library increased the Teen Large Print collection.**

**To date, the circulation of the Teen Large Print collection has surpassed the circulation of the Adult Large Print Non-Fiction collection.**

**6. Board Member and Youth Advisor Reports**

**Youth Advisor Saloni Roy reviewed the Library's Teen Advisory's Group's recent meeting. She discussed methods of connecting with teens from multiple schools both private and public.**

**Board Member Frank Gasparro discussed an upcoming Community Builders' Program, Homelessness in CISD & Neighboring Communities, presented in**

partnership with Metrocrest, Christian Community Action Coppel Independent School District, and the Assistance League of Coppel.

**7. Friends of the Coppel Public Library Report**

Board Member Frank Gasparro reviewed the activities of the Friends of the Coppel Public Library.

The open Treasurer position has been filled by John Durden.

The Friends are automating their communication processes. The next Friends meeting is Monday, March 27, 2023, in the Library's Conference Room. On April 22, 2023, the Friends will hold a pop-up book sale at the Farmer's Market. National Library Week is April 23-29, 2023. The Friends will provide National Library Week bookmarks.

New tote bags will soon be ready for purchase at the Library for \$25.

**8. Review and discuss Upcoming Library Events**

Dennis Quinn, Director of Library Services reviewed upcoming Library programs and events.

**9. Review and discuss Library Board Goals and Objectives**

Board Chair Martha Garber reviewed the Library Board Goals and Objectives:

1. Participate in the implementation of the Library's Strategic Plan
  - a. Library services reflect the Coppel community and its many facets
  - b. Library services and information are conveniently accessible to all
  - c. Library maintains a healthy network of partners throughout the Coppel community
  - d. Library services are provided in an effective and sustainable manner
2. Support and promote the Friends of the Coppel Public Library
3. Promote the Library by active individual participation in Library programs, outreach and community events
  - a. Attend Library programs and Council meetings
  - b. Represent the Library Board at City and civic events
  - c. Actively use social media to market Library activities

**10. Adjournment**

There being no further business before the Library Advisory Board, the meeting was adjourned at 7:53 p.m.

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**Martha Garber, Library Board Chair**

**ATTEST:**

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**Laurie A. Arnold, Administrative Services Coordinator**