



City of Coppell, Texas

255 E. Parkway Boulevard
Coppell, Texas
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Minutes

Library Board

Thursday, February 14, 2019

7:00 PM

177 N. Heartz Rd.

The Cozby Library and Community Commons Advisory Board met in Regular Session on Thursday, February 14, 2019 in the conference room of the Library.

Regular Session (Open to the Public)

Call To Order

The meeting was called to order by Chair Adrienne Morton at 7:00 p.m. Other board members present were Janet Koester, Madeleine White, Frank Gasparro, Jan Lorrain, Pankaj Jain, Tom Hargrove and Mathew Ittoop. Youth Advisors Tharani Muthukumar and Aditya Dixit were also present. Staff in attendance were Director Dennis Quinn and Sr. Administrative Technician Kim McGrath.

Approval of minutes from the January 10th meeting

Janet Koester moved to approve the minutes and Madeleine White seconded the motion. All were in favor and the minutes were approved.

Citizens' Forum

No one signed up to speak.

Director's Report

Dennis showed Board members the new Solstice system which allows for wireless display in the Study Rooms, Business Center and Conference Room. The system will be installed in Meeting Rooms A & B soon.

The new online room reservation software was made available in January. Public reception has largely been positive.

The Storybook Walk Contest had a total of approximately 60 entries. First and second place winners will be chosen among entries from grades K-5 and from grades 6-12.

Meet Your Immigrant Neighbor on January 19th went well with 56 people in attendance. Dennis and Frank Gasparro shared positive comments about the program. There is interest in continuing the event as a series. Chinese New Year had 450 people in attendance. Tea Rex Family Fun Night on February 12th had 75 in attendance.

The FY 18/19 workplan objectives for the Library include continuing to develop

and promote the Community Partnership initiative, researching a mobile outreach vehicle in coordination with Parks and Recreation and Community Development and producing a regular quarterly report to Council.

Staff are working to fill vacancies in the positions of Assistant Director, Library Clerk (PT) and Marketing Intern (PT). Local newspaper digitization is ongoing. The Library is preparing to send the first batch of newspapers to UNT.

On March 22nd, the Library will be closed until noon for staff in-service. Upcoming events include National Library Week (April 7th - 13th), a second author visit by Shelly Brown (April 24th), the Cultural Fair (April 27th), and CozbyCon (May). Staff is currently planning this year's Summer Reading Program.

Staff have also been examining room usage and working to adjust policies and procedures to balance control and accessibility. Policy revisions will be brought to the Board for consideration at an upcoming meeting.

Dennis gave a presentation on the key components of the City of Coppell's organizational culture.

Donation Guidelines

Dennis went over the revised donation guidelines. Frank Gasparro moved to adopt the new guidelines and Jan Lorrain seconded the motion. All were in favor and the guidelines were approved.

Youth Advisor's Report

Tharani spoke about the use of the National Honor Society and Student Council as volunteers in the Library. Aditya suggested having teachers or older students help other students as tutors or in a study hall type setting to prep for major tests. Tharani suggested having programs where parents of high schoolers can ask questions of students who have gone through various high school classes. She also suggested a curriculum fair.

Friends of Coppell Library Report

Frank Gasparro gave the Friends Report. The Farmers Market is tentatively set for February 23rd. Author Amanda Eyre Ward is scheduled for March 3rd in conjunction with the Coppell Reads program. A visit by author Shelly Brown is slated for April 24th. The Friends are considering having a mid-year book sale in June. Membership was up in November. Dennis will send a thank-you note to the new members. February is Membership Drive Month. Dennis showed a sample letter to be sent to Friends members who haven't yet renewed their membership.

Library Board Goals and Objectives

Frank Gasparro moved to keep the current goals and objectives and Mathew Ittoop seconded the motion. All were in favor and the motion carried.

Adjournment

Chair Adrienne Morton adjourned the meeting at 8:44 p.m.