



City of Coppell, Texas

255 E. Parkway Boulevard
Coppell, Texas
75019-9478

Minutes

Library Board

Thursday, February 11, 2021

7:00 PM

Virtual Meeting

Notice is hereby given that the Library Board of the City of Coppell, Texas, met on Thursday, February 11, 2021 in Regular Session via Zoom.

Regular Session (Open to the Public)

1 Call To Order

The meeting was called to order by Chair Frank Gasparro at 7:05 p.m. Other Board members present were Mathew Ittoop, Jan Lorrain, Martha Garber, Adrienne Morton, Rizwana Husain, Anne Diamond and Michelle Ostrander. Youth Advisors Vishnu Marella and Kate Markham were also present. Staff in attendance were Director Dennis Quinn and Assistant Director Amy Pittman-Hassett.

2 Citizens' Forum

None.

3 Approval of minutes from the January 14th regular meeting

Anne Diamond moved to approve the minutes and Jan Lorrain seconded the motion. All were in favor and the minutes were approved.

4 Director's Report

Dennis said there are not many changes since the January meeting. Business at the library has been holding steady for the past month or so, with small rises in some service areas that are typical for this time of year.

Library staff is beginning its budget planning process for the next fiscal year, to be submitted to the Finance Department in March. Council will eventually approve the budget in late summer for adoption on October 1st, 2021.

With the uncertainties of the pandemic, the programming team has been discussing what programs may look like the rest of this fiscal year. Our expectation for spring and summer programming is that at a minimum it will continue virtually. While staff continue to look for safe opportunities for some social-distanced events, there is not a date yet set for live, in-person events to resume.

The Library is in the process of filling the vacant Admin Tech position, and hopes to have a candidate selected and started by mid- or late-March. Interviews will be held within the next few weeks.

Joint meetings with City Council will resume but not until after the May 2021 elections. Staff will notify the Board as meetings are scheduled. The Library Board's joint meeting is customarily with Council and the Parks Board.

Dennis opened the floor to questions about the Director's report.

Martha Garber asked Dennis if the Library is given specific budget targets by the City. Dennis responded that target are not usually set at the department level. The budget development process used by the Library and the City at large is more holistic, relying on cooperation within and among departments to provide the highest level of service possible within the City's overall fiscal means. Realistically, the City does not expect its overall revenue to increase over the coming years, so the end goal is to create a budget that is consistent with this expectation.

Rizwana Husain asked if there was going to be a large difference in revenue because of changes to how sales tax is collected. Dennis responded that the City is expecting to see less revenue in this area, though it appears the impact is not going to be as sudden as initially thought, which allows for a smoother adjustment to the new baseline.

Frank Gasparro asked if expenses have gone down since most things have moved virtually during the pandemic. Dennis replied that the Library has seen lower costs in some areas, such as professional conferences, but in general, cost savings are typically reallocated to other needs that had either been removed from the original budget or emerged since the budget adoption.

Martha Garber asked Dennis if the Library will be able to fill the Admin Tech position. Dennis confirmed that it will.

5

Board Member and Youth Advisor Reports

Vishnu Marella reported that it is sometimes hard for students to get new, high demand titles. He suggested that students be allowed to choose a book (from a vendor such as Amazon or Half Price Books) as part of the summer reading program prizes.

Kate Markham reported that her friends often use the library as a place to access textbooks and study guides and gather to study for examinations such as the ACT or SAT. She is looking for a way to help inform students that there are ways to access guides and textbooks online.

Jan Lorrain reminded the Board about upcoming library programs such as the Black History Month program sponsored by the Community Builders on February 13th and the Virtual Truffle class on February 12th.

Frank Gasparro shared about upcoming recycling opportunities in the City.

Rizwana Husain asked Dennis how the library might be able to help share information about upcoming Allies in Community events.

6 Friends of the Coppell Public Library Report

Frank Gasparro gave an overview of what the Friends of the Coppel Library does to support the Library's service to the community. Amy Pittman-Hassett highlighted one of the Early Literacy Kits sponsored by the Friends. Mathew Ittoop spoke about his experience helping with the recent Pop-Up Book Sale in front of the library. Adrienne Morton gave an overview of the Facebook page and website. Friends of the Library meetings are on the 4th Monday of every month. The next meeting will be on February 22nd.

7 Library Board Goals and Objectives

No discussion. The next meeting will be on March 11th.

8 Adjournment

Chair Frank Gasparro adjourned the meeting at 7:46 p.m.

Frank Gasparro, Library Board Chair

ATTEST:

Dennis Quinn, Director of Library Services