



Minutes Library Board

Thursday, October 14, 2021

7:00 PM

177 N. Heartz Rd

Notice is hereby given that the Cozby Library and Community Commons Advisory Board met on Thursday, October 14, 2021, in Meeting Room A of the Library at 177 North Heartz Road, Coppell, TX 75019.

Regular Session (Open to the Public)

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' Forum

None.

3. Approval of Minutes from September 2, 2021

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

4. Receive an Update on the 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 be divided into three parts: (1) Introduction of Vision 2040. Review the needs, challenges, and opportunities Coppell Community (2) Presentation of the Library Department. How is the Library prepared to meet the challenge? (3) Prioritization of the workshop's recommendations.

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.

5. 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.

6. Board Member and Youth Advisor Reports

Vishnu discussed the availability of the library's resources for PSAT and SAT studies. He suggested online availability for SAT study books. Dennis explained that the library's marketing technician could help Vishnu to inform his peers about the library's resources.

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 Griffin-Greene, 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.

7. 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 librarians.

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.

8. Library Board Goals and Objectives

The goals and objectives were reviewed. With a new Strategic Plan, these goals and objectives will be refreshed.

9. Adjournment

Chair Frank Gasparro adjourned the meeting at 7:47.

Frank Gasparro, Library Board Chair

Laurie A. Arnold, Administrative Technician III