



City of Pflugerville

Minutes - Final

Library Board

Wednesday, June 9, 2021

6:00 PM

1008 W. Pfluger Street, Pflugerville, TX

Regular Meeting (Telephone/Video Conference)

NOTICE IS HEREBY GIVEN in accordance with order of the Office of the Governor issued

March 16, 2020, the Library Board will conduct this Meeting by telephone/video conference in order to advance the public health goal of limiting face-to-face meetings to slow the spread of the COVID-19. There will be no public access to the location described above.

This Meeting Agenda, and the Agenda Packet, are posted online at <https://pflugerville.legistar.com>

This telephonic/video meeting will be hosted through WebEx.
Meeting Public URL: <https://pflugervilletx.webex.com/pflugervilletx/onstage/g.php?MTID=e67ffb2e99dbf017769cbcd66ab1da47f>
Meeting Number / Code: 187 046 1232
Dial-in Number: +1-408-418-9388 (US toll)

Citizens Communication will only be allowed via telephone/video conference. All speakers must register to speak at least 2 hours in advance of the meeting. All comments will occur at the beginning of the meeting under the Citizens Communication item. Speakers must call in at least 15 minutes prior to the meeting start in order to speak. Written comments may also be submitted 2 hours in advance of the meeting.

To register to speak or to submit written comments, please email DanielB@pflugervilletx.gov at least 2 hours in advance of the meeting. A recording of the telephone/video meeting will be made, and will be available to the public upon written request.

Library Board Members:**Dawn Janacek****Nick Crissy****Bridget Boswell-Muntz****George Sylvie****Carl Moore Jr.****Emily Miller****Rachel Heath****Jillian Arzipe - Alternate****Chance Janacek - Student Liaison****1. Call to Order**

Chair Janacek called the meeting to order at 6:00 p.m. (Meeting conducted virtually via WebEx).

Board Members Present: Dawn Janacek (Chair), Bridget Boswell-Muntz (Secretary), George Sylvie, Carl Moore, Jr., Rachel Heath and Jillian Arizpe (Alternate).

Nick Crissy (Vice Chair) and Emily Miller were absent.

Teen Liaison – Landon Self

Staff: Jennifer Coffey – Library Director

2. Citizen Communication

None

The Library Board welcomes public comment on items relevant to the Pflugerville Public

Library. Public comment that is made on an item that is not on the published agenda will only

be heard by the Library Board. No formal action, discussion, deliberation, or comment will be made.

3. Approval of Minutes

- 3A. [2021-0595](#) Discuss and consider action to approve the Library Board regular meeting minutes of May 12, 2021.

Minutes approved as submitted.

4. Discuss Only

- 4A. [2021-0592](#) Report on the Friends of the Library activities.
Jennifer Griswold, Library Director

Director Coffey reported the Friends are still not accepting donations at this point due to a lack of storage area. They are putting additional books for sale out on a table near the front of the library. They are working with Youth Services Librarian Amanda Cawthon to join a reading support coalition, under the umbrella of the United Way. The partnership would expand the library reach.

4B. [2021-0591](#)

Teen Liaison reports.
Chance Janacek, Weiss High School

Existing liaison not present.

4C. [2021-0590](#)

Library Director Report.
Jennifer Griswold, Library Director

Director Coffey reported that our soft reopening began in May, followed by our full reopening in June. The number of people visiting the library is slowly increasing. She provided the video viewing statistics for this fiscal year as requested by Board Member Sylvie. Physical circulation is bouncing back slowly and E-resource usage remains high. Programming stats for May are a little lower due to the programmers preparing for the summer.

4D. [2021-0596](#)

Reopening
Jennifer Griswold, Library Director

We are not limiting use on the computers or study tables. Our seating is still somewhat limited. Shelf space is an issue right now, but should improve with people coming back and checking more items out. Masks are optional. Meeting rooms are not currently available to the public. They are being utilized by city staff for various meetings. We lost a few part-timers and are working to refill those positions as soon as possible. In person programming will begin to be reintroduced in October. Larger programs will likely not resume in person until next year.

5. Discuss and Consider Action

5A. [2021-0594](#)

Teen Liaison Applicant

Director Coffey introduced the Teen Liaison applicant, Landon Self. Landon is from Hendrickson High School. He is interested in being a liaison so he can serve the community. He is in Honors Society and has also been involved in politics as well. He hopes to contribute to the board. Board Member Sylvie asked what he thought the library could do better for students like himself. Landon responded that one thing is to better advertise the services the library provides. Board Member Sylvie followed up with what do you think would be the best way to do this. Landon responded that advertising through the schools more, including at events. Chair Janacek asked for a motion to accept Landon as Teen Liaison. Board Member Sylvie made a motion and Secretary Boswell-Muntz seconded. Landon was approved as a new Teen Liaison.

5B. [2021-0593](#)**Survey Discussion - Follow-up survey to Covid-19 Response**

Director Coffey spoke regarding a continuation of the discussion regarding a follow-up survey related to Covid response. The main focus being what did we do well and what can we improve upon in the future. In addition, we can look at other topics for future surveys like youth services, adult services, senior services or technology. We can also look at other ideas the board may have. Director Coffey shared possible questions with the board and Secretary Boswell-Muntz and Chair Janacek both thought the questions were appropriate and easy to understand. Board Member Sylvie suggested asking what additional programming they would be interested in. Board Member Heath suggested asking to specify which program they really liked. Secretary Boswell-Muntz suggested giving examples of programs for each age group. Chair Janacek asked for a motion to approve the survey as amended. Board Member Heath made a motion and Board Member Sylvie seconded. The survey was accepted as amended. Director Coffey will get with city's Communication's Department to finalize the survey and release it.

5C. [2021-0597](#)**Annual Policy Review Part I - Sections 1 & 2****Jennifer Griswold, Library Director**

Director Coffey explained that this is an important annual process to make sure the policies are inclusive and up to date. The sections for review are governance, use of the library, guest responsibilities, public computers, volunteers, and privacy for guests. This year staff went through and changed the use of pronouns throughout. Director Coffey asked the board to consider the out of district fee, which was waived during the pandemic but would be reinstated next year. Is this something we should continue? Ultimately this decision would need to go to City Council, but the board could make a recommendation.

Another suggestion is reconsidering the limit for new members to 5 items for their first check out. Board Member Heath asked about the average number of items checked out by users and Director Coffey explained that it varies depending on the type of user. Chair Janacek suggested some guests might be holding onto items longer as they are not comfortable coming out into public yet. Director Coffey also explained that the number of overall accounts generally remains about the same as new ones are added, while others expire. Close to half of the overall population of Pflugerville has a library card. If we decided to drop the non-resident fee we would likely see an influx of members. Secretary Boswell-Muntz pointed out that dropping the fee would increase our users and help get information out about our services through word of mouth. Board Member Heath added that if the number of members increased along with the limits for checkouts, we may have issues if we cannot increase the collection size. Board Member Sylvie suggested waiving the residency fee after the first year if the member is in good standing. Board Member Heath asked how much revenue is generated for our budget through the fee and Director Coffey responded that it actually goes into the city's general fund.

Board Member Sylvie inquired about the wording about cell phone usage and what constitutes a conversational tone and when that becomes an issue. Director Coffey explained it is staff judgment or if another patron complains. Board Member Sylvie also addressed the issue of unattended children in the

library. Director Coffey agreed that it is an issue most libraries deal with. The policy reads that children between the age of 6 and 11 must be accompanied by a caregiver over the age of 16. Children under the age of 6 must be accompanied by an adult. Children must be accompanied in programs. Board Member Sylvie explained that it is mostly a noise issue. Director Coffey explained that we try to address these issues by addressing the adult caregivers. Police may be called at closing time if a minor under the age of 15 does not have a ride and we must close the building.

Board Member Sylvie asked about police responding to calls for assistance with adults with special needs making a disturbance. Is it wise to call our police and do they have training in this area. Director Coffey responded that the police department does have a mental health officer on the force. Library staff has been trained on recognizing mental health issues.

Director Coffey asked the board to bring their ideas to next meeting.

5D. [2021-0598](#)

Future meeting location

Jennifer Griswold, Library Director

Director Coffey explained that we can still do hybrid/remote meetings for now. Should we continue with remote meetings? Chair Janacek offered a preference for remote with an occasional in person meeting. Director Coffey explained that in the future, we may be required to meet in person. The board voted to keep with the virtual meetings for now.

6. Adjourn

Chair Janacek adjourned the meeting at 6:55 p.m.

Respectfully submitted,

Jennifer Griswold, Library Director

Approved as submitted on July 14, 2021