



City of Pflugerville

Minutes - Final

Library Board

Wednesday, March 14, 2018

6:00 PM

1008 W. Pfluger Street, Pflugerville, TX

Regular Meeting

Library Board Members:

Robert Spoonemore
Deborah Bronson
Marylou Grzybowski
Rosie Riddick
Carl Moore, Jr.
Bridget Boswell-Muntz
Dawn Janacek
Shad Ross, Alternate

1. Call to Order

Chair Spoonemore called the meeting to order at 6:05 p.m.

Board Members Present: Robert Spoonemore (Chair), Rosie Riddick (Vice Chair), Mary Lou Grzybowski (Secretary), Carl Moore, Jr., Bridget Boswell-Muntz, Deborah Bronson, Dawn Janacek and Shad Ross (alternate).

Staff: Jennifer Coffey – Library Director, Daniel Berra- Assistant Director

City: Lauri Gillam – Asst. City Manager

Teen Liaisons: Jeremy Ryan, Princess Hall (candidate)

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. 2018-6621

Discuss and consider action to approve the Library Board regular

meeting minutes of February 14, 2018.

Minutes were approved as submitted.

4. Discuss Only

4A. [2018-6626](#) Report on the Friends of the Library activities.
Jennifer Coffey, Library Director

Director Coffey reported that the Friends are sponsoring stand up signs for the library to use for outreach and other events. The annual membership meeting will take place in April. At this meeting, they give out scholarships to library volunteers who are seniors in high school. We have hired recipients in the past. Their next book sale will be in April or early May. They continue to have success with these quarterly sales.

4B. [2018-6623](#) Teen Liaison report.
Christian Douglas, Hendrickson High School
Jeremy Ryan, Henrickson High School
Jeremy Ryan did not have anything to report from Hendrickson High School.

4C. [2018-6622](#) Library Director Report.
Jennifer Coffey, Library Director

Director Coffey explained that the stats reported reflect the focus by library professional organizations and publications on programs and technology. Some of the numbers were down a little in February due in part to being closed during the ice day, but programming attendance numbers continue to rise. This is due in part to the library adding two new positions this year, a youth librarian and adult program assistant. We continue to draw from the diverse skills of our staff for our programs. The library is again partnering with the AARP to offer free tax help each Friday. The library also partnered with the local organization, Black Pflugerville, to hold a special event during Black History Month called "Remembering the Historic Colored Addition Cemetery." The event featured a storytelling panel that included Mayor Victor Gonzales and Ms. Ernestine Brooks, a reading of the Louis Smith slave narrative, histories of the families who lived in the Pflugerville Colored Addition, and a video created by Director Coffey. Other programs last month included the library's 10th Annual Romance Readers Social, Adulting 101: Job Searching, Speak Beat (a public speaking workshop for teens), and Open Computer Classroom Hours featuring the Adobe Creative Suite.

Chair Spoonemore asked about the new local history book by the Pflugerville History Diggers. Director Coffey explained that this group, who has written several local history books in the past, will be releasing their latest one. There will be a book signing held at the library in May. Some of the images used in the book came from the library's local history digital archive.

4D. [2018-6624](#) Discussion regarding Changing Role of Libraries - Resilience
Jennifer Coffey, Library Director

This item was tabled and will be added to next month's meeting.

5. Discuss and Consider Action

5A. [2018-6627](#)

Interview Teen Liaison Candidate

Robert Spoonemore, Library Board Chair

Princess Hall was interviewed for a teen liaison position. She is a student at Pflugerville High School. Director Coffey explained that the board serves in an advisory capacity for library policies, future plans, and other decisions. The liaisons relay information about relevant library offerings to their school and report to the board on things happening at their school, especially involving their school library.

5B. [2018-6625](#)

Annual Review of Library Policies

Robert Spoonemore, Library Board Chair

The review of policies began at 6:23 pm. Chair Spoonemore explained that Director Coffey and the board's Policy Review Committee added some elements to the library policies, which were sent out to the rest of the board for review. The entire board then had the chance to offer ideas and suggestions.

Director Coffey changed the word "fine" to "fee" throughout the policies to better reflect our practices. On page 1 of the policies, a section was added related to the Library Board. On page 4, the types of identification accepted when obtaining a new card was added. An explanation of renewals for specific account types was also added.

Community member John Woodley arrived during this discussion. He had previously made recommendations to the board regarding library policies.

On page 5, wording was added that specifies our process for charging patrons for lost or damaged items. Director Coffey explained the rationale for charging patrons the suggested retail price at the time of purchase plus a processing fee including: the reimbursement of taxpayer's cost, that replacement copies are often used or damaged, that not all replacements are unabridged, and for quality control. This is in line with surrounding libraries. We also do not charge late fees or send people to collections. Wording was added to this section regarding the option of payment plans.

Assistant City Manager Gillam added that from a city finance perspective, charging the cost at time of purchase is also necessary in order to balance the financial records. Citizen John Woodley asked if this covers all items and if items are depreciated. Director Coffey responded that it does cover all resources we provide, and that we do not depreciate the value. Assistant City Manager Gillam explained that the value of each item in the collection is the amount we paid for it. This is what is reflected in the city's financial books. We do not devalue items in the city's general fund.

On page 7, "civic or community group" was added to the meeting room reservation section. In the meeting room section, Citizen John Woodley asked for clarification on the non-profit designation for groups wishing to reserve a room. Director Coffey responded that reservations can be made by non-profits

or other civic or community groups of three or more people and the activity must be open to the public. Director Coffey also explained that when the rooms are not reserved, they are left open for anyone to use. The computer lab and Thornton Room are not left open on the weekends due to fewer staff members working and past damage to the rooms. Citizen John Woodley asked if those rooms could be opened on the weekend for persons with a disability. Director Coffey responded that they could not, however we have other areas within the library that can accommodate these needs.

On page 11, a collection development section was added. Much of the wording came from the American Library Association. These are the guidelines we have always followed, but now they are laid out clearly in the policies.

On page 13, a programs and displays section was added. The wording is meant to protect staff so we can have displays and programs that represent all points of view.

Board Member Moore Jr. asked whether the art policy section on page 9 and 10 should incorporate similar language to the programs and display section. Board Member Janacek added that since the art displays are by outside artists, they might be treated differently. Director Coffey responded that it would be a good idea to include similar language in this section. Chair Spoonemore asked Director Coffey to write something for that section and send it out to the board members to consider at next month's meeting. Board Member Janacek suggested that the annotation on page 13 related to the American Library Association should be changed if it is not a direct quote. Assistant City Manager Gillam suggested adding the word "Library" to the section "Programs and Displays."

6. Future Agenda Items

none

7. Adjourn

Chair Spoonemore adjourned the meeting at 6:58 p.m.

Respectfully submitted,

Jennifer Coffey
Library Director

Approved as submitted on April 11, 2018.