



# City of Pflugerville

## Minutes - Final

### Library Board

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Wednesday, August 10, 2016

6:00 PM

1008 W. Pfluger Street, Pflugerville, TX

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#### Regular Meeting

#### Library Board Members:

Robert Spoonemore

Kevin Williams

Jerry Spataro

Deborah Bronson

Sue Lee Flores

Marylou Grzybowski

Rosie Riddick

Open, Alternate

#### 1. Call to Order

Chair Spoonemore called the meeting to order at 6:02 p.m.

Board Members Present: Robert Spoonemore (Chair), Marylou Grzybowski, Kevin Williams, Rosie Riddick (Secretary), and Jerry Spataro (Vice Chair). Sue Lee Flores and Deborah Bronson were absent.

Teen Liaisons: Christian Douglas and Sadaf Naimzada

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

#### 2. Citizens Communication

None.

The Library Board welcomes comment on items relevant to the Pflugerville Public Library not already scheduled on tonight's agenda. In accordance with the Texas Attorney General's opinion, any public comment that is made on an item that is not on the published agenda will only be heard by the Board. No formal action, discussion, deliberation, or comment will be made.

#### 3. Approval of Minutes

- 3A. [2016-5097](#) Discuss and consider action to approve the Library Board regular meeting minutes of June 13, 2016.

The minutes were approved as submitted.

#### 4. Discuss Only

- 4A. [2016-5098](#) Friends of the Library Report

**Jennifer Coffey, Library Director**

Director Coffey reported that she did not attend the monthly Friends meeting, but had a few updates. The Friends will hold their quarterly book sale on September 15 from 10-8 pm at the library. They supported many things during Summer Reading including the Jam Making Program, Circus Chicken Dog, and the Wifi Hotspot lending initiative. They continue to be very supportive especially in regards to programming and technology.

**4B. [2016-5099](#)**

Teen Liaison report.

**Sadaf Naimzada, Hendrickson High School**

**Christian Douglas, Hendrickson High School**

The liaisons had nothing to report other than school begins on August 23.

**4C. [2016-5100](#)**

Library Director Report

**Jennifer Coffey, Library Director**

Director Coffey reported the library will begin lending Wifi hotspots and e-readers on September 1. Board Member Grzybowski asked if there will be advertising for these new devices. Director Coffey responded that our advertising push will begin in a couple weeks. Program attendance for the fiscal year is around 22,000 and will likely be closer to 24,000 by the end of the year. This number is up from 20,000 in 2015. Circulation of physical items is up slightly overall and circulation of electronic items is up significantly. We are still experimenting with our check out limits in Hoopla as we try to find our preferred level of costs for the service. Internet use was up for July, though down for the year due largely to increased use of wifi in the building. We still do not have a method to track the usage of the wifi. Facebook likes are up and our Marketing Specialist, Rose has increased the use of paid advertisements. Physical visits to the library are also up. Board Member Grzybowski asked when the fiscal year runs and Director Coffey responded it is October through September.

Director Coffey also mentioned she will be meeting with Tyco next week regarding hooking up monitoring cameras at the library. There have been incidents of petty theft. The footage will not be kept for more than 24 hours. Chair Spoonmore asked about the purpose of the cameras if the footage is only kept for 24 hours. Director Coffey responded that the limited time is in order to protect the privacy of our patrons and to ensure anonymity in the building. Secretary Riddick asked if petty theft is usually reported before 24 hours and Director Coffey responded that it was. Assistant Director Berra asked if the video would be available in real time. Director Coffey answered that she is not sure how it will be monitored. Board Member Grzybowski asked if the funds for the monitoring would come out of the budget. Director Coffey responded that we have funds in maintenance to cover it.

**4D. [2016-5101](#)**

Discussion regarding Changing Role of Libraries - Data everywhere

**Jennifer Coffey, Library Director**

The topic for this month's discussion regarding the changing role of libraries was Data Everywhere. Data is aggregated easily allowing entities to gather public info about individuals. One reason this is important to consider is that while the library policies include protecting privacy of our patrons, we use 3rd

party vendors who also gather data. It is important to make patrons aware of this, as most of us just click through terms of agreement when we come across them online. We limit what we collect about our patrons, but we do collect name, address, phone number, driver's license #, and responsible party for minors. Checkout history is collected for patron benefit only. Some of our third party vendors collect personal data like email, pin, and card number for authentication purposes. These vendors have improved but do share some information. The library has a privacy policy that includes a third party vendor clause. We require a search warrant or court order from the police to reveal patron checkout history.

Asst. Director Berra added that we have discussed programs related to privacy, personal data, and social media. These programs would be geared to all age groups and their various views toward personal data and privacy. As librarians we feel we are well positioned to foster discussions and educate our patrons on these issues. Director Coffey added that informing is the most important role we can play, rather than telling people what they should do because we are hyper aware of privacy as librarians.

Board Member Grzybowski asked what happens with the patron computers at the library. Director Coffey explained that they are wiped clean with each restart when a patron logs off. Chair Spoonmore asked if a patron can see his/her own checkout history and Director Coffey responded that he/she can through their library account.

4E. [2016-5102](#)

Discussion regarding upcoming budget.

**Jennifer Coffey, Library Director**

Director Coffey explained that there has not been any news from the council regarding the budget for the next fiscal year. She attended the City Council meeting and it was briefly mentioned. They will discuss it more soon.

4F. [2016-5103](#)

Summer Reading Program Wrap-Up

**Jennifer Coffey, Library Director**

Director Coffey reported the summer reading program was very successful. 791 people attended the Maker Pfest, which kicked off the summer. Over 7,000 hours were read by summer reading participants. The Comic Con had 1159 attendees to conclude the summer. Summer Reading also included other events like "Deutschen Pfest Princesses" Storytime and a "Night at Hogwarts" Harry Potter Teen program with 120 teen attendees. The Maker Pfest also served as the grand opening of the Pfab Lab, the library's makerspace. Bette (Adult Librarian) is doing a great job with this new feature to the library. We are also now offering one-on-one help in the computer lab on Wednesdays from 3:30 – 5:30 pm.

Board Member Grzybowski offered feedback about the summer programs, explaining that her granddaughter who is a tween went to every Wednesday program, attended Comic Con, and went to the Jam Making program. She had a great time.

5. **Future Agenda Items**

None.

6. **Adjourn**

Chair Spoonemore adjourned the meeting at 6:33 pm.

Respectfully submitted,

Jennifer Coffey  
Library Director

Approved as \_\_\_\_\_ on September 14, 2016.