



# **City of Pflugerville**

## **Minutes - Final**

### **Library Board**

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Wednesday, October 9, 2019

6:00 PM

1008 W. Pfluger Street, Pflugerville, TX

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#### **Regular Meeting**

##### **Library Board Members:**

**Robert Spoonemore - Chair**

**Marylou Grzybowski - Vice Chair**

**Dawn Janacek - Secretary**

**Deborah Bronson**

**Carl Moore, Jr.**

**Bridget Boswell-Muntz**

**George Sylvie**

**Nick Crissy - Alternate**

#### **1. Call to Order**

Chair Spoonemore called the meeting to order at 6:00 p.m.

**Board Members Present:** Robert Spoonemore (Chair), Marylou Gryzbowski (Vice Chair), Bridget Boswell-Muntz, Carl Moore, Jr., Deborah Bronson, George Sylvie, and Nick Crissy (Alternate).

Dawn Janacek (Secretary) was absent.

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

**Teen Liaisons:** Gabriel Hayak

#### **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**

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#### **3. Approval of Minutes**

3A. [2019-7888](#) Discuss and consider action to approve the Library Board regular meeting minutes of September 11, 2019.

**Minutes were approved as submitted.**

#### 4. Discuss Only

4A. [2019-7890](#) Report on the Friends of the Library activities.  
**Jennifer Coffey, Library Director**

Director Coffey reported she is in discussion with the Friends to have a representative from the Library Board attend their meetings. Also, Director Coffey is working out the details with the Friends for accepting corporate donations. One idea is to have some type of donor wall in the courtyard. The next book sale is scheduled for October 24.

4B. [2019-7889](#) Teen Liaison reports.  
**Jeremy Ryan, Hendrickson High School**  
**Maddie Flores, Connally High School**  
**Gabriel Hayak, Weiss High School**

Gabriel Hayak reported that several clubs at Weiss High School are meeting in the library. The library is also sponsoring the tech club, providing a makerspace type set up.

4C. [2019-7887](#) Library Director Year End Report.  
**Jennifer Coffey, Library Director**

Director Coffey distributed to the board an infographic she has prepared to present to city council showing FY 2019 statistics. Highlights include: 1.623 million dollar budget for the year, an increase in program attendance from 19,871 in FY 2015 to 42,009 in FY 2019, over \$ 5 million saved by patrons, over \$6 million return on investment, 11,435 items added to the collection, circulation up to 555,651 items (physical and electronic), 3,452 meeting room hours, and 5,600 volunteer hours. The materials budget breakdown shows a very close match between funds allocated to format type and the checkouts for those formats (electronic, print, and media). Board member Boswell-Muntz asked if we own any of the eBooks in our collection. Director Coffey explained that we offer eBooks through platforms like Overdrive, but we do not have a dedicated server to store electronic materials on our own so we require vendor platforms. Director Coffey will present these end of the fiscal year statistics to the City Council in November.

4D. [2019-7893](#) Board Terms  
**Jennifer Coffey, Library Director**

Director Coffey sent out notifications to the board regarding who needs to reapply and who will be dropping off. Chair Spoonemore will need to step down and sit out a year before he could reapply. Other members should be

aware of their status.

## 5. Discuss and Consider Action

### 5A. 2019-7892

Five-Year Plan

**Robert Spoonemore, Library Board Chair**

Director Coffey added wording to the plan based on what was suggested by the Library Board at last month's meeting. Board Member Bronson made a motion to accept the plan. Board Member Sylvie seconded the motion. The motion passed unanimously.

Director Coffey offered an update on the security camera installation. The cameras are functioning now, but they are still making some adjustments. Chair Spoonemore asked when the system will be completely in place. Director Coffey responded she does not have an exact date, but believes it will be soon. There are 5 locations being monitored by the cameras and they have been set up to maximize privacy will still providing safety for patrons. Board Member Sylvie asked how they will be monitored. Director Coffey explained that if an issue occurs the police would be contacted, who would then get the footage from the city's IT department. Board Member Moore Jr. asked about the length of time the videos would be retained. Director Coffey replied she thinks it will be a week.

## 6. Future Agenda Items

### 6A. 2019-7891

Upcoming Agenda Items

**Robert Spoonemore, Library Board Chair**

Director Coffey explained that she asked staff for ideas on how to supplement the library budget by generating revenue. She will bring the staff responses to the next meeting. Board Member Moore Jr. asked if there has been any progress on corporate sponsorships. Director Coffey responded that she is still working with the Friends of the Library on this. They will handle these sponsorships since they are a 501C3. Alternate Board Member Chrissy asked if the library budget was approved. Director Coffey responded that it was approved. Chair Spoonemore asked if raises for staff were included. Director Coffey replied that based on the salary study completed by the city, many staff members did receive salary adjustments, as well as merit increases. Chair Spoonemore asked if the roof replacement was included. Director Coffey explained that this was removed from this year's budget. Board Member Moore Jr. asked about the Heritage House. Director Coffey responded that the budget for Heritage House will remain the same and we will be addressing several needs this year.

## 7. Adjourn

Chair Spoonemore adjourned the meeting at 6:28 p.m.

Respectfully submitted,

**Jennifer Coffey**  
Library Director

Approved as \_\_\_\_\_ on November 13, 2019