



City of Pflugerville

Minutes - Final

Library Board

Wednesday, January 10, 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 6:00 p.m.

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

2. Citizen Communication

John Woodley attended the meeting to speak on an issue regarding library policy on replacing lost items. His specific request to the board was that, "The policy needs to be revised to allow people to replace lost or damaged items at a reasonable marketplace price and pay a reasonable administrative fee." Mr. Woodley stated that he felt the replacement charge by the library is above market value and does not take into account wear and tear of items and instead lost items are charged at a "new" price. He also requested the policy reflect that patrons can make payments toward the entire charge for a lost item and not lose checkout privileges. He would like both of these issues to be addressed in a reasonable way.

Chair Spoonemore requested that Mr. Woodley's request be read back as recorded: "The policy needs to be revised to allow people to replace lost or damaged items at a reasonable market place price and pay a reasonable administrative fee. The policy should also reflect the ability for patrons to make payments toward the entire charge without losing checkout privileges."

Mr. Woodley agreed this is appropriate wording for his request. Chair Spoonemore thanked Mr. Woodley and explained that this was not an action item and would be taken into consideration during the annual policy revision process which will begin this Spring.

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. [2018-6457](#) Discuss and consider action to approve the Library Board regular meeting minutes of December 13, 2017.
- Minutes were approved as submitted.

4. Discuss and Consider Action

- 4A. [2018-6462](#) Call for election of officers
Jennifer Coffey, Library Director
- Director Coffey explained that a motion would be made to elect an individual for each of the Library Board positions: Chair, Vice Chair, and Secretary.
- Board Member Riddick made a motion to nominate Robert Spoonemore as Library Board Chair. Board Member Moore seconded the motion. As there were no other nominations, the board voted unanimously to elect Robert Spoonemore as Chair.
- Board Member Grzybowski made a motion to nominate Rosie Riddick as Library Board Vice Chair. Board Member Bronson seconded the motion. Board Member Boswell-Muntz made a motion to nominate Dawn Janacek for Vice Chair. This motion was not seconded. The board voted to elect Rosie Riddick as Vice Chair.
- Board Member Riddick made a motion to nominate Mary Lou Grzybowski as Library Board Secretary. Board Member Bronson seconded the motion. Board Member Moore Jr. made a motion to nominated Bridget Boswell-Muntz for Secretary. This motion was not seconded. The board voted to elect Mary Lou Grzybowski as Secretary.

5. Discuss Only

- 5A. [2018-6458](#) Report on the Friends of the Library activities.
Jennifer Coffey, Library Director

Director Coffey reported that the Friends will hold their quarterly book sale on January 18th. Some of the remaining unsold books will be provided to the organization, Libraries of Love.

5B. [2018-6460](#)

Teen Liaison report.

Christian Douglas, Hendrickson High School

Jeremy Ryan, Hendrickson High School

Jeremy Ryan reported on the Hendrickson High School Library. Many of the books are now organized by genre in the collection. Students are creating post it note art in the library. The librarian is also planning a blind date with a book display/program. Chair Spoonemore mentioned that the board would still like to add liaisons, especially from the other high schools in the district. Board Member Janacek responded that she is working with the librarian at Weiss High School and Board Member Boswell-Muntz is working with the librarian at Connally High School to try and reach out to interested students.

5C. [2018-6459](#)

Library Director Report.

Jennifer Coffey, Library Director

Director Coffey reported that she is reviewing the stats that are reported to focus on the ones of most interest. She hopes they will better reflect what the staff is doing. This report is heavy on program attendance, which we are averaging an increase of 20 % per year. The program attendance stats are broken up by age group emphasizing the wide offering of programs we offer for each age group.

Board Member Bronson asked about outreach. Director Coffey explained that library staff, members of the Friends, and other volunteers visit schools and other community centers regularly. At these events we sign people up for library cards and inform about library programs and services.

Board Member Moore Jr. asked if last year was the first that the Heritage House Museum was under our management and if we will plan programs at the facility. Director Coffey responded that last year was our second managing the museum. Asst. Director Berra added that this past year we had several programs/displays at the museum including: a talk from the African American Archivist with the Austin History Center for Juneteenth, a traveling exhibit from Humanities Texas about the Women's Suffragist Movement, a photography contest, and Walk-in Genealogy assistance.

Director Coffey talked about the library's new book bike, which will be used at outreach and other City events. The bike is a mobile pop-up library that offers internet connection through a hotspot, research help, book displays, pop-up movies and pop-up programs. Board Member Janacek offered to staff the book bike at events. Director Coffey also brought up an idea offered by Board Member Boswell-Muntz at the last meeting regarding organizing books by genre. The Youth Services Librarian spoke to her TAG (teen advisory) group about this suggestion and they came up with the idea of adding genre stickers to the books in the Teen Area. Board Member Grzybowski asked if the alternate Board Member can take part in a meeting if another member is absent. Board Chair Spoonemore responded that the alternate can always take part in the discussions, but not the actual voting. The alternate can also

be counted in order to meet quorum.

**5D. [2018-6463](#) Discussion regarding Changing Role of Libraries - Maker Movement
Jennifer Coffey, Library Director**

Director Coffey discussed the next subject in the Changing Role of Libraries, the maker movement. Our library has been facilitating maker culture for quite a while, especially with the addition of the Pfab Lab. A great benefit to our patrons is that we don't charge, while other maker entities do. Maker programs introduce people to new technology, train in their use, and extend access. We provide programs ranging from traditional crafts to the latest technology. We have a creative staff that bring many skills to the job outside their job descriptions like photography, teaching, and music. We recently enhanced the software available in the computer lab to include the Adobe Creative Suite and will be offering open hours and classes for patrons and their creative projects.

**5E. [2018-6461](#) Duties and Responsibilities of the Library Board Members and Officers
Robert Spoonemore, Library Board Chair**

Director Coffey passed out information binders to the board members that explained the duties of members and officers, including information on Robert's Rules of Order. Board Chair Spoonemore asked if everyone had completed the Open Meetings Act training mandated by the State and Director Coffey replied that everyone had completed it.

6. Future Agenda Items

none.

7. Adjourn

Chair Spoonemore adjourned the meeting at 6:37 p.m.

Respectfully submitted,

Jennifer Coffey
Library Director

Approved as _____ on February 14, 2018.