



City of Pflugerville

Minutes - Final

Library Board

Wednesday, August 9, 2017

6:00 PM

1008 W. Pfluger Street, Pflugerville, TX

Regular Meeting

Library Board Members:

Robert Spoonemore

Kevin Williams

Jerry Spataro

Deborah Bronson

Marylou Grzybowski

Rosie Riddick

Carl Moore, Jr.

1. Call to Order

Chair Spoonemore called the meeting to order at 6:01 p.m.

Board Members Present: Robert Spoonemore (Chair), Mary Lou Grzybowski, Rosie Riddick (Secretary), and Deborah Bronson. Absent members included Jerry Spataro (Vice Chair), Kevin Williams, and Carl Moore, Jr.

Teen Liaison: Christian Douglass

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

2. Citizen Communication

Jeremy Resendez sat in on the board meeting, expressing an interest in learning more about the workings of local government.

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. [2017-6065](#) Discuss and consider action to approve the Library Board regular meeting minutes of July 12, 2017.

Minutes were approved as submitted.

4. Discuss Only

- 4A. [2017-6066](#) Report on the Friends of the Library activities.
Jennifer Coffey, Library Director

Director Coffey reported that the Friends of the Library donated \$5,000 towards computers (3 desktops). Our IT department is working on the best set up for new computers in the computer lab that will allow us to keep the space flexible. In total, we will have 8 new desktop computers in the computer lab allowing us to expand our computer related class offerings and have scheduled time in the lab for using programs like Adobe, game making software, and video editing software. The next book sale is on September 14.

4B. [2017-6069](#)

Teen Liaison report.

Christian Douglas, Hendrickson High School

Christian Douglas didn't have anything to report, school will be starting soon. Jeremy Ryan will be turning in his application to also be a teen liaison. He is also from Hendrickson High School.

4C. [2017-6068](#)

Library Director Report.

Jennifer Coffey, Library Director

Director Coffey reported that we wrapped up the Summer Reading Program with End Pfest which included line dancing, antique clocks, and leather working activities. The total hours read during Summer Reading were down a little from last year. The laser cutter in the Pfab Lab is now up and running. Chair Spoonemore asked why the laser cutter is something the library needs. Director Coffey responded that having this in the Pfab Lab allows us to expand more into STEM related programming and to teach cutting edge technology to the community. Usage of electronic materials remains up, while circulation of physical items is slightly down. Spanish material usage is up while Vietnamese remains down. Public computer usage is down a little while the usage of the Wi-Fi is up. Views of the digital history archive is way up, physical visits to the library are up, and usage of the catalog is also up. The use of the meeting rooms by outside groups is down slightly due in large part to the increased number of programs we offer. Visits to the Heritage House Museum is also up significantly. The Pflugerville Historical Society is up and running with the library taking on the role of organizing it. Chair Spoonemore asked if we have an official role within the group. Director Coffey responded that once we have it up and running we plan to turn it over to the rest of the group members. There are many different groups with similar missions and we are fostering connections to bring them together.

4D. [2017-6067](#)

Discuss August 5, 2017 City Council Special Meeting regarding Fiscal Year 2018 budget.

Jennifer Coffey, Library Director

Director Coffey reported that she attended a Saturday morning work session with the City Council. She has asked for 4 items to be added to this year budget (2 librarian positions, a site study for a satellite location, and an increase in the collection budget). At this point, they were ok with one librarian position and the collection increase. The council recommended putting together a committee to do an in-house study rather than hiring an outside firm. Secretary Riddick suggested taking a look at a site study from another library to help the process. Director Coffey agreed and added that the study will also include space requirements and needs. The city's planning

department has info on population projections to help find the appropriate area. The actual construction of a site would be at least five years down the road, so it will be important to remain flexible during this process. Secretary Riddick added that making comparisons to other libraries is important. Director Coffey agreed and pointed out that the State Library tracks statistics for all the libraries in Texas, which will be of use. It will be important to include a City Council member on the committee to help get buy in. Board Member Grzybowski asked when the Council will set the tax rate and Director Coffey responded possibly by the end of the month.

4E. [2017-6071](#)

Discuss and Review Library Policies.

Robert Spoonemore, Library Board Chair

The updated policy document was sent to the board by Director Coffey. It included three main changes: allowing more types of identification when getting a card, allowing cards to require renewal after 3 years, and changing wording to allow money raising activities at the director's discretion (ex. Book Sellers @ Book Pfestival). Board Member Bronson asked about the status of having cameras in the library and Director Coffey responded that the city is working on some type of city-wide plan. Chair Spoonemore made a motion to approve the policies. Secretary Riddick seconded the motion. It passed unanimously.

4F. [2017-6073](#)

Discussion regarding Changing Role of Libraries - Haptic Technology

Jennifer Coffey, Library Director

Director Coffey continued the series of discussions on the changing role of libraries. The subject this month was haptic technology, which incorporates tactile experience into the learning environment. This is especially useful to help persons with a disability and can include things like touch screens, incorporating raspberry pi devices, and technology like Google Glasses.

5. **Discuss and Consider**

5A. [2017-6070](#)

Appoint Five Year Plan Committee.

Robert Spoonemore, Library Board Chair

Chair Spoonemore stated that he would like to have the plan completed by December 1. He requested that Director Coffey work on the plan and update/involve the Board as needed. The committee consists of the board officers (Chair Spoonemore, Vice Chair Spataro, and Secretary Riddick). Once updated, the plan will be sent to the committee to approve before going to the entire Board for a vote. The final vote on adoption of the plan is scheduled for December. Director Coffey explained that the biggest addition will be the creation of a committee to complete a site location study for the satellite facility. She wants to make sure we are prepared when the opportunity arrives.

6. **Future Agenda Items**

none

7. **Adjourn**

Chair Spoonemore adjourned the meeting at 6:43 pm.

Respectfully submitted,

Jennifer Coffey
Library Director

Approved as _____ on September 13, 2017.