



# City of Pflugerville

**Minutes - Final**

**Library Board**

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Wednesday, September 9, 2020

6:00 PM

1008 W. Pfluger Street, Pflugerville, TX

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**Regular Meeting (Telephone/Video Conference)**

NOTICE IS HEREBY GIVEN in accordance with order of the Office of the Governor issued March 16, 2020, the Library Board will conduct this Meeting by telephone/video conference in order to advance the public health goal of limiting face-to-face meetings to slow the spread of the COVID-19. There will be no public access to the location described above.

This Meeting Agenda, and the Agenda Packet, are posted online at <https://pflugerville.legistar.com>

This telephonic/video meeting will be hosted through WebEx.  
Meeting Public URL: <https://pflugervilletx.webex.com/pflugervilletx/onstage/g.php?MTID=ee280adb7400f9d8f900eb6a0447954da>  
Meeting Number / Code: 146 622 3641  
Dial-in Number: +1-408-418-9388 (US toll)

Citizens Communication will only be allowed via telephone/video conference. All speakers must register to speak at least 2 hours in advance of the meeting. All comments will occur at the beginning of the meeting under the Citizens Communication item. Speakers must call in at least 15 minutes prior to the meeting start in order to speak. Written comments may also be submitted 2 hours in advance of the meeting.

To register to speak or to submit written comments, please email [DanielB@pflugervilletx.gov](mailto:DanielB@pflugervilletx.gov) at least 2 hours in advance of the meeting. A recording of the telephone/video meeting will be made, and will be available to the public upon written request.

Library Board Members:  
Dawn Janacek, Chair  
Nick Crissy, Vice Chair  
Bridget Boswell-Muntz, Secretary  
Carl Moore, Jr.  
George Sylvie  
Marylou Grzybowski  
Deborah Bronson

## 1. Call to Order

Vice Chair Crissy called the meeting to order at 6:04 p.m. (Meeting conducted virtually via Webex).

Board Members Present: Dawn Janacek (Chair) (arrived late), Nick Crissy (Vice Chair), Bridget Boswell-Muntz (Secretary), George Sylvie, and Carl Moore, Jr.

Marylou Grzybowski and Deborah Bronson were absent.

Staff: Jennifer Coffey – Library Director, Daniel Berra – Asst. Library Director

City: Trey Fletcher – Deputy City Manager

**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. [2020-8637](#) Discuss and consider action to approve the Library Board regular meeting minutes of August 12, 2020.  
Minutes approved as submitted.

**4. Discuss Only**

- 4A. [2020-8639](#) Report on the Friends of the Library activities.  
**Jennifer Coffey, Library Director**

Director Coffey reported the Friends have not been meeting since the pandemic began. They recently added a donation button to their Facebook page to make it easier to receive donations from community members. The Friends also purchased an additional 10 Wi-Fi hotspots for the library's collection.

- 4B. [2020-8638](#) Teen Liaison reports.  
**Maddie Flores, Connally High School**

There were no teen liaisons in attendance. Currently we only have 1 liaison (Maddie Flores) and we need to recruit additional students for this role.

- 4C. [2020-8636](#) Library Director Report.  
**Jennifer Coffey, Library Director**

Director Coffey reported that a total of 131 videos were created and shared by staff on Facebook and 90 on YouTube (most overlap because we share on both platforms). This highlights the range of virtual programming we continue to offer the community during the pandemic. The number of checkouts remains steady through our curbside service and eResource usage remains strong. Since the pandemic began we have issued 428 Temporary Cards and 168 DigiT Cards to students (all virtually). The preliminary results of the board initiated survey have been sent out to members.

4D. [2020-8644](#)

**Library Policy Review**

Prepare for yearly review of Library policies with attention to adding inclusive language.

**Jennifer Coffey, Library Director**

Director Coffey sent out edits of the library policies to Board members. The staff specifically looked at the document to make sure we use inclusive language. She asked the Board to look at the same thing. Director Coffey also gave an overview of a staff discussion regarding calling the police when underage youth are at the library at closing time (when the facility reopens). This is for youth under the age of 15. We discussed how best to approach the situation so as not to traumatize children or their parents including the appropriate language to use.

5. **Discuss and Consider Action**

5A. [2020-8641](#)

**Covid19 Continuity of Operations**

Discussion of customer services during Covid19.

**Jennifer Coffey, Library Director**

Director Coffey explained that curbside service is going well and she is considering expanding the hours the service is offered. We would need to add a couple part-time staff members in order to this, we are currently down 4 part-timers. We are still looking at new eResources we could add and will start lending laptops soon. Board Member Sylvie asked if would be reopening the building to the public anytime soon. Director Coffey explained that we are following the guidelines established by Austin Public Health and are currently still in Stage 3. We would need to move into Stage 2 to partially reopen and Stage 1 to completely reopen. Vice Chair Crissy asked if patrons would be required to wear masks when we do reopen and Director Coffey responded that they would. Director Coffey pointed out that the library courtyard is open now during curbside hours. We are also evaluating the changes in services necessitated by the pandemic and which of these changes may remain even after things return to normal. We will likely offer a combination of in-person and virtual programs for example.

5B. [2020-8643](#)

**5 Year Plan**

Discuss and consider action to appoint 5 Year Plan committee

**Dawn Janacek, Chair**

Director Coffey explained she met with Vice Chair Crissy to review the plan. She plans to meet with the rest of the committee to go over the plan later this week. The plan will be submitted to council by December 31. She integrated Board Member Sylvie and Vice Chair Crissy's suggestions into the current draft.

**6. Future Agenda Items****6A. [2020-8640](#)**

Upcoming Agenda Items

**Dawn Janacek, Library Board Chair**

Board Member Sylvie asked when the survey ends. Director Coffey responded that it ends on September 15 and she will send out the results before next meeting. Board Member Boswell-Muntz asked if we would ever consider allowing students from other school districts to get free cards for eResources. Director Coffey responded that the boundaries of for the library district would need to be changed. Deputy City Manager Fletcher added that such a change would need to go before City Council and they would need to see the nature of and rationale for the change. Director Coffey also added that we have currently waived the non-residency fee during the pandemic. Vice Chair Crissy asked if the school district boundary policy used to determine the library district meant that only students could get free cards and Director Coffey responded that it applies to everyone. Board Member Sylvie asked what services students are missing out on with the building closed. Director Coffey responded that mostly having a gathering place and access to the computers. Asst. Director Berra added that we are launching a new eResource called Brainfuse Help Now that includes a live, virtual tutoring service available 7 days a week to support student learning.

**7. Adjourn**

Vice Chair Crissy adjourned the meeting at 6:26 p.m.

Respectfully submitted,

Jennifer Coffey  
Library Director

Approved as \_\_\_\_\_ on October 14, 2020.