



City of Pflugerville

Minutes - Final

Library Board

Wednesday, August 11, 2021

6:00 PM

1008 W. Pfluger Street, Pflugerville, TX

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=e255d3c1b2ea6c993d957ecc1af534add>

MTID=e255d3c1b2ea6c993d957ecc1af534add

Meeting Number / Code: 146 616 1391

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 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****Nick Crissy****Bridget Boswell-Muntz****George Sylvie****Carl Moore Jr.****Emily Miller****Rachel Heath****Jillian Arzipe - Alternate****Chance Janacek - Student Liaison****1. Call to Order**

Chair Janacek called the meeting to order at 6:01 p.m. (Meeting conducted virtually via WebEx).

Board Members Present: Dawn Janacek (Chair), Nick Crissy (Vice Chair), Bridget Boswell-Muntz (Secretary), George Sylvie, Rachel Heath and Jillian Arzipe (Alternate).

Carl Moore, Jr. and Emily Miller were absent.

Teen Liaison – Chance Janacek

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. [2021-0836](#)**

Discuss and consider action to approve the Library Board regular meeting minutes of July 14, 2021.

One correction noted, Teen Liaison Landon Self should be listed in the top section. Minutes approved with correction.

4. Discuss Only

4A. [2021-0834](#)

Report on the Friends of the Library activities.

Jennifer Griswold, Library Director

Director Coffey reported the Friends worked with Youth Services Librarian Amanda Cawthon to write a grant seeking \$5,000 from the United Way that will involve community book distributions. They have not yet restarted their quarterly book sales, but continue to offer a special display of books for sale in their normal book sale area.

4B. [2021-0835](#)

Teen Liaison reports.

Chance Janacek, Weiss High School

Landon Self, Hendrickson High School

Chance Janacek reported that school is starting tomorrow. The school library will be hosting an online book fair soon.

4C. [2021-0833](#)

Library Director Report.

Jennifer Griswold, Library Director

Director Coffey reported that we have not made any changes recently to our services related to the pandemic. We are in line with our peer libraries in the area. We are considering holding some smaller programs in the Fall, but it will depend on the situation related to Covid. We are also offering curbside pickup during all of our open hours for guests who do not feel comfortable coming into the building. We planned for this situation when we reopened the building, including limited seating and virtual programming. Staff continues to clean tables after they are used. Last month over 8,000 people came to the library. This is about a third of the pre-pandemic total as the public slowly returns. Electronic resource usage remains high. Summer reading numbers were good considering all of the programming was virtual. Board Member Sylvie asked for more details regarding the video views for virtual programs and Director Coffey said she would provide that.

Board Member Sylvie asked if next month's board meeting would be in person or virtual? Director Coffey indicated that according to the Governor's order it would need to be in person beginning September 1. Deputy City Manager Fletcher mentioned that a hybrid approach might be possible and agreed that in person is required to comply with Open Meetings Act. Some board members expressed concern about returning to in-person at this time.

4D. [2021-0838](#)

FY 2022 Budget update

Jennifer Griswold, Library Director

Director Coffey explained where the city is at in the budget process. City council will vote on whether to approve the budget and to set the tax rate by the end of the month. There have not been any changes to the library's budget at this point. The new fiscal year begins on October 1st.

5. Discuss and Consider Action

5A. [2021-0837](#)**Annual Policy Review Section 4****Jennifer Griswold, Library Director**

The section of the policy for review relates to materials and public displays. These sections draw heavily from the American Library Association. Regarding the Potential Problems section, the staff has discussed some ideas related to materials published decades ago, especially in the children's collection. This could include adding contextual information about the material being written in another time period with different understandings of certain issues. This could be in the catalog or could be some type of sticker on the book itself. Board Member Sylvie asked about the order of the items in that section, suggesting it should begin with selection criteria. Director Coffey indicated that we can move the items in that section around. Secretary Boswell-Muntz added that ALA organizes the information in this way to include into consideration the process behind how decisions are made. Director Coffey added that we do sometimes get questions about how we decide what should be removed from the collection. Board Member Heath added that tagging some of the children's books with contextual information reinforces what we already do and is an opportunity to educate. Board Alternate Arizpe asked if the idea would be to place stickers on any book within the time frame or only books identified with a specific issue. Director Coffey responded she believes all within time frame was discussed. She likes to allow staff, who are experts in their subject areas, to make these decisions.

Vice Chair Crissy asked if a classic book had not been checked out much, would we still keep it in the collection. Director Coffey responded that it depends on numerous factors like if we can get it through ILL and the amount of space available for the collection. We do have multiple copies in various formats of the school required titles. Vice Chair Crissy asked how expanding shelf space might impact the justification for a branch. Director Coffey responded that our space limitations are known by City Administration and City Council. We have a needs assessment in the budget for FY 2023, which will take into account all of this, including the newly released census data. We are also making changes to the existing set up in the building to expand areas of the collection as much as possible.

Board Member Sylvie asked whose decision it was regarding challenged materials. Director Coffey responded that the Library Board can offer guidance but ultimately it is the director's decision. Board Member Sylvie followed up asking where in the policy does it describe controversial items and does staff seek a balanced perspective. Director Coffey responded that we are proactive in providing balanced materials with various viewpoints. It is not our aim to skew opinions or push an agenda.

6. Adjourn

Chair Janacek adjourned the meeting at 6:45 p.m.

Respectfully submitted,

Jennifer Coffey Griswold, Library Director

Approved as submitted on October 11, 2021