



City of Pflugerville

Minutes - Final

Library Board

Wednesday, April 14, 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?](https://pflugervilletx.webex.com/pflugervilletx/onstage/g.php?MTID=e804e2d94bb6d024f77fb726a1c632157)

MTID=e804e2d94bb6d024f77fb726a1c632157

Meeting Number / Code: 187 674 1145

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 6:02 p.m. (Meeting conducted virtually via WebEx).

Board Members Present: Dawn Janacek (Chair), Nick Crissy (Vice Chair), Bridget Boswell-Muntz (Secretary), George Sylvie, Emily Miller, Rachel Heath, Carl Moore, Jr. and Jillian Arizpe (Alternate).

Teen Liaison: Chance Janacek (Weiss High School)

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. [2021-0355](#) Discuss and consider action to approve the Library Board regular meeting minutes of March 10, 2020.

Minutes approved as submitted.

4. Discuss Only

- 4A. [2021-0352](#) Report on the Friends of the Library activities.
Jennifer Griswold, Library Director

Director Coffey reported the Friends continue the “Buy the Bundle” online book sale. They are looking for a new volunteer to help with social media.

4B. [2021-0351](#)

Teen Liaison reports.

Chance Janacek, Weiss High School

Chance Janacek from Weiss High School indicated that students have finished their ACT and SAT testing. STAAR testing is approaching and the school library is offering preparation help. Director Coffey added that we probably will not have success finding new liaisons until the new school year in the fall.

4C. [2021-0350](#)

Library Director Report.

Jennifer Griswold, Library Director

Director Coffey reported that while overall circulation numbers are down due to the pandemic, we are seeing an increase in the usage of our curbside pickup service. The remote printing is also doing well. We are still issuing Temp cards and DigiT cards remotely. Staff members Chermaine Burleson and Daniel Berra each had pieces published, in the Pflugerville Pflag and Public Libraries Online, respectively. We held a virtual Spring Break with many programs including our annual Pet Pfest. We are working on filling our open part-time positions, offers have been extended.

5. Discuss and Consider Action

5A. [2021-0353](#)

Covid-19 Continuity of Operations.

We are ready to open when we enter stage 2 of the Austin Public Health Covid safety guidelines. We have prepared the staff and the building. We will have safety protocols in place including computer and study table reservations. It is looking likely this will occur in May. Virtual programming will continue until at least the fall, and we will ease back into in person programs. Meeting rooms will also not be available until most likely the fall. Still working on establishing the online payment system for the rooms.

5B. [2021-0354](#)

2021 Goals Discussion

Director Coffey notified the board that the time is approaching for the annual policy review and 5 Year Plan update. She also suggested considering a new survey focused on a specific subject area such as how we responded to the things indicated in the last survey or a certain service area like the collection or technology. Board Member Heath asked what the last survey focused on and Director Coffey indicated it was our response to Covid 19. Board Member Heath followed up asking what were the interesting takeaways. Director Coffey responded that one in particular was requests for materials in different languages.

Director Coffey continued the review of goals with the board. We continue our robust marketing effort on social media. We typically post several times a week on multiple platforms and daily on Facebook. We have a presence on Facebook, YouTube, Twitter and Instagram. Jesse Davis with the city's

Communications Department has helped immensely during the pandemic in filming and editing videos for our virtual programs. We continue to develop partnerships, a good example is our ongoing relationship with PFISD. The pandemic has significantly affected our outreach efforts, but we still have found ways to interact utilizing virtual visits. Recently Director Coffey held a virtual visit with the Pflugerville Community Church on the subject of genealogy research. Staff continues to research and apply for grants including: a TCEQ grant for the electric car chargers in the parking lot, ALA Covid response grants to cover book lockers for after-hours usage and Texas Commission on the Arts performance grants. Staff continues to also receive awards including most recently Youth Services Librarian Amanda Cawthon.

Vice Chair Crissy asked about the idea of showing recorded storytimes on the city's public access channel and Director Coffey responded that we are not pursuing this currently due to the required staff time and copyright issues related to performance rights. We will consider it in the future. Director Coffey expressed that we could use assistance reaching more community members who are not active on social media. Vice Chair Crissy suggested going to community centers, churches, rotary clubs and nursing homes. Board Member Heath suggested advertising in the Pflag, starting a referral program and holding an email campaign to our members. Chair Janacek suggested getting more items into the Key to the City and specifically requesting that the community help spread the word to others who might be harder to reach. She also suggested online groups like NextDoor or Pflugerville related Facebook groups. Vice Chair Crissy also added advertising in Community Impact and adding info into the water bill. Secretary Boswell-Muntz agreed, stating that the water bill insert is a great way to reach people who might not be connected with our online presence. Board Member Sylvie suggested approaching places where citizens go during the day like HEB, Walmart, etc. and providing flyers.

6. Adjourn

Chair Janacek adjourned the meeting at 6:41 p.m.

Respectfully submitted,

Jennifer Griswold
Library Director

Approved as amended on May 12, 2021