



# City of Pflugerville

## Minutes - Final

### Library Board

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Wednesday, November 13, 2019

6:00 PM

1008 W. Pfluger Street, Pflugerville, TX

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#### Regular Meeting

##### Library Board Members:

Robert Spoonemore - Chair

Marylou Grzybowski - Vice Chair

Dawn Janacek - Secretary

Deborah Bronson

Carl Moore, Jr.

Bridget Boswell-Muntz

George Sylvie

Nick Crissy - Alternate

#### 1. Call to Order

Chair Spoonemore called the meeting to order at 6:00 p.m.

Board Members Present: Robert Spoonemore (Chair), Marylou Grzybowski (Vice Chair), Dawn Janacek (Secretary), Bridget Boswell-Muntz, Carl Moore, Jr., Deborah Bronson, and George Sylvie.

Nick Crissy (Alternate) was absent.

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

City: Trey Fletcher – Assistant City Manager

Teen Liaisons: Maddie Flores

#### 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. [2019-7990](#) Discuss and consider action to approve the Library Board regular meeting minutes of October 9, 2019.

Minutes were approved as submitted.

#### 4. Discuss Only

- 4A. [2019-7992](#) Report on the Friends of the Library activities.  
**Jennifer Coffey, Library Director**

Director Coffey reported the Friends had another successful book sale. She is still in discussions with the Friends about soliciting larger donations, also waiting on a city-wide plan for this idea. She is looking into having library staff monitor the web page and social media for the Friends. Board Member Sylvie asked if she discussed with the Friends having a library board member attend their meetings and she responded that they would be happy to have one attend their meeting which take place the 3rd Tuesday of each month.

- 4B. [2019-7991](#) Teen Liaison reports.  
**Jeremy Ryan, Hendrickson High School**  
**Maddie Flores, Connally High School**  
**Gabriel Hayak, Weiss High School**

Maddie Flores reported that Connally High School is preparing for the Big Event, the annual volunteering day.

- 4C. [2019-7989](#) Library Director Report.  
**Jennifer Coffey, Library Director**

Director Coffey pointed out in her report that circulation numbers are down slightly, but the fiscal year is still young. Electronic resource numbers remain strong with two platforms added in the last year: Kanopy (streaming movies) and Lynda.com (online training courses). We are experiencing two issues with our patron computers that the city's IT department is working on. One deals with a loss in connectivity on our patron computers in the adult section. The second deals with our computer management system that handles updates and checking computers out to patrons. It will no longer support Windows 7 issues, but our current computers are unable to upgrade beyond this operating system. We have some other options and will work out a plan with IT. We are also moving forward with a Wi-Fi counter system to track the number of users on our Wi-Fi. Outreach is going well with numbers up over last year. Director Coffey also added that the security cameras are now in place and running. Board Member Sylvie asked what the Wi-Fi counter would count. Director Coffey explained it would count every device that connected to the Wi-Fi in addition to anyone actually connecting to it for access to the internet. Board Member Sylvie asked what this would show. Assistant City Manager Fletcher offered that it would show the utilization of our Wi-Fi.

#### 5. Discuss and Consider Action

**5A. [2019-7994](#)****Digital Divide Report****Jennifer Coffey, Library Director**

Director Coffey distributed the report she created about how the library is addressing the digital divide. We never assume everyone has a device of their own or internet access at home and strive to provide access to everyone. Highlights from the report include the following things we offer: Wi-Fi hotspots for check out, public access computers, free Wi-Fi, access to everyone regardless if they have a card or not, DigiT Cards for students, many electronic resources ranging from GRE prep to career testing to eBooks and streaming services, the Adobe Creative Suite on our classroom computers which can be checked out anytime there is not a program, Lynda.com for online training courses, one-on-one tech help, computer classes and resources like online legal forms.

Board Member Sylvie asked how we distinguish between everyone who uses these resources and services and patrons who actually need the service. Director Coffey explained that we offer equitable treatment to everyone and do not ask questions which would interfere with their privacy. Asst. City Manager Fletcher suggested that Board Member Sylvie is looking for ways to reach more people in need and how we might provide information about these resources in places outside the library to let more people in the community know. He further suggested a brochure and a customer survey. Board Member Sylvie agreed this is a good idea. Vice Chair Grzybowski agreed a resource brochure would be beneficial to highlight these services.

**6. Future Agenda Items****6A. [2019-7993](#)****Upcoming Agenda Items****Robert Spoonemore, Library Board Chair**

None.

**7. Adjourn**

Chair Spoonemore adjourned the meeting at 6:32 p.m.

Respectfully submitted,

Jennifer Coffey  
Library Director

Approved as \_\_\_\_\_ on December 11, 2019