



# City of Pflugerville

## Minutes - Final

### Library Board

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Wednesday, November 10, 2021

6:00 PM

1008 W. Pfluger Street, Pflugerville, TX

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#### Regular Meeting

##### Library Board Members:

Dawn Janacek

Nick Crissy

Bridget Boswell-Muntz

George Sylvie

Carl Moore Jr.

Emily Miller

Rachel Heath

Jillian Arzipe - Alternate

Landon Self, Hendrickson - Student Liaison

#### 1. Call to Order

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

Board Members Present: Dawn Janacek (Chair), Nick Crissy (Vice Chair), George Sylvie, Emily Miller and Jillian Arizpe (Alternate).

Rachel Heath, Carl Moore, Jr. and Bridget Boswell-Muntz (Secretary) were absent.

Teen Liaison: Landon Self

Staff: Jennifer Griswold – 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. [2021-1201](#) Discuss and consider action to approve the Library Board regular meeting minutes of October 13, 2021.

Minutes approved as submitted.

### 4. Discuss Only

- 4A. [2021-1199](#) Library Director Report.  
**Jennifer Griswold, Library Director**

Director Griswold expects program and circulation numbers to begin rebounding in FY 22. The board initiated survey results showed that the community believes the library is doing a great job during the pandemic. Many guests get information about programs through social media. Respondents would like certain pandemic initiated services to continue including: curbside pickup, on demand virtual programs and expanded eResource offerings. The results will help us determine how to shape services and resources going forward. Director Coffey thinks it is a good idea to continue these board surveys every year.

- 4B. [2021-1200](#) Report on the Friends of the Library activities.  
**Jennifer Griswold, Library Director**

Director Griswold reported the Friends continue to support the library, including recently partnering on a grant. They are considering holding an outdoor book sale or smaller pop-up events.

- 4C. [2021-1203](#) Teen Liaison reports.  
**Landon Self, Hendrickson High School**

Teen Liaison Landon Self gave an update on Hendrickson High School.

### 5. Discuss and Consider Action

- 5A. [2021-1202](#) Five-Year-Plan Review: FY 2021 and FY 2022  
**Jennifer Griswold, Library Director**

Director Griswold started by reviewing the FY 2021 section. For the facility goal, we continue to change the space in order to expand the collection as much as possible in the current building. For the materials goal, we added eResources, increased the Overdrive eBook collection and increased checkout limits for Hoopla. We also expanded diverse authors and added a new HUB local vendor for the collection, Black Pearl Books. We also offer alternative delivery options like curbside pickup and homebound delivery. Additionally, we offer DigiT and Temp cards to meet different needs. For the marketing goal, our efforts continue, and we work closely with the city's communications

department. For the staffing goal we had many promotions and new positions added this fiscal year including Senior Librarians and other supervisory positions. For the technology goal we continue to work closely with the city's IT department. For the evaluation and review goal we added the yearly board survey. We also will have a needs assessment coming in FY23 to help determine whether a building expansion, branch library or other options best meet the needs of the community.

Looking forward to 2022 and 2023, some of our plans include: expanding outreach, adding another full-time position, continue evaluating options to expand services to other parts of the city and adding more ADA technology.

Board Chair Janacek commented that the director did an excellent job on writing the plan which covers a lot of ground but is approachable. Vice Chair Crissy suggested reaching out to HOAs to better market our programs. He also suggested posting events for adults and seniors at the Pflugerville Rec Center. Vice Chair Crissy then asked if we have started to charge for meeting room reservations. Director Griswold responded that we have not begun charging yet and we are slowly allowing some groups back.

Director Griswold added that we are also looking at analytic software to help with our collection and better analyze stats and other information like where in the city library guests live. We are also looking into RFID technology.

## **6. Adjourn**

Chair Janacek adjourned the meeting at 6:34 p.m.

Respectfully submitted,

Jennifer Coffey Griswold, Library Director

Approved as submitted on December 8, 2021