



# City of Pflugerville

## Minutes - Final

### Library Board

---

Wednesday, November 9, 2022

6:00 PM

1008 W. Pfluger Street, Pflugerville, TX

---

#### Regular Meeting

##### Library Board Members:

Dawn Janacek-Chair

Jillian Arizpe-Vice-Chair

Matt Robertson- Secretary

George Sylvie

Carl Moore Jr.

Emily Miller

Holly Griffin

Emily Alvers-Alternate

#### 1. Call to Order

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

Board Members Present: Dawn Janacek (Chair), Jillian Arizpe (Vice Chair), Matt Robertson (Secretary), Emily Miller, George Sylvie, and Holly Griffin.

Board Members Absent: Carl Moore Jr. and Emily Alvers (Alternate)

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

Teen Liaisons – Sovie Varner and Mars Keverline

City Staff – Trista Evans, City Secretary

#### 2. Citizens 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. Each person providing public comment will be limited to 3 minutes.

#### 3. Approval of Minutes

- 3A. [2022-1089](#) Discuss and consider action to approve the Library Board Regular

Meeting Minutes of October 12,2022

**Dawn Janáček, Chair**

Minutes approved as submitted.

**4. Discuss Only**

**4A. [2022-1099](#)**

Discussion regarding the Youth Advisory Council.

**Trista Evans, City Secretary**

City Secretary Evans introduced the Youth Advisory Council members and explained their role to the Library Board. Board members and library staff took turns introducing themselves.

**4B. [2022-1071](#)**

Library Director Report

**Jennifer Griswold, Library Director**

Director Griswold reported that circulation numbers are still lower than pre-pandemic levels but are rising. She expects a return to normal levels by the end of the fiscal year. Outreach has really picked up over the last few months. We are reviewing applications for the new marketing/outreach position. Program highlights include: Harvest Fest, Small Business Workshop, Mushroom Cultivation Workshop, Pflugerville High School Robotic Team Demo and Pawject Runway.

**4C. [2022-1072](#)**

Teen Liaison Report

**Sovie Varner, Hendrickson High School**

**Mars Keverline, Hendrickson High School**

Teen Liaison Keverline checked in with the school library at Hendrickson, but there was nothing new to report. Teen Liaison Varner indicated things are going well but there is nothing new to report.

**4D. [2022-1074](#)**

Report on the Friends of the Library Activities

**Jennifer Griswold, Library Director**

Director Griswold reported that the Friends will celebrate the 40-year anniversary of their starting the initial library in Pflugerville at their business meeting next week. They will hold their quarterly book sale on November 17. Left over soft cover books will be given to the Travis County Prison System.

**5. Discuss and Consider Action**

**5A. [2022-1073](#)**

Discuss and consider action to review annual library policies Section 1,2,3 and begin sections 4,5,6

**Jennifer Griswold, Library Director**

The Board indicated they agree with the proposed changes to sections 1, 2 and 3. They offered suggested edits for sections 4, 5 and 6. Suggestions included

adding a donated books policy and incorporating the digital archive policy into this document. Director Griswold asked the board to bring any additional suggested edits to the next board meeting.

## **6. Adjourn**

Chair Janacek adjourned the meeting at 6:37 p.m.

Respectfully submitted,

Jennifer Coffey Griswold  
Library Director

Approved as submitted on December 14, 2022.