



City of Pflugerville

Minutes - Final

Library Board

Wednesday, July 13, 2022

6:00 PM

1008 W. Pfluger Street, Pflugerville, TX

Regular Meeting

Library Board Members:

Dawn Janacek-Chair

Jillian Arzipe-Vice-Chair

Matt Robertson- Secretary

George Sylvie

Carl Moore Jr.

Emily Miller

Holly Griffin

Emily Alvers-Alternate

1. Call to Order

Vice-Chair Arizpe called the meeting to order at 6:03 p.m.

Board Members Present: Jillian Arizpe (Vice Chair), Matt Robertson (Secretary), George Sylvie, Emily Alvers (Alternate).

Board Members Absent: Dawn Janacek (Chair), Carl Moore Jr., Emily Miller, and Holly Griffin.

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

2. Citizens Communication

Community Members Sovie Varner and Clara Villarreal-Varner attended the meeting.

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. [2022-0688](#) Discuss and Consider Action to Approve the Library Board Regular Meeting Minutes of June 8, 2022.

Minutes approved as submitted.

4. Discuss Only

- 4A.** [2022-0689](#) Report on the Friends of the Library Activities
Jennifer Griswold, Library Director

Director Griswold reported the Friends will hold their next book sale on August 11. They are also looking for new members to join. Their meetings are held on the 3rd Tuesday of the month at 4 pm.

- 4B.** [2022-0691](#) Library Director Report
Jennifer Griswold, Library Director

Director Griswold reported e-resource usage is still higher than before the pandemic began. Computer use is down and we have fewer computers available now as compared to before the pandemic. It is possible in the future we will move away from desktops and instead make laptops available for guests. The number of library visits is rising back toward pre-pandemic levels. Maker Pfest was the first larger event we have held since before the pandemic. We will continue to add back these larger programs. Board Member Robertson asked for an update on the Summer Reading Program next month and Director Griswold said she would give one.

5. Discuss and Consider Action

- 5A.** [2022-0690](#) Review FY 24 and discuss FY 25 5-year plan
This item is included for discussion and possible action
Dawn Janáček, Chair

Director Griswold created a spreadsheet showing how each of the elements of the 5 Year Plan corresponds with the library related items in the city's Aspire 2040 Comprehensive Plan. Board Member Robertson asked if the new board-initiated surveys had been sent out yet and Director Coffey indicated that they had not but would be soon.

Facilities – We will continue to maintain the current facility and explore options for expanding our presence in the community. The results of the needs assessment should help guide this process. Board members suggested other ideas like a storefront library or adding a small library collection into an HOA clubhouse. Guest Sovie Varner suggested connecting the Friends with PFISD librarians to support student business ideas. Director Griswold indicated she liked the idea for young people to work with our Friends group.

Materials – We will continue to build both the physical and electronic collections with an eye toward finding the right balance related to demand, ensuring a diverse collection, hitting our marks on accreditation standards and expanding our collection of non-traditional formats of materials. Board Alternate Alvers asked if there was a way to electronically request items for the collection. Director Coffey responded that you can by logging into your account on our library catalog page.

Marketing and Programming – We will continue to work with the city's Communications Department. Director Griswold has requested a marketing/outreach position specifically for the library in next year's budget. We will continue to explore partnership and grant opportunities. We also will look to expand services to underserved populations.

Staffing – We are requesting three new positions in next year's budget. We may look to add more the following year. Board Member Sylvie asked where we usually advertise open positions. Director Griswold responded the positions post on the city website then for librarian positions we share on Texas Library Association, American Library Association and library school sites. Board Member Sylvie asked if any staff members have requested accommodations for working remotely. Director Griswold responded that we are very flexible with staff and allow for working remotely as needed, but it is difficult to offer this on an ongoing basis due to the nature of our jobs at the library.

Technology – We will continue to explore other information delivery systems, replace computers as needed and work with the IT Department to ensure library needs are included in their Technology Plan. Vice Chair Arizpe asked about the expectation of privacy for our guests. Director Griswold explained that while we do work with third party vendors, we do ensure we have safeguards in place. Board Alternate Alvers expressed she likes the idea of laptops vs. desktops for library guests.

Evaluation and Review – We will continue evaluating our services and the collection, as well as staff. We also review our policies annually.

Professional Standards – We will continue to ensure we meet or exceed all accreditation standards. Director Griswold indicated next month the board will look at FY26 and FY27. Board Member Alvers asked about reviewing operating hours. Director Griswold responded that we do review and expand them as needed. In order to expand them further, we would require additional staff members. Board Member Sylvie asked about the meeting room usage now that we are charging outside groups. Director Griswold said the usage from outside groups seems more manageable now given the demand on the rooms for library programs and other city departments.

6. Adjourn

Vice-Chair Arizpe adjourned the meeting at 6:54 p.m.

Respectfully submitted,

Jennifer Coffey Griswold
Library Director

Approved as _____ on August 10, 2022.