



City of Pflugerville

Minutes - Final

Library Board

Wednesday, November 9, 2016

6:00 PM

1008 W. Pfluger Street, Pflugerville, TX

Regular Meeting

Library Board Members:

Robert Spoonemore

Kevin Williams

Jerry Spataro

Deborah Bronson

Sue Lee Flores

Marylou Grzybowski

Rosie Riddick

Open, 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, Rosie Riddick (Secretary), Kevin Williams, and Deborah Bronson. Sue Lee Flores and Jerry Spataro were absent.

Teen Liaisons: Absent

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

2. Citizens Communication

Director Coffey relayed that the CTLS Overdrive Consortium was held at the library and several of the library directors in attendance remarked on the cleanliness of the library.

3. Approval of Minutes

- 3A. [2016-5340](#) Discuss and consider action to approve the Library Board regular meeting minutes of October 12, 2016.

The minutes were approved as submitted.

4. Discuss Only

- 4A. [2016-5333](#) Report on the Friends of the Library activities.
Jennifer Coffey, Library Director

Director Coffey reported that the Friends of the Library are doing well financially and continue to fund certain library programs. They also agreed to

do a school visit on behalf of the library. They will hold officer elections soon. They also discussed their next book sale scheduled for January.

4B. [2016-5334](#)

Teen Liaison report.

Sadaf Naimzada, Hendrickson High School

Christian Douglas, Hendrickson High School

The teen liaisons were absent from the meeting. If the board does not hear from Sadaf before the next meeting, it will be assumed that she has decided to no longer serve as a liaison.

4C. [2016-5335](#)

Library Director Report

Jennifer Coffey, Library Director

Director Coffey reported that the circulation of physical materials is on par with last year, while the use of electronic resources continues to expand. The use of the public computers was slightly down, but use of the wireless by patrons on laptops and mobile devices has grown. Facebook likes are way up as well. Views of the digital history archive are down, but this is due to the fact we haven't added much to it this year. Asst. Director Berra explained that he has digitized items ready to upload and plans to make expanding the archive a focus this fiscal year.

We continue our robust offering of programs; some recent examples include "Intro to Hot Sauces" by a local vendor and "Awesome Occupations" with an Austin chef. Board Member Grzybowski asked how the UFO program (The Stephenville Lights) went and Director Coffey responded that it went well and had a nice turnout. We also have a new monthly program for children on the autism spectrum called "Sensory Storytime." Board Member Grzybowski inquired about the turnout for that and Director Coffey explained that while small, the number of attendees is perfect for this type of program.

Director Coffey also informed the board that at the December 6th City Council Meeting the reappointed members would be recognized. The meeting is at 7 pm. There was some question as to which members this applies to and Director Coffey said she would clarify and send a reminder. Also, the next Library Board meeting is December 14th.

4D. [2016-5337](#)

Discussion regarding Changing Role of Libraries - Drones.

Jennifer Coffey, Library Director

Director Coffey discussed the use of drones, the next topic in the Library of the Future Series. Drones have become much more available, popular, and acceptable in our society. They can be used to bring internet access to underserved areas, provide supplies or Wi-Fi after a natural disaster, or delivery to homebound patrons. They also provide an opportunity for librarians to educate the public on privacy and surveillance. Board Member Gryzbowski asked about the cost and Director Coffey responded that there are a variety of options now.

5. Discuss and Consider Action

5A. [2016-5338](#)

Discuss and consider action regarding Library Policies.

Jennifer Coffey, Library Director

A question was raised about page 4, item number 3 (Law Enforcement requests for review of security video shall be referred to the City of Pflugerville Police Department). Should it be left in the policies? Secretary Riddick responded that it doesn't hurt anything to leave it in. Board Member Gryzbowski asked if it was redundant and maybe shouldn't say "law enforcement." Secretary Riddick pointed out that we could get a request from other law enforcement entities. Chair Spoonemore suggested removing the words law enforcement and have it read, "Requests for review of security video shall be referred to the City of Pflugerville Police Department." The board agreed to take out the first two words, "law enforcement."

On the top of page 6, in relation to encouraging patrons to come to the library and show their proof of address after renewing online, Chair Spoonemore asked what encourage means in that context (Patrons may renew online and are encouraged to verify residence and contact information). Board Member Bronson added, how would that work? Director Coffey explained that we wouldn't have any way of knowing when they renew, so this is a way to check for patrons living outside the library district. There was a discussion about whether the wording should read, "Please come in" or "Must come in." Director Coffey said she would ask Clark with Biblionix about automating the payment for out of district. Chair Spoonemore pointed out that we wouldn't know who was outside of district unless they told us. Everyone agreed the wording should remain as is, at this time.

Board Member Bronson moved to approve the updated policy with the change in wording to item number 3 on page 4. Board Member Gryzbowski seconded the motion. It passed unanimously.

5B. [2016-5339](#)

Discuss and consider action on the Library Five-Year Plan.

Robert Spoonemore, Library Board Chair

Director Coffey pointed out the wording added after the discussion of the plan during the last board meeting. On page 12, "Consider needs assessment for new facility" in 2018 was added. On page 14, "Participate in Bond Committee activities" in 2019 was added. On page 16, "Get bond recommendation to fund new facility" in 2020 was added. Chair Spoonemore commented that the wording on page 16 was confusing. Director Coffey stated it meant we would seek a bond. Secretary Riddick suggested it focus on getting approval of the bond. Director Coffey suggested the wording be changed to "Implement bond committee recommendation for new facility." Chair Spoonemore agreed with this change.

Board Member Williams moved to approve the plan with the new wording. Secretary Riddick seconded the motion. It passed unanimously.

5C. [2016-5341](#)

Discuss and consider action regarding Security Cameras

Jennifer Coffey, Library Director

Director Coffey explained that she has asked other libraries about their policies regarding security cameras and is waiting for replies. Chair Spoonemore asked if this should be included in the policies and the 5-year plan and if so how long can we wait? Director Coffey responded that we could add wording to the effect of, "In the event the library installs cameras..." and leave our options open. Chair Spoonemore stated we could add this piece without

having to redo the entire policies or perhaps just add the line at a later time. Director Coffey suggested we revisit this idea. The discussion ended at this point.

6. Future Agenda Items

none.

7. Adjourn

Chair Spoonemore adjourned the meeting at 6:35 pm.

Respectfully submitted,

Jennifer Coffey
Library Director

Approved as _____ on December 14, 2016.