



City of Pflugerville

Minutes - Final

Library Board

Wednesday, December 14, 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 6:02 p.m.

Board Members Present: Robert Spoonemore (Chair), Jerry Spataro (Vice Chair), Rosie Riddick (Secretary), Sue Lee Flores, Deborah Bronson and Carl Moore, Jr. (Alternate). Kevin Williams and Marylou Grzybowski were absent.

Teen Liaisons: Christian Douglas

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

2. Citizens Communication

none.

The Library Board welcomes comment on items relevant to the Pflugerville Public Library not already scheduled on tonight's agenda. In accordance with the Texas Attorney General's opinion, any public comment that is made on an item that is not on the published agenda will only be heard by the Board. No formal action, discussion, deliberation, or comment will be made.

3. Approval of Minutes

- 3A. [2016-5437](#) Discuss and consider action to approve the Library Board regular meeting minutes of November 9, 2016.

The minutes were approved as submitted.

4. Discuss Only

- 4A. [2016-5431](#) Report on the Friends of the Library activities.

Jennifer Coffey, Library Director

Director Coffey reported that the Friends represented the library at several local schools in November. They are actively looking for new members. The Friends continue to support library programs and events including the Santa's visit to the library and a robotics program for preschoolers.

4B. [2016-5432](#)

Teen Liaison report.

Christian Douglas, Hendrickson High School

Christian reported on the library at Hendrickson High School. They received a shipment of books consisting of student requests. There has been a shift at the school in the most popular genre from graphic novels to horror. Study books (SAT and AP) continue to be popular as well. The library is also hosting signing ceremonies for athletes choosing a college to attend. Currently the school has a substitute librarian. The library is closing down for the year with midterms taking place currently. Christian will also pass along info related to the resources we offer for SAT and AP test preparation.

Chair Spoonemore stated that we are short one teen liaison right now. He requested everyone pass along the information to interested teens.

4C. [2016-5433](#)

Library Director Report

Jennifer Coffey, Library Director

Director Coffey reported that the Rotary Club made a \$500 donation that the Tocker Foundation will match. Circulation of physical items remains slightly down, while electronic resources are way up. This continues the trend we are seeing as more people use devices and e-resources. Circulation of Vietnamese materials is down due to the small size of the collection and the difficulty of purchasing materials. While use of patron computers is down a little, the use of Wi-Fi for personal devices inside the library is up. We are still trying to obtain actual numbers for Wi-Fi use. Board Member Bronson pointed out that the comparison columns should read 'November 2015' and 'November 2016.' Director Coffey added that program numbers are up and while there is nothing to compare Heritage House visits with, since this is the first year we opened it during the farmer's market, the numbers look good. Program highlights include a chef visit for Awesome Occupations (teens), Harry Potter Night (adults), Fantastic Beasts (all ages), and Story Time with Mother Goose (kids).

4D. [2016-5434](#)

Discussion regarding Changing Role of Libraries - Emerging adulthood.

Jennifer Coffey, Library Director

Director Coffey discussed the shift in the development age in our society. This change relates to factors such as the economy and job availability and is highlighted by a shift in life stages. At the library we recognize this and the related shift in expectations. We provide materials like video games, Wi-Fi hotspots, streaming e-materials, and resources (resume creation, test preparation, etc.). Board Member Flores added that it is different now for young people especially regarding the idea of being on their own. Director Coffey responded that people are staying at home longer, a big shift from 20 or 30 years ago.

5. Discuss and Consider Action

- 5A.** [2016-5435](#) Discuss and consider action regarding Library Policies.
Jennifer Coffey, Library Director

Director Coffey pointed out additions made on page 5 regarding the types of IDs that are accepted when signing up for a library card (Military ID, Mexican Consulate Card, or Passport). It was suggested that the word 'Texas' be removed in two places from the same sentence so that any state's ID or Driver's license will be accepted. Everyone agreed to this change. Vice Chair Spataro made a motion that the policies be accepted as amended. Board Member Flores seconded the motion. It passed unanimously.

- 5B.** [2016-5436](#) Discuss and consider action on the Library Five-Year Plan.
Robert Spoonemore, Library Board Chair

Director Coffey pointed out changes on the plan including on page 9, where FY 2015 data was added. Board Member Flores pointed out on the bottom of the same page it says 2014, and Director Coffey said she will change that as well. FY 2015 data was also added on page 11. Board Member Bronson asked if this comparison data was for the state of Texas and Director Coffey replied that it was. Board Member Bronson made a motion to approve the plan as amended. Secretary Riddick seconded it. The motion passed unanimously.

- 5C.** [2016-5438](#) Discuss and consider action regarding Security Cameras
Jennifer Coffey, Library Director

Director Coffey reported that she received responses from San Marcos, Georgetown, Cedar Park, and Round Rock Libraries regarding policies for their security cameras. She chose these libraries because they are of similar size. San Marcos does not use security cameras. Cedar Park uses cameras and they have been useful several times. They are not constantly monitored. The footage is stored for 2 weeks and a limited number of staff members have access to them. They do not have specific wording in their policies regarding the cameras, and will provide footage to law enforcement with a court order or warrant. Georgetown has 20 cameras that are monitored by a private company. Patrons can view the footage with an open records request. An example of their usefulness involved a group of teenage boys about to fight but remembered there were cameras. In this way they can act as a deterrent. They suggest having cameras at the exit and entrance. Round Rock keeps footage for 60 days. They use policy to balance privacy with safety concerns. The footage is used for investigations. Their policy wording could be used as a good example.

Director Coffey expressed that she would be more comfortable with cameras pointed at the entrance and exit only. Secretary Riddick suggested cameras pointed at the bathrooms to monitor who comes in and out. Director Coffey responded having them in the Great Hall might address this concern. Chair Spoonemore added that it has been mentioned that the city is considering putting cameras in multiple places, so we should find out what they have in mind. Director Coffey stated it is important to balance privacy with safety concerns in whatever we decide. Chair Spoonemore asked Director Coffey to report back next month on where the city plan stands regarding video cameras.

6. Future Agenda Items

none.

7. Adjourn

Chair Spoonemore adjourned the meeting at 6:45 pm.

Respectfully submitted,

Jennifer Coffey
Library Director

Approved as _____ on January 11, 2017.