



City of Pflugerville

Minutes - Final

Library Board

Wednesday, April 12, 2017

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

Carl Moore, Jr., Alternate

1. Call to Order

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

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

Teen Liaisons: Christian Douglas was absent

Staff: Jennifer Coffey – Library Director, Peter Shugart - Library Tech 1

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.

3. Approval of Minutes

3A. [2017-5742](#)

Discuss and consider action to approve the Library Board regular meeting minutes of March 8, 2017.

The minutes were approved as submitted.

4. Discuss Only

4A. [2017-5748](#)

Report on the Friends of the Library activities.

Jennifer Coffey, Library Director

Director Coffey reported that the Friends will be having a book sale on May 4th. Volunteer Appreciation Dinner May 5th.

In memory of Kay Walker, the Library Friend who passed recently, they will be dedicating the Wonder Woman event to her.

Book sales are going well and they are continuing the Home-Bound service.

Vice Chair Spataro asked if circulation was increasing in the Home-Bound Service. Director Coffey said that it is maintaining, not growing by leaps and bounds, but doing well.

4B. [2017-5743](#)

Teen Liaison report.

Christian Douglas, Hendrickson High School

Passed on due to the Teen Liaison not being present.

4C. [2017-5744](#)

Library Director Report

Jennifer Coffey, Library Director

Director Coffey reported on the library including changes in the stats for the current year compared to last year. The circulation of physical items is down 9 %, but this is balanced out by the electronic resources which are up 10 %.

Overall circulation is down 4% because there are more physical items than electronic. Spanish circulation is up and additional shelving has been installed to expand the Spanish and Vietnamese collections. Public Computer use is down a little bit. WiFi use is as best as can be guesstimated. Everything else is going strong. Physical visits down a tiny bit, but we are headed into our busy season. Program attendance is huge! People come to our programs and Library sponsored programs. In March we had Pet Pfest. Patrons brought in Pets of all sizes. March also saw Teen Tech week which included the making of 2 commercials, "Why I Read" and "You can't do that in the Library". We also had 125 Teens for the Teen Job Pfair.

We have 2 new micro Projectors including stands and screens which are being tested by staff now and will be in circulation soon. Great for people who need to make presentations. Bette will be using it as part of her presentation at TLA. We also have a Drawing Tablet and Ukulele available for checkout, and we are planning on doing more.

4D. [2017-5745](#)

Discuss previous meeting with the Finance and Budget Committee

Jennifer Coffey, Library Director

They did not ask the Director anything at all. Their concern was that we did not spend our entire budget in certain areas. We did not spend all that was budgeted for maintenance contracts. We used to contract out floor maintenance, now it handled in-house so we did not use all of the money budgeted. The copier budget was set due to Copier overages. We did not have as many overages. Board Member Riddick asked if our budget was reduced as a result of our not spending it all. Director Coffey replied "No". Our budget next year will not be significantly less. A draft budget has been created, but not ready for discussion. There will be certain things that we will not be budgeting as much for like the Maker's space where we had budgeted a lot for furniture, but we no longer need furniture there. The small tools and equipment budget will grow because we are, slowly but surely changing out

the laptops in the classroom. We will get 5 new laptops this year and 5 new laptops next year so we will have 10 new ones so we can do higher level classes.

4E. [2017-5746](#)

**Discuss March City Council Retreat
Jennifer Coffey, Library Director**

Director Coffey said that the Retreat was very interesting. Council asked about Future plans. Director Coffey directed them to the 5 year plan. Council member Mike Heath brought up the idea of a Library branch. Director Coffey said that having a satellite facility of some type is in the 5 year plan. We need to do a needs assessment to see what kind of facility is needed and where. We need to determine not just where the growth is, but what kind of customers will be there in 5 years be they families or Seniors or what. In the coming year, the budget will include what it costs to get a needs assessment survey done. Our facility here is perfect for our customer base here. Director Coffey is pleased that it is on the Council's radar.

There followed a general discussion about growth in Pflugerville and where it is occurring.

We are brainstorming ideas about how to get services to Pflugerville ISD kids who can't get to the library. We are talking to Apollo (Our Integrated Library System people) to see if we can issue a digital card so they can access the library's online resources. Still working on how to overcome obstacles to doing that. Vice Chair Spataro asked what the time frame is on getting this started. Director Coffey replied that she would like to have that ready for school starts in the Fall, but it may take until Spring. Vice Chair Spataro asked about the cost. Director Coffey replied that she expects there to be a cost to integrate our ILS, but does not expect it to be a major expenditure. It may be a similar cost to a Database which can run \$1800-8000.

4F. [2017-5747](#)

**Discussion regarding Changing Role of Libraries - Flipped Learning.
Jennifer Coffey, Library Director**

Called backwards classroom. Allows people to explore topics on their own through online lectures or other educational resources like the TED talks. Gives students an opportunity to gather information about the class before going into the class. Allows the student to be better prepared before going into a class. Our library is already doing a lot of this. We are now creating short u-tube videos that get to the point and then invite viewer to contact the Library for more information. We are getting 200-400 views right now. We are looking for ways to partner with the School District. We are weeding obsolete information all the time. The programmers will be following classes with quick instructional videos.

5. Future Agenda Items

Budget for a needs assessment.

6. Adjourn

Vice Chair Spataro adjourned the meeting at 6:26 pm.

Respectfully submitted,

Jennifer Coffey
Library Director

Approved as _____ on May 10, 2017.