



# City of Pflugerville

## Minutes - Final - Draft

### Library Board

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Wednesday, March 13, 2019

6:00 PM

1008 W. Pfluger Street, Pflugerville, TX

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#### Regular Meeting

##### Library Board Members:

Robert Spoonemore

Deborah Bronson

Marylou Grzybowski

Carl Moore, Jr.

Bridget Boswell-Muntz

Dawn Janacek

George Sylvie

Nick Crissy - Alternate

#### 1. Call to Order

Chair Spoonemore called the meeting to order at 6:02 p.m.

Board Members Present: Robert Spoonemore (Chair), Marylou Grzybowski (Vice Chair), Deborah Bronson, Bridget Boswell-Muntz, George Sylvie, and Nick Crissy (Alternate).

Dawn Janacek (Secretary) and Carl Moore Jr. were absent.

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

City Staff: Trey Fletcher – Asst. City Manager

Teen Liaisons: Jeremy Ryan, Princess Hall, Gabriel Hayak and Maddie Flores

#### 2. Citizen Communication

none.

#### 3. Approval of Minutes

##### 3A. [2019-7450](#)

Discuss and consider action to approve the Library Board regular meeting minutes of February 13, 2019.

Minutes were approved as submitted.

#### 4. Discuss Only

- 4A. [2019-7452](#) Report on the Friends of the Library activities.  
**Jennifer Coffey, Library Director**

Director Coffey reported that the Friends are planning their annual membership party which will be held on Sunday, March 31 from 2 – 4 pm. The event is called the Pfriendzy and they will serve wine, chocolate and other sweet treats. At the event they will also honor 2 teen volunteers selected to receive a \$500 stipend for school for their service to the library. They will also recognize Audrey Dearing with a lifetime achievement award. This event marks the 20th anniversary of the library building.

- 4B. [2019-7451](#) Teen Liaison reports.  
**Jeremy Ryan, Hendrickson High School**  
**Princess Hall, Pflugerville High School**  
**Gabriel Hayak, Weiss High School**  
**Maddie Flores, Connally High School**

Maddie Flores stated there is nothing significant to report from Connally High School. Gabriel Hayak reported that the library at Weiss High School received 600 new books. Jeremy Ryan reported the library at Hendrickson High School is being used as a study space. Princess Hall did not have anything to report about Pflugerville High School. Board Member Bronson asked about the Big Event. All the liaisons responded that this volunteering event in partnership with the City went well. Director Coffey asked the liaisons to remind their school librarians about the Digit Cards we are offering students.

- 4C. [2019-7449](#) Library Director Report.  
**Jennifer Coffey, Library Director**

Director Coffey reported that the overall numbers look good from the stats we track. Electronic circulations are up, and one of our newest resources, Lynda.com, is doing well. Computer use is down some as we continue to see patrons switch to their own devices. Our IT department has suggested a service to track the number of people using our Wi-Fi. Physical visits are up, as is program attendance. We continue to see roughly a 20% annual increase in program attendance. Some program highlights from last month included: Romance Reader's Social, a Black History Month presentation from the Austin History Center, a Senior Lunch and Learn about Texas History, and an Adult Craft Night Paint and Sip, the library's first program where wine was served.

- 4D. [2019-7456](#) PLA Report  
**Jennifer Coffey, Library Director**

Director Coffey shared her responses to Board Member Sylvie's questions regarding a PLA (Public Library Association) report that had been distributed to the board. The answers highlight how the library is addressing certain areas of concern for libraries. The areas addressed include: public awareness, public participation, resources for school-age children, cultivating supporters, providing office related support, serving as a community hub, addressing

barriers to support, and clarifying misconceptions about funding sources. The document is included as a separate file.

Alternate Board Member Crissy asked if we had something like the AARP helping patrons with taxes. Director Coffey responded that the AARP is at the library on Thursdays and Fridays up until Tax Day offering free tax help. He also asked about the feasibility of having a drop box at the library for old prescription medicines like many police departments offer. Asst. City Manager Fletcher pointed out that since these are considered controlled substances, the police need to be in charge of this type of program. It was then suggested it could be a day where drop-offs happen and Director Coffey agreed we could look into it.

## 5. Discuss and Consider Action

- 5A. [2019-7453](#) Discuss and consider action regarding a Draft Non-discrimination and Anti-Harassment Policy.

Jennifer Coffey, Library Director

Director Coffey indicated that she had made the changes suggested by board members to the policy. Chair Spoonemore asked for a motion to approve. Vice Chair Gryzbowski made a motion. Board Member Boswell-Muntz seconded the motion. The motion to approve the policy was approved unanimously.

- 5B. [2019-7454](#) Discuss and consider action regarding a Draft Pet Policy

Jennifer Coffey, Library Director

Director Coffey indicated that she had made the changes suggested by board members to the policy. Board Member Boswell-Muntz asked what would happen if a patron complained about allergies related to pets. Director Coffey responded that the pet owner would be asked to leave and come back at a later time, but we haven't had this issue yet. Chair Spoonemore asked for a motion to approve. Board Member Bronson made a motion. Board Member Sylvie seconded the motion. The motion to approve the policy was approved unanimously.

## 6. Future Agenda Items

- 6A. [2019-7455](#) Upcoming Agenda Items  
**Robert Spoonemore, Library Board Chair**  
none.

## Adjourn

Chair Spoonemore adjourned the meeting at 6:35 p.m.

Respectfully submitted,

Jennifer Coffey  
Library Director

Approved as \_\_\_\_\_ on April 10, 2019