



# City of Pflugerville

## Minutes - Final

### Library Board

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Wednesday, June 12, 2019

6:00 PM

1008 W. Pfluger Street, Pflugerville, TX

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#### Regular Meeting

##### Library Board Members:

Robert Spoonemore - Chair

Marylou Grzybowski - Vice Chair

Dawn Janacek - Secretary

Deborah Bronson

Carl Moore, Jr.

Bridget Boswell-Muntz

George Sylvie

Nick Crissy - 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 (Vice Chair), Bridget Boswell-Muntz, Dawn Janacek (Secretary), Carl Moore, Jr. and George Sylvie.

Deborah Bronson and Nick Crissy (Alternate) were absent.

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

Teen Liaisons: Jeremy Ryan and Maddie Flores

#### 2. Citizen 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. [2019-7632](#) Discuss and consider action to approve the Library Board regular

meeting minutes of May 8, 2019.

Minutes were approved as submitted.

#### **4. Discuss Only**

- 4A. [2019-7634](#)** Report on the Friends of the Library activities.  
**Jennifer Coffey, Library Director**

Director Coffey reported the Friends have agreed to move forward with accepting crowd funding and sponsorships on behalf of the library. Library staff has assembled care kits for the homeless and the Friends are creating a pantry for the courtyard with toiletries and other necessities. Patrons will be welcome to take what they need. The plan is to call it a Little Outlet (similar to a Little Library). Secretary Janacek suggested using the name Little Cabinet instead of Little Outlet to make the purpose clear. Board Member Moore Jr. asked about the storage of donations to refill the cabinet and Director Coffey responded that the Friends will handle that aspect.

- 4B. [2019-7633](#)** Teen Liaison reports.  
**Jeremy Ryan, Hendrickson High School**  
**Maddie Flores, Connally High School**  
**Gabriel Hayak, Weiss High School**

Jeremy Ryan reported that he has graduated and this will be his last meeting. Princess Hall has also graduated. The board thanked them for their service. Gabriel Hayak and Maddie Flores will continue in this role. There was nothing else to report from the teen liaisons.

- 4C. [2019-7637](#)** High School Liaison Recruitment  
**Jennifer Coffey, Library Director**

The board could use 2 new liaisons to replace those who have graduated. Board member Boswell-Muntz and Secretary Janacek indicated that they will attempt to recruit replacements.

- 4D. [2019-7631](#)** Library Director Report.  
**Jennifer Coffey, Library Director**

Director Coffey reported numbers are up across the board except for public computer usage. We hope to add a wireless usage counter in October that will track the number of people who make use of the library Wi-Fi. On the security front, key card access panels have been installed on two more "staff only" doors. Camera installation will be the next step. Summer reading is going great and we are seeing an increase in the number of patrons using the library as is typical when school is out. Program highlights included: Super Smash Brothers video game tournament, a special Bring Your Teddy Bear to Storytime, Teen De-stressing Day/Reptile Hangout, and a Get Caught Reading Photography Show on display now in the Great Hall.

**4E. [2019-7636](#)**

Budget update  
**Jennifer Coffey, Library Director**

Director Coffey offered an update on the budget process. A city wide department head budget meeting was held and a few items were removed from our budget request. The roof repair request for the original side of the building and the increase to the collection budget remain. Further rounds of cuts are likely before the budget is approved. Board Member Moore Jr. asked if the Heritage House budget was affected. Director Coffey replied that it remains the same for now. Board Member Sylvie asked if the widening of Old Austin-Hutto Road would affect the Heritage House. Secretary Janacek responded that through traffic will still be allowed. Director Coffey added that the details are uncertain at this time but the parking area will be affected while the work is being completed. Board Member Sylvie asked about the items taken out of the budget request. Director Coffey responded that the city's streets crew are going to handle the repairs needed in the parking lot.

**5. Future Agenda Items****5A. [2019-7635](#)**

Upcoming Agenda Items  
**Robert Spoonemore, Library Board Chair**

Director Coffey explained that we will need to look at the library policies soon as there are some issues that need to be addressed including restrictions on meeting room usage. Board Member Janacek asked how Director Coffey would have handled programs like Drag Queen Storytimes, which have been drawing protests in some areas of the country. Most recently this occurred in Leander. Director Coffey responded that she would have informed city officials sooner and prepared the city for the potential response. A discussion followed regarding back ground checks on performers and Director Coffey explained that while we do not currently do this, we will consider it in the future.

Director Coffey also explained the library will be looking at charging for meeting room usage in the future as a potential way to generate revenue. Board Member Sylvie asked if the budget for staff merit increases are safe. Director Coffey responded she anticipates salary increases for staff as a result of the compensation study completed earlier this year. Several board members thanked Director Coffey for being adaptable, open to change, and forward thinking regarding library services and revenue generation in light of the state cap on property tax increases.

Board Member Sylvie requested a report in September on how the library is doing addressing the digital divide.

**6. Adjourn**

Chair Spoonemore adjourned the meeting at 6:40 p.m.

Respectfully submitted,

Jennifer Coffey  
Library Director

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