



City of Pflugerville

Minutes - Final

Library Board

Wednesday, June 10, 2020

6:00 PM

1008 W. Pfluger Street, Pflugerville, TX

NOTICE IS HEREBY GIVEN in accordance with order of the Office of the Governor issued

March 16, 2020, the Library Board will conduct this Meeting by telephone/video conference in order to advance the public health goal of limiting face-to-face meetings to slow the spread of the COVID-19. There will be no public access to the location described above.

This Meeting Agenda, and the Agenda Packet, are posted online at <https://pflugerville.legistar.com>

This telephonic/video meeting will be hosted through WebEx.

Meeting Public URL: <https://pflugervilletx.webex.com/pflugervilletx/onstage/g.php?MTID=e9c94a98b36355117c81822ad791a933d>
Meeting Number / Code: 146 186 3367
Dial-in Number: +1-408-418-9388 (US toll)

Citizens Communication will only be allowed via telephone/video conference. All speakers must register to speak at least 2 hours in advance of the meeting. All comments will occur at the beginning of the meeting under the Citizens Communication item. Speakers must call in at least 15 minutes prior to the meeting start in order to speak. Written comments may also be submitted 2 hours in advance of the meeting.

To register to speak or to submit written comments, please email DanielB@pflugervilletx.gov at least 2 hours in advance of the meeting. A recording of the telephone/video meeting will be made, and will be available to the public upon written request.

Library Board Members:**Dawn Janacek, Chair****Nick Crissy, Vice Chair****Bridget Boswell-Muntz, Secretary****Carl Moore, Jr.****George Sylvie****Marylou Grzybowski****Deborah Bronson****1. Call to Order**

Chair Janacek called the meeting to order at 6:02 p.m. (Meeting conducted virtually via Webex)

Board Members Present: Dawn Janacek (Chair), Nick Crissy (Vice Chair), Bridget Boswell-Muntz (Secretary), Marylou Grzybowski, George Sylvie, Deborah Bronson and Carl Moore, Jr.

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

2. Citizen Communication

We have received some positive feedback about our Pflugerville Reads book distribution through the PFISD schools and our mobile printing service. We did receive one complaint from a patron who stated she arrived at 5:45 p.m. but our Curbside Service was no longer available. The service stops at this time.

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. [2020-8443](#) Discuss and consider action to approve the Library Board regular meeting minutes of May 13, 2019.
Minutes approved as submitted.

4. Discuss Only

- 4A. [2020-8445](#) Report on the Friends of the Library activities.
Jennifer Coffey, Library Director

Director Coffey reported the Friends provided funds to support the library's Pflugerville Reads book distribution through PFISD schools. Youth Services Librarians Amanda Cawthon also utilized her award money from the YARI

Award. Those award funds and the Friends contribution allowed us to distribute over 1500 books to area school-aged children. The Friends will also support some of our virtual programs including this year's virtual Lib Con.

4B. [2020-8444](#)

Teen Liaison reports.

Jeremy Ryan, Hendrickson High School

Maddie Flores, Connally High School

No teen liaisons in attendance.

4C. [2020-8442](#)

Library Director Report.

Jennifer Coffey, Library Director

Director Coffey reported that the Finance and Budget Committee approved the library's meeting room fee proposal. It will now go before the City Council as part of a citywide fee presentation. We still do not know when the meeting rooms will be available again to the public however. Board Member Grzybowski asked if religious groups will be allowed to reserve the rooms. Director Coffey responded that they will, as the library cannot exclude certain groups.

Director Coffey offered an update on programs and services. We extended the Wi-Fi to cover the entire library parking lot so people can sit in their cars and access the internet. We are offering mobile printing with printouts available for pick up through our curbside service. Program highlights include Book Buzz, Nailed It, Watercolor Hour, Gardening, Diversiteen, all types of crafts for every age group. On June 16, we will begin distributing Care Kits. Similar to our Care Cabinet in the courtyard, these kits offer personal hygiene products for those in need. The electronic stats show usage doubled in May as compared to March.

Director Coffey continued by highlighting Social Media engagement. The report shows high numbers of followers, views, interactions, and feedback. Secretary Boswell-Muntz mentioned that she shared with others the Black Lives Matter reading list the library posted on social media. She appreciated the library posting it and received positive feedback from those she shared it with as well.

5. Discuss and Consider Action

5A. [2020-8448](#)

Library Survey

Discussion of library survey and review of suggested questions.

Jennifer Coffey, Library Director

Director Coffey asked the Board Members to look over the questions submitted by Vice Chair Crissy and think about the types of information we want to gather. This may make more sense as a series of surveys. Board Member Sylvie asked what is the most important thing you would like to know. Director

Coffey responded she wants to know what the community needs. Board Member Sylvie added we should also ask how they evaluate what we already offer. Board Member Grzybowski suggested the ethnicity question should be expanded. The board agreed. The suggestion was made to get information from the school district for demographic related questions. Vice Chair Crissy asked if anyone on staff can sign (American Sign Language) and Director Coffey responded yes, and we also have Spanish and Vietnamese speaking staff.

5B. [2020-8447](#)

How Library Services Have Changed

Discussion of services have changed during the pandemic.

Jennifer Coffey, Library Director

Director Coffey explained that our core services remain unchanged, but the way we provide those services has shifted to meet the current situation regarding the pandemic. We are always providing access to information and meeting the community needs. One area we were not prepared for was providing devices like laptops for patrons to check out. Community members depend on the library for access to computers when we are open. We have extended access by offering temporary cards to anyone who requests one so that anyone can have access to our electronic resources. Normally free cards are available to people who live or work within PFISD boundaries.

Board Member Sylvie asked if the city has discussed a role for the library to play in providing Covid-19 testing. Director Coffey responded that it has not been discussed and is probably outside of our range of services. Board Member Sylvie suggested a virtual library program focused on how to design online workshops and programs for the public. Asst. Director Berra agreed that is a good idea for the future, right now our programming staff is focused on creating virtual programs for all of the different age groups we serve and has their hands full with the amount of programs they are creating, especially with the virtual Summer Reading Program. Board Member Sylvie added that expanding more into the area of creating how-to/informational content would be a benefit to the community.

Board Member Sylvie inquired about the budget. Director Coffey explained that we will see small cuts based on the current situation, but overall the budget will remain similar to this year. We have the support of the City Manager and the city's financial situation is healthy. The library is seen as an important resource.

6. Future Agenda Items

6A. [2020-8446](#)

Upcoming Agenda Items

Dawn Janacek, Library Board Chair

Revisit the potential survey.

7. Adjourn

Chair Janacek adjourned the meeting at 6:57 p.m.

Respectfully submitted,

Jennifer Coffey
Library Director

Approved as _____ on July 8, 2020