



City of Pflugerville

Minutes - Final

Library Board

Wednesday, July 8, 2020

6:00 PM

1008 W. Pfluger Street, Pflugerville, TX

Regular Meeting

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=ecda6fe84720c7e9587a270d96f565580>
Meeting Number / Code: 146 010 0220
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 6:00 p.m. (Meeting conducted
virtually via Webex)

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

Staff: Jennifer Coffey – Library Director

City: Trey Fletcher – Asst. City Manager

2. Citizen Communication

Director Coffey reported a mostly positive response online. There was one complaint regarding a Covid-19 Facebook post where the person believed we were expressing an opinion. This person later removed her comment after others defended our post. We received very positive response to the Care Kits we distribute through the curbside pick-up service. We've distributed over 100 and have received over 600 items donated for the kits. Social media posts including reading lists for Black Lives Matter and anti-racism were very popular and heavily shared. Addressing current issues and sharing related resources is part of our role in the community.

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.** [2020-8510](#) Discuss and consider action to approve the Library Board regular meeting minutes of June 10, 2020.
- Minutes approved as submitted.

4. Discuss Only

- 4A.** [2020-8512](#) Report on the Friends of the Library activities.
- Jennifer Coffey, Library Director**

Director Coffey reported the Friends have not been meeting since the pandemic began. They are still supporting the library in various ways.

- 4B.** [2020-8511](#) Teen Liaison reports.
- Jeremy Ryan, Hendrickson High School**
- Maddie Flores, Connally High School**

No teen liaisons in attendance.

4C. [2020-8509](#)**Library Director Report.
Jennifer Coffey, Library Director**

Director Coffey provided information regarding our annual report to the state library for accreditation. We are exemplary in all areas except for the size of our collection, which we are limited by the physical space of the building. We address the limitations on our collection size with our electronic resource offerings.

We are launching a new electronic resource called Biblioboard. Biblioboard and the related platforms allow patrons to write, format, share, and self-publish eBooks. Individuals retain all of their rights for their creations. All of the books are shared through all the other Biblioboard libraries in the network. Biblioboard handles the review process for submitted works. Board Member Grzybowski asked when it will go live and how it will be advertised. Director Coffey responded that it will be advertised through the city's communications department via social media and the Key to the City. She is setting it up now.

Before we shut down curbside temporarily, we were up to over 200 cars during the last few days. The service is very popular. She is also exploring options through grants to provide additional access to our physical materials with ideas like library vending machines. She submitted a grant through the Institute for Museum and Library Services for one.

Expect social media numbers to be very high next month due to a popular post regarding the spread of Covid-19 as related to craft projects using glitter. 400,000 people interacted with that post in some way. Engaged users on social media remain steady. 194,000 people have either liked a post or the library page on Facebook.

5. Discuss and Consider Action**5A. [2020-8514](#)****Covid19 Continuity of Operations**

Discussion of customer services during Covid19.

Jennifer Coffey, Library Director

Director Coffey reported that we have temporarily stopped our curbside service. This decision was based on the numbers provided by Austin Public Health and the risk assessment chart with stages. The determination to pause the service was made as the rolling average of daily hospitalizations for Covid-19 in Travis County rose to 65, right on the cusp of entering stage 5 (we are currently in stage 4). Director Coffey felt it was important to halt the service as we approached stage 5 and the service will resume when the number of hospitalizations falls below 60 and stays below for a period of time. Libraries are different from stores and restaurants in that our items are circulated, returned, and then circulated again. Asst. City Manager Fletcher added that on the Austin Public Health website there are links to the data viewable on mobile device or desktop.

5B. [2020-8515](#)**Discuss and Consider Action on Covid19 Response Survey**

Discussion of survey and review of suggested questions.

Jennifer Coffey, Library Director

Director Coffey suggested a more focused survey at this time, related to the current pandemic situation. She sent board members a draft of questions related to community needs. One need we are currently working to address is access to computers. We are adding refurbished laptops to the collection that will circulate to the community.

Questions are organized into sections: general, what resources are important, what services are important and what collections enhancements are important. Board Member Grzybowski asked how the survey would be sent out to the community. Director Coffey responded it will be created with Survey Monkey and sent out through our communications department, possibly with paper copies at HOAs and community centers. Vice Chair Crissy mentioned that most of the HOAs are closed at this time. Board Member Grzybowski asked if it could be sent out with the utility bills. Director Coffey responded she would need to check on that. She will also check with Communications Department for other ideas. Board Member Sylvie asked when the survey will be sent out. Director Coffey hopes for mid-August.

Vice Chair Crissy expressed concern that many neighborhoods are starting to rely more on little libraries or lending libraries in yards and community centers. He feels there is a need here that we are not filling for a branch library. Board Member Boswell-Muntz pointed out that these little libraries are a world-wide phenomenon and it is hard to say if seeing those demonstrates a lack of library service for that area. Chair Janacek added that many people do this just as a way to share books. Still she would love to put a branch on the other side of 130 where Pflugerville is growing. Board Member Bronson added that lending books is just one aspect of what the library is doing. Vice Chair Crissy responded that he agrees the library is doing a great job, but Pflugerville needs to respond to growth and grow services including a bond issuance in the next 5 years for a branch. He also mentioned the possibility of a book mobile. Board Member Bronson asked if a branch is in the 5 year plan and Director Coffey responded that it is in the plan and she agreed a branch in that area would be beneficial. We need to look into the future and better prepare for the needs of the community whether it is virtual branches, lending machines, or a standard branch.

Board Member Grzybowski asked if the state limiting tax increases to 2.5% hampers our options regarding a branch. Director Coffey explained that our budget has not been significantly impacted to this point. Asst. City Manager Fletcher further explained that any new bonds would not be constrained by the new tax laws which apply to operations and maintenance, not new debt approved by voters. Board Member Bronson suggested adding a question to the survey regarding adding services to reach some of these neighborhoods further from the library. Director Coffey added that a future branch could follow a different model that is more technology based, using the example of Bibliotech Digital Library in San Antonio. Asst. City Manager suggested that the book mobile idea mentioned earlier might hold merit as it would not require a bond, might help gauge community interest and provide other services. Vice Chair Crissy added that in his experience working for the San Antonio Public

Library, their book mobile was used in part as a way to determine the best location for a future branch.

Board Member Sylvie asked if the city has a master plan involving the eastern part of Pflugerville. Asst. City Manager Fletcher responded that we have a comprehensive plan and the planning department is working with a consultant to update it. Another possibility for a branch would involve co-locating with a new recreation center, which has been recommended, by the Parks and Recreation Commission and Bond Committee. There is also a possibility of a hybrid library that serves a school and the public. Public facilities are an important part of a comprehensive plan. He appreciates the feedback and work of the board and wants the board members to be part of the process for the new comprehensive plan.

6. Future Agenda Items

- 6A. [2020-8513](#) Upcoming Agenda Items
Dawn Janacek, Library Board Chair
None.

7. Adjourn

Chair Janacek adjourned the meeting at 7:01 p.m.

Respectfully submitted,

Jennifer Coffey
Library Director

Approved as _____ on August 12, 2020