



City of Pflugerville

Minutes - Final

Library Board

Wednesday, October 12, 2016

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

Open, 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, Rosie Riddick (Secretary), Jerry Spataro (Vice Chair), and Deborah Bronson. Sue Lee Flores and Kevin Williams were absent.

Teen Liaisons: Absent

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

City: Assistant City Manager – Lauri Gillam

2. Citizens Communication

none.

The Library Board welcomes comment on items relevant to the Pflugerville Public Library not already scheduled on tonight's agenda. In accordance with the Texas Attorney General's opinion, any public comment that is made on an item that is not on the published agenda will only be heard by the Board. No formal action, discussion, deliberation, or comment will be made.

3. Approval of Minutes

3A. [2016-5263](#)

Discuss and consider action to approve the Library Board regular meeting minutes of September 14, 2016.

The minutes were approved as submitted.

4. Discuss Only

- 4A. [2016-5257](#) Report on the Friends of the Library activities.
Jennifer Coffey, Library Director

Director Coffey reported that the Friends of the Library held their quarterly book sale in September. The sale was not quite as lucrative as recent ones. They are considering running it for a second day in the future. The other methods they use to sell books including Book Troll, continue to be successful. The Friends also continue to support library programs and make book deliveries for homebound patrons, including one patron who has books to donate but no means to bring them to the library. Their budget numbers are up due to their more frequent book sales throughout the year.

- 4B. [2016-5258](#) Teen Liaison report.
Sadaf Naimzada, Hendrickson High School
Christian Douglas, Hendrickson High School

The teen liaisons were absent from the meeting.

- 4C. [2016-5259](#) Library Director Report
Jennifer Coffey, Library Director

Director Coffey reported that the circulation of physical materials is on par with last year, while the use of electronic resources continues to expand. She explained that part of the reason the number is so high relates to the way we track the use of electronic resources. We have two categories, one where the item is actually consumed via download or stream, and the other which tracks database sessions. Part of the large increase is due to the addition of Hoopla and also the continued popularity of eBooks through Overdrive. This will continue to increase as devices are becoming more common. Combining both physical and electronic materials, total circulation is up 14%. Circulation of Spanish and Vietnamese materials are down in part because of space limitations and limited vendor options. We will continue to look at ways to increase their use including marketing and pursuing electronic options.

We are looking into ways to gather stats on the use of our Wi-Fi at the library. We also notice that often there are as many people using laptops or other devices in the library as there are people using the public computers. Facebook likes are also up as our social media presence continues to grow. The number of visits to the library in the last year is approximately 4 times the population of Pflugerville, demonstrating the community is drawn into the physical space we offer for a variety of reasons. Meeting room use is up for outside groups. Program attendance saw a large increase again to about 24,000 attendees. We have a great programming staff who held many big events this year including: a Book Pfestival, Comic Con, Teen Job Pfair, Pet Pfest, Maker Pfest, and Home School Pfair to name a few. Volunteer hours are also up. We expanded the open hours for the Heritage House Museum by opening during the Pfarmers Market on Tuesdays allowing over 300 more people to visit. In September we held Pflugerville Reads focused on Treasure Island. We are discussing whether to drop this program in the future.

- 4D. [2016-5264](#) Discuss 2016 Statistical Report

Jennifer Coffey, Library Director

Director Coffey distributed the 2016 Statistical Report and discussed the highlights. The report gives a synopsis of what the library did in the last fiscal year based on the numbers we track. A portion of the report shows what the programs we provide would cost patrons if they attended them at other places. All library programs are free of charge and there is an explanation of why we do not charge for programs.

Secretary Riddick pointed out the salary comparison for our library staff in relation to other libraries of similar size and throughout the state. Director Coffey responded that it is something we are aware of and working with the city to address.

4E. [2016-5265](#)

Upcoming Board Application Renewals.

Jennifer Coffey, Library Director

Director Coffey stated that Board Members Grzybowski, Riddick, Bronson, and Flores have their positions up for renewal. Asst. City Manager Gillam suggested that those members up for renewal attend a City Council Meeting. She said she will find out when this meeting would occur.

4F. [2016-5260](#)

Discussion regarding Changing Role of Libraries - Drones.

Jennifer Coffey, Library Director

This item was tabled until the next meeting.

5. Discuss and Consider Action**5A. [2016-5261](#)**

Discuss and consider action regarding Library Policies.

Jennifer Coffey, Library Director

The discussion centered on whether to add policies regarding the potential use of cameras around the library to address patron and staff safety concerns. Chair Spoonemore visited with Jennifer about this after the event that occurred at a north Austin library. He would like to see cameras up around the library as soon as possible. Director Coffey stated that we can add wording regarding cameras to the policy if desired. She wants to ensure we balance safety with privacy concerns.

Chair Spoonemore wondered if we had cameras would a request to view the video need to go through as an open records request. Asst. City Manager Gillam answered that it would need to go through the City Attorney. Board Member Grzybowski suggested asking other libraries about their policies regarding video cameras. Chair Spoonemore added that the library should have the right to call the police after viewing video of an incident. Director Coffey stated that we already report crimes like child pornography that are witnessed by library staff and wondered what purpose exactly cameras would serve. Secretary Riddick pointed out that cameras are in facilities like child care centers and Department of Defense facilities and in her experience their presence protects employees and children. Chair Spoonemore asked how many cameras were recommended and Director Coffey responded that we have the infrastructure in place for four. Board Member Bronson wondered what other libraries are doing. Director Coffey asked how effective they would be in stopping a crime. Secretary Riddick said she believes they would be a

deterrent. The subject was left for further discussion.

The second area of discussion regarded changing the time period between library card renewals. It was suggested the change could be from the current 1 year to a 3 year term and allowing for online renewals. The online component could cause an issue if a patron has moved outside our service area and renews without updating to their new address. Chair Spoonemore asked what the council thinks about these ideas. Asst. City Manager Gillam stated the council would be happy with 3 years and offering an online option. Board Member Bronson suggested 2 years as a better option.

A majority vote (Chair Spoonemore, Board Member Grzybowski, Vice Chair Spataro, and Secretary Riddick) decided to make the change to a 3 year term with an online option.

5B. [2016-5262](#)

Discuss and consider action on the Library Five-Year Plan.

Robert Spoonemore, Library Board Chair

The 5-year plan goes to council in January. Director Coffey gave an overview of the plan. In 2017, there are no large changes coming. We will be expanding the shelving in several areas (Spanish, Vietnamese, and Graphic Novels). The cactus garden will be expanded in the back of the library and the butterfly garden in the courtyard. We will start discussions about a branch in the future. We will replace laptops in the computer lab and begin circulating the old ones.

Chair Spoonemore pointed out that there are lines outside the library before we open on Saturday mornings. He suggested that we include in the plan a review of our Saturday hours, including a cost estimate for expanding the hours to 10 – 6. Director Coffey responded that we will look at the cost.

Director Coffey continued, in 2018 we will begin the process of securing a new branch library. We will also reupholster furniture, rearrange and adjust shelves, weed the collection (an ongoing process), explore new formats of materials, continue expanding the work with our marketing specialist, build partnerships, and replace the public computers.

Vice Chair Spataro asked why the number of active accounts has remained steady at 25,000 when so many people are signing up for new cards. Are people not coming back to the library because of where the city is growing? Director Coffey responded yes, and that outreach and marketing can address this issue. Secretary Riddick asked if we know the demographics of the library users. Director Coffey said that most of our users are in the immediate area around the library. Board Member Grzybowski pointed out that many people in the area may not be aware of what the library offers. Secretary Riddick added that many builders in the area use the library as a selling point. Director Coffey said we need to study this issue more and survey our patrons. She agreed many people aren't aware of what we offer.

Chair Spoonemore brought up that we did not include anything regarding a Bond in the planning for a new branch and that this might be necessary. Director Coffey asked in what year we should include it. Asst. City Manager Gillam suggested it would need to be at least 12 months in advance. Chair Spoonemore agreed a year sounded right in order to have the City Council and Mayor approve it. Asst. City Manager Gillam thought that a Bond Committee would need to be set up sometime in the next 24 months. Secretary Riddick

added that a survey could give us a good idea about the size and location of the new facility.

After some discussion it was determined that these items should be added to the plan:

Consider a needs assessment – 2018

Participation in bond activities – 2019

Pass bond for new facility – 2020

6. Future Agenda Items

none.

7. Adjourn

Chair Spoonemore adjourned the meeting at 6:56 p.m.

Respectfully submitted,

Jennifer Coffey
Library Director

Approved as presented on November 9, 2016.