



City of Pflugerville

Minutes - Final

Library Board

Wednesday, July 12, 2017

6:00 PM

1008 W. Pfluger Street, Pflugerville, TX

Regular Meeting

Library Board Members:

Robert Spoonemore

Kevin Williams

Jerry Spataro

Deborah Bronson

Marylou Grzybowski

Rosie Riddick

Carl Moore, Jr.

1. Call to order

Chair Spoonemore called the meeting to order at 6:00 p.m.

Board Members Present: Robert Spoonemore (Chair), Jerry Spataro (Vice Chair), Mary Lou Grzybowski, Rosie Riddick (Secretary), Deborah Bronson, Kevin Williams, and Carl Moore, Jr.

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

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. [2017-5987](#) Discuss and consider action to approve the Library Board regular meeting minutes of June 14, 2017.

Minutes were approved as submitted.

4. Discuss Only

- 4A. [2017-5988](#) Report on the Friends of the Library activities.
Jennifer Coffey, Library Director

Director Coffey reported that the Friends of the Library are not meeting this summer. Their next book sale will be held in September.

4B. [2017-5992](#)

Teen Liaison report.

Christian Douglas, Hendrickson High School

Christian Douglas was absent.

4C. [2017-5991](#)

Library Director Report.

Jennifer Coffey, Library Director

Director Coffey reported that we are approaching the end of the fiscal year (End of September). Program attendance is up about 23 % and we have maintained about a 20% increase annually for the past few years. Heritage House attendance is also up significantly as we have increased the hours the museum is open and the number of displays and programs. Circulation of Vietnamese materials remains down due to availability of these items for purchase. We continue to look at additional languages to offer in our collection including Korean and Gujarati. Overall, checkouts of physical items remain slightly down while use of electronic resources continues to grow. Some of the programming from the past month includes: Maker Pfest, Give me an A Literacy Project, DiversiTeen Lunch Bunch. At the Heritage House Museum we held a talk about Juneteenth and the history of African Americans in Travis County and hosted a traveling exhibit about the Woman Suffrage Movement in Texas. Upcoming large programs include: Comic Con, End Pfest, and several programs related to the Solar Eclipse in August.

4D. [2017-5990](#)

Review and discuss draft budget.

Jennifer Coffey, Library Director

Director Coffey reported that the budget has gone to council. There was some discussion of the overall budget at the previous night's City Council Meeting. The Council wants to meet with City Administrators and Department Heads. At this point, one of the requested additional librarians is still in the budget, along with the site selection study. Much of the budget requests will depend on what the tax rate is set at. The increase in the library budget would allow for an additional librarian position, the site selection study, and an increase in the collection budget.

We have completed many projects at the Heritage House Museum this year now that the line item in the budget for the museum is under the library. Work completed this year includes: foundation repairs, dry wall replacement and repainting, skirting around the exterior base redone, cleaned carpets, and storm door installation. Ongoing projects include adding a cistern to the back of the house like it had in the past, and getting rid of various pests from the museum. Next year we will replace the wall paper in the front entry room and look at the electrical situation throughout the museum. Chair Spoonemore asked about the house next to the museum and Director Coffey explained the Heritage House is on the left (facing) and the other Bohl's house on the right was moved there by the city and will become offices for the Parks Department. Board Member Moore asked about the path in front of the museum and Director Coffey responded that it will be paved to make it ALA compliant. This is also planned for next year. Director Coffey also mentioned that once there is

a date to go in front of council with the budget she will invite the Board to come and show support.

4E. [2017-5993](#)

Review and discuss Library Policies.

Jennifer Coffey, Library Director

Director Coffey explained that this is the annual review of library policies. Chair Spoonemore directed the rest of the board to read over the policies and send any suggestions for changes to Director Coffey.

5. Discuss and Consider

5A. [2017-5994](#)

Appoint Five Year Plan Committee.

Jennifer Coffey, Library Director

Chair Spoonemore appointed the three officers (Chair Spoonemore, Vice Chair Spataro, and Secretary Riddick) to work on the Five Year Plan. He explained that they will wait to hear suggestions from Director Coffey, provide feedback, and then send the plan to the entire Board for adoption. Director Coffey added that the plan is not due until January.

6. Future Agenda Items

none.

7. Adjourn

Chair Spoonemore adjourned the meeting at 6:27 pm.

Respectfully submitted,

Jennifer Coffey
Library Director

Approved as submitted on August 9, 2017.