



# City of Pflugerville

## Minutes - Final

### Library Board

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Wednesday, November 14, 2018

6:00 PM

1008 W. Pfluger Street, Pflugerville, TX

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#### Regular Meeting

##### Library Board Members:

Robert Spoonemore

Deborah Bronson

Marylou Grzybowski

Rosie Riddick

Carl Moore, Jr.

Bridget Boswell-Muntz

Dawn Janacek

Shad Ross, Alternate

#### 1. Call to Order

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

Board Members Present: Robert Spoonemore (Chair), Rosie Riddick (Vice Chair), Carl Ray Moore, Jr., Dawn Janacek, Bridget Boswell-Muntz, Deborah Bronson.

Mary Lou Grzybowski (Secretary) and Shad Ross (Alternate) were absent.

Staff: Jennifer Coffey (Director), Peter Shugart (Library Tech 1)

Teen Liaisons: Jeremy Ryan, Hendrickson High School – Gabriel Hayek, Weiss High School – Princess Hall, Pflugerville High School

#### 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. [2018-7184](#) Discuss and consider action to approve the Library Board regular meeting minutes of October 10, 2018.

Minutes were approved as submitted.

**4. Discuss Only**

- 4A. [2018-7185](#) Report on the Friends of the Library activities.  
**Jennifer Coffey, Library Director**

Jennifer Coffey, Library Director reported:  
Newsletter from the friends and Membership App were passed out.  
Mini book sale November 28th is being planned.  
Audrey is now the Treasurer emeritus and Jackie is taking over as Treasurer.

- 4B. [2018-7186](#) Teen Liaison report.  
**Jeremy Ryan, Hendrickson High School**  
**Princess Hall, Pflugerville High School**  
**Gabriel Hayak, Weiss High School**

Jeremy Ryan, Hendrickson High School- Hendrickson Librarian has set up stations around the library for people to explore new books and has setup areas for students to eat lunch and study in the library and have quiet space.  
Princess Hall, Pflugerville High School- Pflugerville HS is preparing for holidays and when they come back the focus will be on Midterms.  
Gabriel Hayak, Weiss High School- Weiss HS library has no plans for Thanksgiving, but will have plans for Christmas.

- 4C. [2018-7187](#) Library Director Report.  
**Jennifer Coffey, Library Director**

Jennifer Coffey, Library Director reported:

All of the stats are up this year except public computer usage and public wifi usage  
Director Coffey handed out a sheet containing Library stats and outlining November programs.  
Director Coffey also mentioned "Movember" AKA No Shave November, a term for focusing on men's health and Freddie Mercury day to remember Freddie Mercury and to coincide with the anniversary of his death and the release of a film about his life.

The city is moving forward with security cameras and locking staff areas. City Hall has priority. The Library is second on the list. No firm date yet.

**5. Discuss and Consider Action**

- 5A. [2018-7188](#) 5 Year Plan

**Robert Spoonemore, Library Board Chair**

Chair Spoonemore led the board through a page by page review of the Annual Comprehensive Five-Year Plan.

Member Janacek proof read document for spelling errors and grammar.

Assistant Director Berra checked Table of Contents to make sure page numbers matched.

On page 7 member Janacek said that for “e” materials, several different styles had been used in writing about them. She standardized them all to “e-word” throughout the document.

Page 9 Director Coffey said City Manager Gillam suggested the board removes the “Operating Revenue Per Capita” and “Total Local Government Revenue Per Capita” charts since she is not sure where the State Library got the numbers from for those charts.

Chair Spoonemore confirmed that the “Total Staff Expenditures as Percentage of Operating Expenditures LFY2017” will remain and the other 2 charts will be deleted and not replaced.

Page 10 Director Coffey added “Additional Handicapped Parking” to the Facility goals.

**6. Future Agenda Items****6A. [2018-7189](#)**

Upcoming Agenda Items

**Robert Spoonemore, Library Board Chair**

Robert Spoonemore, Library Board Chair reported

Chair Spoonemore reported that Shad Ross has resigned from the board and moved out of state so the alternate position is open.

Director Coffey confirmed that Member Riddick’s term is at an end.

Member Bronson will continue on the Board as will Secretary Grzybowski.

Jennifer will put together the edits to the 5 year plan and send them out to the Board so that they will be able to approve the 5 year plan at next month’s meeting.

**7. Adjourn**

Chair Spoonemore adjourned the meeting at 6:16 p.m.

Respectfully submitted,

Jennifer Coffey  
Library Director

Approved as submitted on December 12, 2018