



City of Pflugerville

Minutes - Final - Final

Library Board

Wednesday, February 13, 2019

6:00 PM

1008 W. Pfluger Street, Pflugerville, TX

Regular Meeting

Library Board Members:

Robert Spoonemore

Deborah Bronson

Marylou Grzybowski

Carl Moore, Jr.

Bridget Boswell-Muntz

Dawn Janacek

George Sylvie

Nick Crissy - Alternate

1. Call to Order

Chair Spoonemore called the meeting to order at 6:01 p.m.

Board Members Present: Robert Spoonemore (Chair), Marylou Grzybowski (Vice Chair), Dawn Janacek (Secretary), Deborah Bronson, Carl Moore Jr., George Sylvie, and Nick Crissy (Alternate).

Bridget Boswell-Muntz was absent.

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

Teen Liaisons: Jeremy Ryan, Princess Hall, and Maddie Flores

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. [2019-7369](#) Discuss and consider action to approve the Library Board regular

meeting minutes of January 9, 2018.

Minutes were approved as submitted.

4. Discuss Only

- 4A.** [2019-7371](#) Report on the Friends of the Library activities.
Jennifer Coffey, Library Director

Director Coffey reported that the Friends held their quarterly book sale in January, raising about the same amount of money they have in the past. Someone stole the donation jar that we put out after the day of the sale along with the leftover books. They didn't get away with much cash.

- 4B.** [2019-7370](#) Teen Liaison report.
Jeremy Ryan, Hendrickson High School
Princess Hall, Pflugerville High School
Gabriel Hayak, Weiss High School
Maddie Flores, Connally High School

Jeremy Ryan reported that the Hendrickson High School library is being used for testing. There are also relationship awareness messages around the library that include positive messages and awareness about forms of abuse. Princess Hall reported that Pflugerville High School is getting ready for the "Big Event" in March, which is a day for volunteering on community service projects around the city. The library held mock AP exams for seniors to practice. Maddie Flores reported that Connally High School is also preparing for the Big Event.

- 4C.** [2019-7368](#) Library Director Report.
Jennifer Coffey, Library Director

Director Coffey reported there was a correction to the program numbers from the December report. Overall program attendance numbers are up once again, as well as library visits. The additional librarian we have on staff is paying dividends. We are testing out a Wi-Fi reporting system to gauge usage. We are also working with the city's IT department to see if they can come up with a method. Program highlights last month include Kitty Cafe, a Parenting Workshop, Wiggle Worm Story Time, and a Wii Mario Kart Tournament.

Director Coffey updated the board on the status of installing cameras in the library. We are next on the list for install. They will be installed in a way that will be as non-intrusive as possible to help make patrons feel safe while still protecting privacy. Board Member Sylvie asked what cameras add? Director Coffey responded they will act as a deterrent and help provide overall security in the building. We have seen incidents in our own library and surrounding libraries. Chair Spoonmore added that there was an incident at a library in Austin involving a child. Secretary Janecek asked if there would be a sign in the library to let people know about the cameras. Director Coffey responded that she thought the signs we currently have regarding video and pictures would suffice.

5. Discuss and Consider

- 5A. [2019-7372](#) Discuss and consider action regarding a Draft Non-discrimination and Anti-Harassment Policy and Pet policy.

Jennifer Coffey, Library Director

Director Coffey explained the new policies will address the few incidents we have encountered over the years. The non-discrimination and anti-harassment policy will protect staff, patrons, and volunteers. It will cover any interactions between these groups. The city attorney added some wordage to the pet policy. It will help to have these policies in place so we have something to guide staff and can be used to inform patrons. Vice Chair Gryzbowski asked if these policies will be in a public place. Director Coffey responded that it will be available online and at the circulation desk. Board Member Sylvie pointed out some confusion in using the term "you" since the policy covers employees, volunteers, patrons, and vendors. Board Member Bronson suggested breaking it up into separate sections for each group. Secretary Janecek pointed out the inconsistent use of the oxford comma. Director Coffey stated she will make corrections and bring it back to the meeting next month. She also mentioned that library staff will be presenting at the Texas Library Conference this April on subjects related to both of these new policies. Board Member Sylvie asked about teenagers and public displays of affection, especially if the situation goes badly. Director Coffey responded that we have a procedure in place to deal with any situation that needs staff attention, including taking another staff with you to address the situation. We have suspended patrons for a period of time in the past (30 days) and this seems to work. Staff will handle situations depending on the specifics and will address problems.

6. Future Agenda Items

- 6A. [2019-7373](#) Upcoming Agenda Items
Robert Spoonemore, Library Board Chair

Director Coffey indicated the non-discrimination and anti-harassment policy and the pet policy will be put back on the agenda for next month.

7. Adjourn

Chair Spoonemore adjourned the meeting at 6:25 p.m.

Respectfully submitted,

Jennifer Coffey
Library Director

Approved as presented on March 13, 2019.