



City of Pflugerville

Minutes - Final

Library Board

Wednesday, July 10, 2019

6:00 PM

1008 W. Pfluger Street, Pflugerville, TX

Regular Meeting

Library Board Members:

Robert Spoonemore - Chair

Marylou Grzybowski - Vice Chair

Dawn Janacek - Secretary

Deborah Bronson

Carl Moore, Jr.

Bridget Boswell-Muntz

George Sylvie

Nick Crissy - Alternate

1. Call to Order

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

Board Members Present: Robert Spoonemore (Chair), Bridget Boswell-Muntz, George Sylvie, Carl Moore, Jr. and Debbie Bronson.

Board Members Absent: Mary Lou Grzybowski (Vice Chair), Dawn Janacek (Secretary) and Nick Crissy (Alternate)

Staff: Jennifer Coffey – Library Director, Peter Shugart–Library Tech I

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. [2019-7685](#) Discuss and consider action to approve the Library Board regular meeting minutes of June 10, 2019.

Minutes were approved as submitted.

4. Discuss Only

- 4A. [2019-7687](#) Report on the Friends of the Library activities.
Jennifer Coffey, Library Director

Director Coffey reported that the Friends heard about Melissa Grzybowski's idea for a Care Cabinet. They built the cabinet, and had it put in the Library courtyard where they also stocked it. People who are in need can get personal grooming items at no cost to them. Director Coffey will coordinate donations for the Care Cabinet.

The Friends also had a mini book sale that made several hundred dollars. They continue to support Library programs.

- 4B. [2019-7686](#) Teen Liaison reports.
Jeremy Ryan, Hendrickson High School
Maddie Flores, Connally High School
Gabriel Hayak, Weiss High School

No report given as Teen representatives are out for Summer vacation.

- 4C. [2019-7689](#) High School Liaison Recruitment
Jennifer Coffey, Library Director

Director Coffey noted that there is 1 position open for Teen Liaison.

- 4D. [2019-7683](#) Library Director Report.
Jennifer Coffey, Library Director

Director Coffey reported that stats are up for the Summer. We are doing much better in every category except public computer use compared to last year. Program attendance is up almost 10,000 people over last year. Director Coffey attributed a lot of the growth to Outreach efforts. Efforts have been expanded to schools, community groups, comicons and maker fests throughout the area. The Library will continue those efforts. Summer highlights include our 5th annual MakerPfest with more than 700 attendees. We also held many programs with crafts and other presentations, such as one on Korean culture, ACC's "Hands on Science" program and "Wildlife on the Move."

Board Member Boswell-Muntz asked if our outreach increases with the population increase in Pflugerville. Director Coffey replied that it does somewhat, but that the increase has been so dramatic that she believes it has more to do with our going to places that attract more people such as the most recent Comicon where we had more than 600 people stop by our booth.

- 4E. [2019-7688](#) Budget update
Jennifer Coffey, Library Director

Director Coffey reported that the first draft of the budget is going to the City Council. The roof and an increase to the collection budget have been cut. There are other areas where the Director said she can cut back if needed to help. We are getting another assessment done for the roof.

Chair Spoonemore asked the age of the roof. Director Coffey said it is 20 years old for the original section of the Library. Chair Spoonemore suggested that the city might be planning to repair the roof using the general fund rather than the Library budget. Director Coffey said that may be the case, but she has not been told that yet. There will be a department head meeting next week where she will learn more.

5. Discuss and Consider Action

5A. [2019-7690](#)

Five-Year Plan and Policy Committee

Robert Spoonemore, Library Board Chair

Chair Spoonemore outlined the process for creating the 5 Year plan to the Board. Director Coffey said that the target date for completing the 5 Year plan is November so that it can be presented to the City Council in December. A question was asked as to how new Board members could help with the 5 Year plan. Director Coffey explained that the whole Board will go over the plan before it is presented to the City Council. She will get the draft to the Board so it can go on the September agenda. The current 5 Year plan is on the Library's City website:
<https://library.pflugervilletx.gov/home/showdocument?id=6439>

6. Future Agenda Items

6A. [2019-7691](#)

Upcoming Agenda Items

Robert Spoonemore, Library Board Chair

Director Coffey stated she would give another budget update and that she will continue to ask for an update on the building cameras. Director Coffey said the policies were still being looked at by Legal. Board Member Boswell-Muntz asked about the fees for meeting rooms. Director Coffey said there is a fee schedule that is being reviewed by the assistant City Manager. Chair Spoonemore asked if the meeting rooms fees would stay with the Library or go to the city's general fund. Director Coffey said she will get that clarification. Board Member Moore asked about charitable giving documents. Director Coffey said the Friends of the Library have agreed to be our Foundation group. The City is looking into a citywide corporate funding plan. Director Coffey will continue to follow this up.

7. Adjourn

Chair Spoonemore adjourned the meeting at 6:23 p.m.

Respectfully submitted,

Jennifer Coffey
Library Director

Approved as amended on August 14, 2019