



City of Pflugerville

Minutes - Final

Library Board

Wednesday, February 12, 2020

6:00 PM

1008 W. Pfluger Street, Pflugerville, TX

Regular Meeting

Library Board Members:

Dawn Janacek, Chair

Nick Crissy, Vice Chair

Bridget Boswell-Muntz, Secretary

Carl Moore, Jr.

George Sylvie

Marylou Grzybowski

Deborah Bronson

1. Call to Order

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

Board Members Present: Dawn Janacek (Chair), Nick Crissy (Vice Chair), Bridget Boswell-Muntz (Secretary), George Sylvie, and Deborah Bronson.

Marylou Grzybowski and Carl Moore, Jr. were absent.

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

City: Asst. City Manager – Trey Fletcher

Teen Liaisons: 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. [2020-8204](#) Discuss and consider action to approve the Library Board regular

meeting minutes of January 8, 2019.

Minutes were approved as submitted.

4. Discuss Only

- 4A. [2020-8207](#) Report on the Friends of the Library activities.
Jennifer Coffey, Library Director

Director Coffey reported the Friends held their quarterly book sale in January and it went very well. The Friends are happy to have someone from the Library Board attend their meetings.

- 4B. [2020-8206](#) Teen Liaison reports.
Jeremy Ryan, Hendrickson High School
Maddie Flores, Connally High School
Gabriel Hayak, Weiss High School

Maddie Flores reported the Connally High School librarian is tracking usage numbers to help make decisions about the collection. Director Coffey mentioned the librarian from Weiss High School sent over 10 new applications for Digit Cards.

- 4C. [2020-8203](#) Library Director Report.
Jennifer Coffey, Library Director

Director Coffey reported the stats are looking good with physical visits to the library and program attendance up, and computer use down slightly. We are working with IT on a couple issues including a problem with the public printer and still working to secure a Wi-Fi usage counter.

- 4D. [2020-8210](#) Discussion of alternative library shelf locations
Jennifer Coffey, Library Director

Director Coffey initiated the continuation of a discussion regarding having library sponsored shelves of books at other facilities including HOA community rooms and the city's Rec Center. Asst. Director Berra explained he had discussed the idea with Parks staff including Asst. Parks Director Sheila Wiora, and they indicated they are not interested in adding shelving as they already have a Free Small Library at the facility that is a partnership with the school district. Asst. City Manager Fletcher indicated this is an idea we should further explore with parks staff. Vice Chair Crissy also asked about better ways of informing residents who go to the Rec Center about library programs. Director Coffey agreed that we could post our monthly brochure for adult programs in the Senior Room at the Rec Center.

- 4E. [2020-8218](#) Discussion of potential meeting room fees.
Jennifer Coffey, Library Director

Asst. City Manager Fletcher explained that the city manager has tasked all city departments with looking at revenue sources in light of the State Legislature limiting the ways we can generate tax revenue as a city. The idea of charging a fee for meeting room usage at the library came out of this directive. The thought behind this being, the meeting rooms provide a value to the community, but there is a cost associated with it. This would allow us to recoup some of that cost for a service that only some people use. We are seeking input from the board on this idea before it proceeds. It would need to go to the Finance and Budget Committee, before being presented to the City Council, with the plan to move forward with the new fees in October.

Director Coffey distributed a printout showing the proposed fees for each meeting room and the fees from some nearby libraries for comparison. She added that fees for meeting rooms are considered outside the realm of regular library services. We will need to flush out some details like will we grandfather certain groups in without usage fees, allow after hours usage of the rooms, etc. We will also likely include an extra charge for equipment usage and require a cleaning deposit.

Chair Janacek asked if we had to allow food. Director Coffey responded that we already allow food in the meeting rooms. She also asked about security. Director Coffey responded that if we allowed after hours events, this might be necessary. Vice Chair Crissy asked where the money paid for meeting room usage would go. Asst. City Manager Fletcher indicated it would go into the city's general fund. Board member Sylvie asked if other departments charge similar fees. Director Coffey responded that the Parks Department charges for usage of some of their facilities, but our meeting room space is different. Asst. City Manager Fletcher added that the library space is unique within the city. Board Member Sylvie asked who the typical user of the meeting rooms is. Director Coffey responded first the library for programs, second community groups and non-profits, then third the city. Vice Chair Crissy asked if we would allow alcohol, Director Coffey responded probably not. Other possible locations we could charge for include the library courtyard and the Heritage House Museum. This change will likely necessitate an update to our meeting room policies.

5. Discuss and Consider Action

5A. [2020-8209](#) Discussion of potential survey. Jennifer Coffey, Library Director

Director Coffey explained that she spoke to the City's Communication Department about conducting a survey utilizing Survey Monkey. We could provide the link to the survey through social media, emails, print it on receipts, on the utility insert, to HOAs, and on our catalog computers. Director Coffey asked the Board Members to each come up with a list of potential questions for the survey and bring them to the next meeting.

5B. [2020-8211](#) Discussion of types of reserve reports Jennifer Coffey, Library Director

Director Coffey provided a list of various reports we can run, including reserves. Vice Chair Crissy asked about wait time for reserves and Director Coffey responded we can pull that information. Vice Chair Crissy asked if the library can get books for patrons from other libraries. Director Coffey explained that we can through our Interlibrary Loan process, where we request an item from another library on behalf of the patron. Board Member Sylvie asked what happens when patrons do not return items on time. Director Coffey explained that we notify the patron by their preferred method (text, email) and their account is blocked from checking out additional items. For items that are lost or damaged, patrons must pay the replacement cost of the item, which is determined by the purchase price and also includes a processing fee. Vice Chair Crissy inquired as to what happens to withdrawn books. Director Coffey responded that unusable books are discarded and usable books are added to the Friends Book Sale.

5C. [2020-8212](#)

Discussion of potential budget items
Jennifer Coffey, Library Director

Director Coffey explained she is in the process of looking at where we need to shift funds for next fiscal year. We have control over the operating costs and material costs primarily. She does not expect an increase in our budget amount for next year. Part of the process is discussing with individual staff members their needs for the areas of the budget related to their responsibilities. Expenses over \$5,000 must be approved by City Council. Vice Chair Crissy asked if replacing the roof would be included in the budget. Director Coffey indicated she would request it again. She also said we will need to look at upgrading the public computers on a rolling basis.

6. **Future Agenda Items**

6A. [2020-8208](#)

Upcoming Agenda Items
Library Board Chair

Board members will bring questions they would like to see on a survey about the library to the next meeting. We will continue to explore the idea of having shelves of books from the Friends book sale at other locations including community centers and the city's Rec Center.

7. **Adjourn**

Chair Janacek adjourned the meeting at 7:05 p.m.

Respectfully submitted,

Jennifer Coffey
Library Director

Approved as submitted on March 11, 2020