



# **City of Pflugerville**

## **Minutes - Final**

### **Library Board**

---

**Wednesday, August 12, 2020**

**6:00 PM**

**1008 W. Pfluger Street, Pflugerville, TX**

---

**Regular Meeting (Telephone/Video Conference)**

NOTICE IS HEREBY GIVEN in accordance with order of the Office of the Governor issued  
March 16, 2020, the Library Board will conduct this Meeting by  
telephone/video conference in order to advance the public health goal of limiting  
face-to-face  
meetings to slow the spread of the COVID-19. There will be no public access to the  
location  
described above.

This Meeting Agenda, and the Agenda Packet, are posted online at  
<https://pflugerville.legistar.com>

This telephonic/video meeting will be hosted through WebEx.

Meeting Public URL: <https://pflugervilletx.webex.com/pflugervilletx/onstage/g.php?MTID=ef22cc783a6c2fec60f31ef07500c0e20>  
Meeting Number / Code: 146 524 5395  
Dial-in Number: +1-408-418-9388 (US toll)

Citizens Communication will only be allowed via telephone/video conference. All  
speakers  
must register to speak at least 2 hours in advance of the meeting. All comments will  
occur at  
the beginning of the meeting under the Citizens Communication item. Speakers must  
call in at  
least 15 minutes prior to the meeting start in order to speak. Written comments may  
also be  
submitted 2 hours in advance of the meeting.

To register to speak or to submit written comments, please email  
[DanielB@pflugervilletx.gov](mailto:DanielB@pflugervilletx.gov) at least 2 hours in advance of the meeting.  
A recording of the telephone/video meeting will be made, and will be available to the  
public  
upon written request.

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 6:08 p.m. (Meeting conducted  
virtually via Webex)

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

**Carl Moore, Jr.** was absent.

**Staff:** Jennifer Coffey – Library Director, Daniel Berra – Asst. Library Director

**City:** Trey Fletcher – Asst. City Manager

## **2. Citizen Communication**

One citizen, Kim Waters, joined the meeting as an observer.

Director Coffey reported on the mostly positive feedback on social media regarding the resumption of our curbside service.

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.** [2020-8578](#) Discuss and consider action to approve the Library Board regular meeting minutes of July 8, 2020.  
Minutes approved as submitted.

## **4. Discuss Only**

- 4A.** [2020-8580](#) Report on the Friends of the Library activities.  
**Jennifer Coffey, Library Director**

Director Coffey reported the Friends have not been meeting since the pandemic began. They are still supporting the library in various ways, including allocating \$1500 for another set of Wi-Fi hotspots for circulation. They have also added a volunteer to serve in the role of Facebook administrator, who will initiate the set up for accepting donations online.

- 4B.** [2020-8579](#) Teen Liaison reports.  
**Maddie Flores, Connally High School**

No teen liaisons attended. Currently only have 1 liaison (Maddie Flores) and need to recruit additional ones.

**4C. [2020-8577](#)**

Library Director Report.  
**Jennifer Coffey, Library Director**

Director Coffey highlighted some of the virtual programs we held last month including a presentation on the American flag in contemporary art, the Barrio Writers Workshop for teens, and a virtual writing class for adults. We have launched Biblioboard, a platform for self-published eBooks. It includes two additional pieces, Pressbooks for actually writing and publishing, and Indie Author Project for actually submitting the works. The submitted eBooks are vetted by professionals through the service. Director Coffey is trying to figure out how the reporting process for accreditation by the state library will work during the pandemic.

**4D. [2020-8585](#)****Library Policy Review**

Prepare for yearly review of Library policies with attention to adding inclusive language.

**Jennifer Coffey, Library Director**

Staff has begun a review of library policies with an eye toward the language used as it relates to diversity, equity and inclusion. The board reviews library policy once a year as well. Director Coffey asked the board to look over the policy and send her edits or suggestions. We will revisit next meeting.

**5. Discuss and Consider Action****5A. [2020-8582](#)****Covid19 Continuity of Operations**

Discussion of customer services during Covid19.

**Jennifer Coffey, Library Director**

Director Coffey explained that we have restarted the curbside pickup service. Virtual programs and events continued without pause during this period. Some of these programs and services will likely continue even after the pandemic ends. We are also looking at adding a couple electronic resources before the end of the fiscal year. We have three part-time positions currently open which has not been an issue to this point since we are operating our curbside service with reduced staff to encourage social distancing. We will need to fill these positions as we add more services and hours.

**5B. [2020-8583](#)****Discuss and Consider Action on Covid19 Response Survey**

Discussion of survey and review of suggested questions.

**Jennifer Coffey, Library Director**

Director Coffey brought back to the board the edited version of the survey discussed last month. Board Member Grzybowski moved to accept the survey

and begin distribution and Vice Chair Crissy seconded.

**5C. [2020-8584](#)**

**5 Year Plan**

Discuss and consider action to appoint 5 Year Plan committee

**Dawn Janacek, Chair**

Chair Janacek explained that a committee of board members will need to be formed to review the 5 Year Plan. The board then discussed their thoughts concerning the plan. Vice Chair Crissy expressed a desire to have specific wording regarding a branch be included in years 4 and 5. Director Coffey agreed. Asst. City Manager Fletcher pointed out that the next bond election for the city would not happen for another 5 years if the once scheduled for November is successful. It seems reasonable to plant the seed in this time frame. The key is to get buy in from community and council and the biggest challenge will be available land. A new branch could take various forms. Vice Chair Crissy asked about seeing the budget for next fiscal year. Asst. City Manager Fletcher responded that the link to the entire city budget is on the city website, including the library's portion. Director Coffey indicated she will share the link to the final budget for FY2021 once it is approved by City Council.

Chair Janacek appointed Vice Chair Crissy and Board Member Sylvie to the 5 Year Plan Committee. The motion to accept was made by Board Member Grzybowski and seconded by Board Member Boswell-Muntz. The committee will look at the draft document created by Director Coffey and suggest changes and offer feedback before the plan is brought before the entire board.

**6. Future Agenda Items**

**6A. [2020-8581](#)**

Upcoming Agenda Items

**Dawn Janacek, Library Board Chair**

Next month the board will revisit the 5 Year Plan and Library Policies. Board Member Sylvie asked Director Coffey when the survey will be sent out and she responded as soon as soon as possible.

**7. Adjourn**

Chair Janacek adjourned the meeting at 6:45 p.m.

Respectfully Submitted,

Jennifer Coffey  
Library Director

Approved as submitted on September 9, 2020