



City of Pflugerville

Minutes - Final

Library Board

Wednesday, October 14, 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=e6594a2a00c5605f7b75a148b912d5f58>

Meeting Number / Code: 146 522 7165
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 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 6:00 p.m. (Meeting conducted virtually via Webex).

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

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

City: Trey Fletcher – Deputy City Manager

2. Citizen Communications

We had two guests in attendance at the meeting, Jorge Amador and Kim Waters.

Director Coffey reported that we received positive feedback from a community member who had not used the library before the pandemic, but during these past few months has appreciated the e-resources and virtual programs.

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. [2020-8720](#) Discuss and consider action to approve the Library Board regular meeting minutes of September 9, 2020.

Minutes approved as submitted.

4. Discuss Only

- 4A. [2020-8722](#) Report on the Friends of the Library activities.
Jennifer Coffey, Library Director

Director Coffey reported the Friends held an in-person meeting last month, which was their annual membership meeting usually held in April. They continue to support the library in many ways and are up and running with their online donation option.

4B. [2020-8721](#)

Teen Liaison reports.

Maddie Flores, Connally High School

There were no teen liaisons in attendance.

4C. [2020-8719](#)

Library Director Report.

Jennifer Coffey, Library Director

Director Coffey reported 154 videos created by programming staff for virtual programs. These virtual programs actually take more staff time to create than our traditional in-person ones. Lib Con was entirely virtual this year with 42 videos created. Physical checkouts are on the rise through our curbside service and patrons continue to take advantage of our free printing pick up and care kits. We have signed up 533 community members for Temporary cards since the pandemic began and 495 DigiT cards for students.

5. Discuss and Consider Action

5A. [2020-8728](#)

Discuss Teen Liaison application for appointment to the Board.

Jennifer Coffey, Library Director

The board heard from Chance Janacek, applicant for Teen Liaison. Chance is in the 11th grade at Weiss High School. He hopes to serve the community and his school in this role. Vice Chair Crissy moved to accept the applicant and Board Member Sylvie seconded. The motion passed and Chance Janacek was appointed a Teen Liaison to the Library Board.

Teen Liaison Janacek gave a report from Weiss High School. Homecoming is coming up soon and they are still determining if it will be in person or virtual. Books are available for pickup from the school library and eBooks are available as well.

5B. [2020-8724](#)

Covid19 Continuity of Operations

Discussion of customer services during Covid19.

Jennifer Coffey, Library Director

We have extended an offer for two part-time positions. Once we train these new staff members, we have the possibility of extending our curbside service to seven days a week. We continue to offer a wide variety of virtual programs. We will be a polling site on Election Day. Vice Chair Crissy asked if people will be allowed in the building for voting and Director Coffey responded they would

be confined to the front meeting rooms.

5C. [2020-8725](#)

5 Year Plan

Discuss and consider action to approve 5 year plan.

Dawn Janacek, Chair

Tabled until next month.

5D. [2020-8726](#)

Library Policy Review

Discuss and consider action to approve Library policies with attention to adding inclusive language.

Jennifer Coffey, Library Director

Director Coffey indicated that wording was added regarding the new fees for meeting rooms. Additionally, more inclusive language was added to ensure the policies were not a barrier to guests. For example, the word patron was replaced by the word guest to create a more welcoming document.

Board Member Grzybowski made a motion to accept the policies with corrections. Vice Chair Crissy seconded. The policies were approved.

5E. [2020-8727](#)

Covid-19 Response Survey

Discuss results of the Covid-19 Response survey.

Jennifer Coffey, Library Director

Director Coffey explained that we had a very good response to our survey. Some of the highlights include: most people hear about our services through social media, large segments live both east and west of 130, would like more programs for adults, prefer on demand virtual programs vs. live virtual programs, interested in expanded curbside hours and also more checkouts allowed for e-resources. Additionally, more diversity in authors and subjects was indicated as important for collection enhancement and Spanish language materials as the most pressing to add.

Board Member Sylvie asked how many materials we had in Spanish and if we offer Spanish language programs. Director Coffey indicated she can pull stats. Asst. Director Berra added that we recently launched a Spanish language e-resource called MakeMake that offers Spanish language eBooks for children. We sometimes offer programs in Spanish. We have a bilingual storytime and recently the League of Women Voters did a virtual program for us in Spanish.

Vice Chair Crissy suggested that the next time we conduct a survey that we better inform communities on the east of 130 through our promotion efforts.

An additional question from the survey asked where the library is failing. Many respondents indicated accessibility. After some discussion it was

decided this could mean many different things and in the future we should be more specific in our wording or allow space for people to clarify. Board Member Sylvie offered that this survey was very much geared toward the specific time period in which it was conducted, with the pandemic as a key factor. He suggested conducting similar surveys every couple years.

6. Future Agenda Items

6A. [2020-8723](#)

Upcoming Agenda Items

Dawn Janacek, Library Board Chair

Director Coffey indicated the 5 Year Plan will be added to the agenda for next meeting.

7. Adjourn

Chair Janacek adjourned the meeting at 6:41 p.m.

Respectfully submitted,

Jennifer Coffey
Library Director

Approved as submitted on November 11, 2020.