

**THOSE IN ATTENDANCE:**

Margie Schloesser, Chair; Chris Cherniak, Vice Chair; Jerry Brewer; Jess Griffiths; Abby McNulty; Jane Osterhaus; Bobbie Pyron; John Fry; Cindy Matsumoto, City Council Liaison; Ann Whitworth, Friends of the Library Liaison

**STAFF IN ATTENDANCE:**

Adriane Herrick Juarez, Library Director; Branson Larson, Library Board Secretary; Becca Lael, Community Engagement Librarian

**I. ROLL CALL**

Ms. Schloesser called the meeting to order at 12:00pm.

**II. APPROVAL OF MINUTES**

*11/18/15 Minutes:* Ms. Pyron made a motion to approve and Mr. Brewer seconded the motion, which passed unanimously.

**III. COMMUNICATIONS AND DISCLOSURES FROM BOARD, LIAISONS AND STAFF**

No disclosures made.

**IV. DIRECTOR'S REPORT AND STATISTICS**

Ms. Whitworth inquired about the low November patron visits statistic. Ms. Herrick Juarez informed that this was indeed the statistic reported, however the gates which count patron visits were not fully functional during this period and there is some potential that patrons might have been missed in the count.

Ms. Pyron congratulated Ms. Herrick Juarez on the building being placed on the National Register of Historic Places. Ms. Herrick Juarez informed the Board that the City will be placing a bronze plaque in the entryway to commemorate this accomplishment with a small ceremony tentatively on March 10, and invited the Board to be present for that. Times and more details forthcoming.

Ms. Schloesser asked if the City will be able to create designated staff parking when the grade issues are addressed behind the building. Ms. Herrick Juarez said that the City is aware that the Library would appreciate the addition of parking behind the building, when considering the high usage of parking, both in the Library and Mawhinney lots. No official decisions or timing have been discussed.

Ms. Schloesser inquired about the response to the Library's Spanish Services Job posting. Ms. Herrick Juarez told the Board that the Library has both posted and interviewed for the position, and have recently offered the position to one candidate, but it has yet to be accepted. Mr. Fry asked a follow up question of what concerns the Library received regarding this position. Ms. Herrick Juarez replied that some candidates were concerned about the high cost of living in Park City and the shortage of available living space.

Mr. Brewer inquired as to the percentage of Latino/Hispanic patrons who visit the Library. Ms. Herrick Juarez answered that it was not a statistic that the Library collects, however, the Latino/Hispanic population of Park City is approximately 25% and the Library would like usage to be representative of that.

Mr. Brewer asked about the success of the Park City Coffee Roasters Library location. Ms. Herrick Juarez indicated that the Coffee Roasters operate on a contract with the City. Ms. Schloesser suggested that in order to help the Coffee Roasters, the Library could create posted signs or table signs to better inform patrons that they are allowed to bring food and covered drinks into the Library. Ms. Lael agreed to look into that.

Mr. Brewer inquired as to the status of the weather station. Ms. Herrick Juarez informed the Board that the National Weather Services has recently visited the Library to adjust the Climate Station. There were some discrepancies in the readings and they are working to fine-tune how the data is collected.

Ms. Whitworth asked about the publicity regarding the weather station and community events. Ms. Herrick Juarez and Ms. Lael will brainstorm ideas of how this information should best be presented.

Mr. Cherniak inquired as to whether the green screen and other Library technology usage increased during the Sundance Film Festival. Ms. Herrick Juarez replied that usage actually decreased, as locals have expressed concerns about traffic and crowds during the festival and tend to stay home. The Film Festival brought in many new patrons who had not seen the Library before, but it may take subsequent visits for film goers to be fully aware and take advantage of the library's technology when they come into town.

Mr. Cherniak asked about the Library's new ski and snowboard racks. Ms. Herrick Juarez said that there are two, and that they have been made available in the Youth and Teen areas, as they are the patrons that utilize them the most.

#### **V. FRIENDS OF THE LIBRARY REPORT**

Ms. Whitworth reports that the Friends of the Library (FOL), in conjunction with the Library Leadership Team (LLT), has streamlined their process for suggesting and funding material to be held in the Library. The FOL has committed \$2,560 to partially fund the expenses associated with Ms. Lael, Ms. Kmak and Ms. Manis to attend the PLA Conference this spring. The FOL also committed \$800 to be spent on the Rapid Reader Collection. The FOL increased their annual budget supporting the Library's pets from \$600 to \$1,000.

#### **VI. PC CAPS STUDENT PRESENTATION**

Mr. Griffiths informed the Board that PC CAPS Students came to the Library and presented to the Library Leadership Team, as the January Board Meeting they were scheduled to present in was cancelled due to an impassible snow storm. The students, Zack Danniger and Cortland Studebaker, presented the results of their Business Project concerning Library services for youth and teens. They reported that they sent out over 1,000 surveys to students at Park City High School and Treasure Mountain, and received good response, receiving over 200 completed surveys back. In the responses, they found that most students were aware of the Library and had visited, but were not aware of some of the services and items available to them through the Library. When asked what they would like to see offered to them through the Library, students suggested SAT prep courses, coding classes, and other classes not available to them traditionally through their schools. In response to these answers, it was determined that the first step in increasing youth and teen involvement at the Library was to spread the word in ways the students will respond to – advertise on the Miner Morning News at the school, and ads on the school website. They also recommended creating a Teen Advisory Board or Student Ambassadors to help facilitate the programs. PCCAPS has agreed to continue this project for another semester to help implement these plans and perpetuate the program.

#### **VII. EDUCATION ITEM**

Ms. Lael informed the Board of the process by which the Library Leadership Team creates and moves policies through stages of approval. Ms. Lael explained two policies that are currently under development, the Library's Exhibition Policy, including where the Library will be displaying art, and the Room Rental Policy.

#### **IX. OLD BUSINESS**

Ms. Osterhaus reported that the Statistics Collection Project is completed. The team created a spreadsheet, which contains all of the statistical information used to populate reports for the City, Library Board, and the State Library.

Ms. Schloesser met with Marlene O'Hare and renewed the paperwork for the Library Foundation, and can now sign on its behalf.

#### **IX. NEW BUSINESS**

##### *Removal of the A/V Policy*

Ms. Herrick Juarez reported that the equipment referred to in this policy either no longer exists at the Library or has been rolled into the YouCreate Lab Policy, thus rendering the A/V Policy obsolete. Mr. Fry moved to approve the removal of this policy, seconded by Mr. Brewer, which passed unanimously.

*Circulation Policy Update*

Ms. Herrick Juarez informed the Board of the updates to the Circulation Policy. The Library Board agreed to approve the updated Circulation Policy, with the amendment of adding magazines to the list in the first paragraph. Ms. Osterhaus moved to approve the policy with the amendment, with a seconded motion by Mr. Cherniak, which passed unanimously.

**X. ANNUAL MEETING**

*Annual Report*

The Annual Report for the 2015 Fiscal Year was presented by Ms. Herrick Juarez and can be found in its entirety on the Library's website.

*Needs for 2017 Fiscal Year*

Ms. Herrick Juarez told the Board that she has requested one of two scenarios from the City – either funding two part-time Library Assistants and two Clerks, or three part-time Library Assistants and one Clerk – to help with the increased demands created by the remodeled Library.

*New Board Member Recruitment*

Recruitment for FY17 Library Board members will begin in March. Mr. Fry suggested recruiting someone with a background in technology. Ms. McNulty said this could be a good opportunity to diversify the Board, and bring in someone connected with the Latino/Hispanic community. The Board will propose to City Council the recruitment of two new Board Members, to increase the group from eight to nine voting members, giving an odd count Library Board bylaws stipulate 5-9 trustees.

**XI. ADJOURN**

Mr. Fry made a motion to adjourn. Mr. Cherniak seconded the motion. Meeting adjourned at 1:56pm.

**UPCOMING SCHEDULE**

In March, the City will be placing a bronze plaque in the entryway to commemorate this accomplishment with a small ceremony. The Board is invited to be present for that. Times and more details forthcoming.

The City Council Retreat will be held in March. Library Board Members are invited to attend. Times and more details forthcoming.

The Park City Library Monthly Board of Directors Meeting will be held on Wednesday, March 16, 2016 from 12:00pm until 1:30pm in the Park City Library, Room 201, 1255 Park Avenue, Park City, Utah 84060.