

**THOSE IN ATTENDANCE:**

Chris Cherniak, Board Chair; Jerry Brewer; Jess Griffiths; Kristy Hoffman; Abby McNulty; Jane Osterhaus; Margie Schloesser; Nann Worel, City Council Liaison; Ann Whitworth, Friends of the Library Liaison; Jenny Diersen, City Public Art Advisory Board Liaison

**STAFF IN ATTENDANCE:**

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

**I. ROLL CALL**

Mr. Cherniak called the meeting to order at 12:00pm.

**II. APPROVAL OF MINUTES**

*6/15/16 Minutes:* Mr. Brewer made a motion to approve with changes and Ms. Osterhaus seconded the motion, which passed unanimously.

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

Ms. Herrick Juarez thanked the Board Members who supported the Library booth at the Park City Market.

Ms. Herrick Juarez and other members of the Board congratulated Mr. Larson on the birth of his new baby.

Ms. Herrick Juarez informed the Board that the dedication ceremony for the Library's historic plaque is scheduled for August 4, time pending.

Ms. Herrick Juarez also informed the Board that she has spoken to the City's Legal Department regarding the patron seen carrying a knife in the Library.

Ms. McNulty told the Board that the Education Foundation and the School District are launching a Summer Academy that will be held at the Library with twenty incoming tenth-graders starting August 1.

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

Mr. Cherniak commented on how impressed he was with the quantity of patron question transaction noted by the Library during their survey in June.

Ms. Herrick Juarez highlighted the great success that the Library has had during the 2016 fiscal year, with over 100,000 circulations and 160,000 patron visits.

Ms. Schloesser asked about the Library's expenditures – whether any funds would carry over to fiscal year 2017. Ms. Herrick Juarez replied that there are still some remaining FF&E (Furniture, Fixture, and Equipment) funds which are being spent in wrap-up of the building project; however the Library has spent its FY16 funds.

Mr. Cherniak inquired about the success of the Library's Flash Read. Ms. Herrick Juarez replied that as part of the Summer Read Program, 36 people attended the event in which Library patrons were encouraged to read in public at the same time, both by the Library and along the Poison Creek Trail.

**V. FRIENDS OF THE LIBRARY REPORT**

Ms. Whitworth reported on the Friends of the Library fund requests that were approved. \$2,000 was approved for the Rapid Reader Collection. The Friends of the Library also approved \$600 for the costs associated with Library pets. \$1,209 was approved for Becca Lael to attend a Library Marketing Conference, as well as \$250 to make a branded Library banner for the Miner's Day Parade. The

Friends of the Library had previously approved funding for the Daily New York Times, however the daily edition was billed along with the Sunday edition, and the Friends of the Library agreed to pay for both through the end of the year – totaling about \$1,000.

## **VI. EDUCATION ITEM**

Ms. Lael thanked the Board Members for their participation and support of the Library's booth at Park Silly. She also informed the Board that the Library has just released its first Quarterly Programs brochure in Spanish, and that they're working on creating a Spanish logo. Ms. Lael told the Board that the Library will be co-sponsoring with the Park City Film Series, the Park City Rowing Academy and Arts Council the new PBS production, *Boys of '36* on July 31 in the Santy Auditorium. The Library has been receiving great response in its Facebook outreach, including its recent use of Facebook Live Videos. Ms. Lael just completed a 4-week long webinar for Library marketing, and one of the significant takeaways was the importance of every employee having an "elevator speech." The Library employees will start working on having these ready to use in the near future – and make sure they're messages are consistent, as per Ms. McNulty's suggestion. Ms. Lael is looking forward to developing a new Marketing Plan for the Library, which will coincide with the three-year Strategic Plan, currently under development.

## **VII. OLD BUSINESS**

Ms. Herrick Juarez is currently working with Jed Briggs to dovetail the Library's Strategic Plan with the City Council's priorities and added that Mr. Briggs will attend a future Board Meeting to explain how the City does this process.

## **VIII. NEW BUSINESS**

The Board discussed changes to the Library's new Exhibits Policy, which will allow for rotating art exhibits in the Library and lays out the process by which art will be selected for display.

Ms. Schloesser moved to approve the new Exhibits Policy with edits, seconded by Mr. Brewer and passed unanimously.

Ms. Herrick Juarez presented the FY17 Library Trustee Training to the Board. In the training, Ms. Herrick Juarez touched on many significant portions of the Park City Library Trustee Manual, including: Trustee Academy Courses, Annual Board Calendar for FY17, Board Members, Library Board Bi-Laws, Strategic Plan, Statistical Annual Report, State Library Certification Standards, Utah Public Library Trustee Manual, Utah Open Public Meetings Act, Library Bill of Rights, ALA Code of Ethics, *Trusting Trustees: Have you built an engaged board?* By Rebecca T. Miller

Mr. Cherniak suggested that Board Members contemplate any special projects that they may want to champion in the coming year. He gave some examples of Board projects he is interested in, including a Park City Book Festival, a garden at the Library, and expanding Little Libraries in the Park City community. He encouraged Board Members to bring ideas to the August Board Meeting.

## **IX. OTHER**

No other business was addressed.

## **X. ACTION ITEMS**

Mr. Cherniak asked that Board Members complete their Trustee Training Quiz by the next Board Meeting.

Mr. Griffiths asked the Library Staff to form a list of tasks that can be performed by Special Education Students from the High School. These may include tasks that help the Friends of the Library and other interns or volunteers.

Mr. Cherniak asked Board Members to come prepared with ideas they would be willing to champion in FY17 at the next Board Meeting.

## **XI. ADJOURN**

Ms. Osterhaus made a motion to adjourn. Mr. Brewer seconded the motion. Meeting adjourned at 1:30pm.

**UPCOMING SCHEDULE**

The Park City Library Monthly Board of Directors Meeting will be held on Wednesday, August 17, 2016 from 12:00pm until 1:30pm in the Park City Library, Room 201, 1255 Park Avenue, Park City, Utah 84060.