

**THOSE IN ATTENDANCE:**

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

**STAFF IN ATTENDANCE:**

Adriane Herrick Juarez, Library Director; Katrina Kmak, Youth Services Librarian; Courtni Parsons, Library Assistant (filling in for Branson Larson, Library Board Secretary)

**I. ROLL CALL**

Ms. Schloesser called the meeting to order at 12:09pm.

**II. APPROVAL OF MINUTES**

*6/15/16 Minutes:* Mr. Fry made a motion to approve and Ms. Pyron seconded the motion, which passed unanimously.

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

Ms. Herrick Juarez announced the arrival of the first library baby, of the 4 due this summer, belonging to Adult Services Librarian Jessica Manis, and the beginning of Library Board Secretary Branson Larson's paternity leave.

Ms. Herrick Juarez relayed that on Monday June 13 free cake was served to Library patrons in celebration of the first anniversary of the remodeled Library.

Ms. Herrick Juarez thanked Ms. Pyron for her work on the Park City History page for the library website, and also announced that the Library's historic plaque is ready to be hung. The Library is working with The Park City Community and Public Affairs Department to find a date and time for the event.

Ms. Herrick Juarez reminded the Board of the passing of Popcorn, the Library's guinea pig. The Friends of the Library voted to put a tile on the photo donor wall in his honor. The tile will be placed in a lower location on the wall to ensure that children are able to see it in memory of their beloved library pet.

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

Ms. Herrick Juarez announced that the number of visits to the Library, in fiscal year 2016, was over 149,000 at the end of May. Before the renovation, the library had approximately 95,000 visits per year. Early projections in the renovated building predicted 140,000 visits for FY16, which has already been bested. She added that 70 children and parents were in attendance to Ms. Kmak's Music and Movement program prior to the Board Meeting that day, showing the scope of community involvement. Mr. Brewer expressed thanks to Ms. Kmak for all she does with the children and providing programs for them to attend.

Ms. Pyron asked for clarification between the Makerbot and Ultimaker 3-D printers in the Library's YouCreate Lab. Ms. Herrick Juarez clarified, explaining that these are different products that each give the user a unique 3D printing experience.

Mr. Griffiths made mention of an adult patron he has noticed in the library that wears a knife on his belt. Mr. Griffiths asked if the Library has a policy against this. Ms. Herrick Juarez commented on the fact that Utah is an open carry state for firearms, however, expressed that she is not sure how this applies to knives. She stated that she will speak with the Park City Legal Department for clarification and expressed thanks for his bringing this concern forward.

Ms. Herrick Juarez made mention of the art piece that Ms. Kmak and Ms. Manis commissioned from the Young Artists' Academy at the Kimball Arts Center in honor of Summer Reading, and encouraged everyone to set their own reading goals.

Ms. Whitworth inquired about Mr. Griffith's work with PCCAPS students and asked if there were teen volunteer opportunities or internships for which students might receive school credit. Ms. Whitworth also suggested that the Library research if there is a

possibility for students to receive school credits for their volunteer work in the Library. Ms. Herrick Juarez acknowledged that the Library accepts teen volunteers and stated that Library Staff and Mr. Griffith's are working with the PCCAPS Students and the Teen Advisory Board, and will add to the conversation that they should inquire with teachers to make sure they know what the Library offers in the form of volunteer opportunities.

Ms. Schloesser inquired about whether the Library is planning on participating in the Miner's Day Parade. Ms. Herrick Juarez responded that the Library does intend to be in the parade and is currently in the process of discussing its entry.

Ms. Schloesser reported on the Photo Mural Tile Wall, announcing that 115 tiles have been ordered thus far. She stated that the Library needs 10 tile orders at a time to keep printing costs low, due to a minimum printing price per order. She announced that June 1st marked a new cycle for tile orders.

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

Ms. Whitworth commented that the Friends of the Library are currently experiencing a lack of space in their room. She stated that the Friends are happy to have books donated, but are running out of space to store all of the books they've received. Ms. Herrick Juarez committed to talk with the Friends of the Library, and to find some additional storage space.

Ms. Schloesser confirmed with Ms. Whitworth that the Friends of the Library will be asking for volunteers in early August. Ms. Whitworth suggested adding a volunteer app for signups.

#### **VI. EDUCATION ITEM**

Ms. Kmak stated that she and Mr. Griffith's met to discuss ways to reach out to and best serve teenagers in the community. Ms. Kmak announced that the Library held its first Teen Open Mic Night and was pleased with a turn out of five people at this first event. The program was held in the Green Screen Room, in the Library's YouCreate Lab, where teens often spend time. Ms. Schloesser inquired about what type of performances were given at Open Mic Night. Ms. Kmak clarified that all creative outlets are encouraged and allowed including slam poetry, rapping, and singing among others.

Ms. Kmak shared that, with Pablo Abarca now on board, Spanish Services has moved into full swing. Mr. Abarca has taught Spanish speakers how to use computers, as well as provided other library education for Spanish-speakers. Ms. Kmak and Mr. Abarca have been attending Latino Advocacy Coalition meetings. Mr. Abarca is participating in break out groups with the Coalition to discuss community needs such as education opportunities, GED programs, and English courses. The Library's first family Spanish Story Time program was held at the Library. No one attended this first program. However, Ms. Kmak made the Board aware that she has been submitting announcements to the Park Record for the Spanish Programming, as well as KPCW. Mr. Griffiths inquired where the Library can place other announcements regarding programs for Spanish speakers. Ms. Kmak mentioned that she has also contacted St. Mary's Church to place an advertisement. Ms. Whitworth suggested that the Library send out an email for all City staff to provide information about Spanish programs to those who work and help within the City. Ms. Worel commented that the People's Health Clinic and the Laundromat might be good places for the Library's Spanish advertisements. Ms. Kmak informed the Board that Becca Lael is currently developing Spanish brochures. Ms. Kmak also stated that she and Mr. Abarca are discussing needs for the upcoming fall season.

Ms. Kmak announced the Library is providing STEM (Science, Technology, Engineering, and Math) kits as prizes for children and adults who complete their summer reading goals.

#### **VII. OLD BUSINESS**

Mr. Griffith's gave the Board an update on the Teen Advisory Board (TAB). The TAB consists mainly of high school Junior's, with the exception of one Senior. The group has met and the teens have surveyed some of their teachers. The TAB will meet again in August. The students have a clear idea of which teachers will be interested in participating. Mr. Griffith's met with Laura Huggens, the Special Education teacher at Park City High School, to discuss the possibility of her students volunteering at the Library, and asked that the

Library begin thinking of tasks for the Special Education students to undertake as volunteers. Ms. Kmak and Ms. Herrick Juarez expressed interest in this idea. Ms. Whitworth asked if the Teen Advisory Board would be interested in Volunteering at the annual Friends of the Library Book Sale. Mr. Griffiths remarked that he believed most of them would.

### **VIII. NEW BUSINESS**

Ms. Schloesser reported that the Internet and Online Access Policy was reviewed by the Park City Legal Department and asked for approval during the current meeting to meet state requirements. Ms. Herrick Juarez stated that the policy is reviewed every three years as a part of a state recertification process. Ms. Osterhaus motioned to amend the policy so that the capital "I" in "internet" is changed to lowercase throughout the policy. Ms. Pyron made a motion to approve, as amended, and Mr. Fry seconded the motion, which passed unanimously.

Ms. Schloesser presented a Room Rental Policy recommendation for Council. Ms. Herrick Juarez reported that when the Library opened after the renovation there were two policies, which have been combined and simplified for ease of public understanding and best provision of customer service. Ms. Whitworth inquired about the new software the Library will use for room reservations, asking if it will make a positive change for Becca Lael, the Community Engagement Librarian. Ms. Herrick Juarez responded in the affirmative, stating that the new software will allow the public to request reservations online and see what spaces are available on a full calendar of bookings. It also provides pictures of the rooms, lists of available equipment, and provides electronic access to room policies. Ms. Herrick Juarez stated that the Room Rental Policy falls under City Council approval, but asked the Board for their recommendation on the proposed policy. The Board unanimously supported the policy with a nod of heads, as no formal motion or approval was needed.

Ms. Schloesser stated that according to Library Board bylaws the Vice Chair shall preside when the chair is absent from a Board of Trustees meeting, and shall be the Chair-Elect. She asked for a motion to approve Chris Cherniak, the current Vice Chair, as Library Board Chair for Fiscal Year 2017. Mr. Fry made motion to approve and Ms. Pyron seconded the motion, which passed unanimously.

Ms. Schloesser opened the floor for Library Board Vice Chair nominations for Fiscal Year 2017. Mr. Griffiths nominated Mr. Fry. Ms. Pyron made motion to approve Mr. Fry as Vice Chair and Mr. Brewer seconded the motion, which passed unanimously.

Ms. Herrick Juarez thanked Ms. Schloesser for her work as the Library Board Chair for Fiscal Year 2016. It was an exemplary year with many great things accomplished. The Library Board gave Ms. Schloesser a round of applause and thanked her for all that she did in this important position.

Ms. Herrick Juarez shared information about a Focus Group which the Library conducted. On May 9, a group of six community members representing a variety of demographics was brought together to share feedback about the library. The group had positive things to say about the new library design, programs, materials, meeting spaces, self-checkout, the Library's accessible location, and new technology. They sounded like a commercial for the positive service they receive from the staff stating things like, "They never leave you hanging.", "They have educated Me." and, "They are friendly and available, and always responsive when you need something". They shared ideas for the need to examine times for programs, to improve the ease of downloading audio books, and the possible exploration of expanding library hours. This first focus group is part of the continuing process to develop a new Library Strategic Plan in FY17. More opportunities for community feedback will be coming.

### **IX. OTHER**

Ms. Schloesser reported that all annual goals are nearing completion. Ms. Herrick Juarez remarked that the Room Rental Policy will go to Council at which time the annual goals will be complete.

The Library Board thanked Ms. Pyron for her service, as her current term on the Board has come to an end. Her tenure has included 13 terms over the last two decades. Ms. Herrick Juarez praised her for her vision for the new library building as a long-term Board Trustee who advocated for a 21<sup>st</sup> Century Library, as well as for her service over the years as the Chair of the Policies and Procedures

Committee. Ms. Herrick Juarez reported that a copy of the book, Lassie Come Home, will receive a dedication bookplate at the Park City Library in honor of Ms. Pyron. Ms. Matsumoto, our outgoing City Council Liaison, will be honored with a bookplate in a copy of the book, Tikki Tikki Tembo. Our greatest appreciation goes out to both Ms. Pyron and Ms. Matsumoto for their dedicated service.

**X. ADJOURN**

Ms. Pyron made a motion to adjourn and Ms. Osterhaus seconded the motion, which passed unanimously. Meeting adjourned at 1:30pm.

**UPCOMING SCHEDULE**

The Park City Library Monthly Board of Directors Meeting will be held on Wednesday, July 20, 2016 from 12:00pm until 1:30pm in the Park City Library, Room 201, 1255 Park Avenue, Park City, Utah 84060.