

Park City Library Board Meeting for 7/9/2014

Attendees: Alison Butz, Margie Schloesser, Abby McNulty, Bobbie Pyron, John Fry, Cindy Matsumoto, Suzette Robarge, Ann Whitworth

Excused: Chris Cherniak, Faye Malnar, Jerry Brewer

Staff: Adriane Juarez, Tegan Davis

Minutes approved for 6/7/14 board meeting.

Communications and Disclosures

None

Director's Report & Statistics

Library staff is working to set new quarterly performance measures, which are reported to City Council and the Library Board as part of the FY15 – FY17 Strategic and Business Plan.

The Library Management Team is engaging with the director in weekly "Quadrant II" meetings, as described in Steven Covey's work, to hold discussions on such high-level planning topics such as a budget, statistics, planning for the future library, and how the books will be organized in the new building.

Temporary signage at Carl Winters redirecting patrons to the Miner's Hospital is on order. The library sign from Carl Winters has been taken down and placed at Miner's. Friends of the Library (FOL) requested that the brick sign be covered.

Adriane took the library staff out to dinner to celebrate the successful completion of the move to the temporary location in Miner's Hospital last month.

Youth Services

The Library was closed twice during July, which is reflected in slightly lower use numbers for the month. The Books 2 Movies for June was *Holes*. The Summer Reading program kicked off with Kim's Cold Blood Creatures hosted at the MARC. The Youth Librarian has begun visits to Holy Cross's Summer School.

Adult Services

A computer for proctoring tests was set up on the 2nd floor. *Civil War 150*, a national traveling panel exhibition, was awarded to the library last year prior to our move to Miner's. Because of the remodel Jasmina partnered with Summit County Library for presentation of two programs at the county library. A total of 19 guests attended the two programs.

Congratulations to Jasmina for receiving the Public Library Association's first place prize for her article *Entrepreneurial Leadership in Public Libraries* publication.

The YouCreate Lab has a new 3D printer for which policies and procedures are now being established.

Cataloging

Trish Maynard will be retiring on August 1 after nine years with the Park City Library. She will be hiring a new clerk prior to her exit. Currently Cataloging is working to deal with a backlog and Opening Day materials.

Statistics

Increase in new Library cards; EBooks use is up. The Library fiscal year begins July 1, 2014 – June 30, 2015.

Friends of the Library

A book sale will take place over Labor Day (Sat-Mon) at the Senior Center. The Fall Luncheon speaker is Tom Clyde.

Book donations are being accepted at the green house and placed in the storage containers at the front door. FOL raises about \$8K per year and allocates the funds to the library from staff requests. The FOL is a non-profit organization made up of Park City, Summit County, and Wasatch County residents.

Old Business

The Carl Winters building renovation/demolition is underway. City Council has been invited to tour the facility. The Library Board members can go through at any time by talking with Adriane.

Suzette, Alison, and Bobbie will be sitting on the Furniture, Fixtures and Equipment (FF&E) committee.

New Business

Green Building

Adriane, Suzette, and Alison attended the Library Journal's Design conference in Salt Lake City along with Mayor Thomas.

Draper Library did an energy audit to work with staff to lessen costs for space cooling & heating, lighting, outlets, and commuting to work based on occupant use patterns. Alison said City Council is looking at return on investment for its green buildings and if we could look at this ahead of time Carl Winters can better live up to City Council's anticipations.

Personnel Re-Structure

Staff is currently working with Budget and HR to re-organize staff at the library. We currently have two circulation leaders which will be consolidated into one position. By consolidating the position we can hire three additional library assistants and one clerk. The organizational chart will also be shifting and we are currently awaiting City Council approval.

The Board appreciates the staff name tags being worn by staff.

Library Trustee Training

The Park City Library is certified by the Utah State Library which provides training for the trustees. Suzette discussed the importance of the training as the Library Board is an advisory to the City but stated that the Board is accountable to the State Library. A Utah State Library Trustee Training will occur during one of the next two regular Library Board Meetings.

The Park City Library Foundation will be handling larger donations, naming, etc. Suzette has agreed to chair the Foundation for a year. Abby will be happy to help. Margie has been a donor in the past. This is an excellent time to restart the Foundation as it has been inactive. The first big push will be naming. Cindy stated that there is a City policy for naming and it needs to be brought up to Council. The Opening Day collection will be the major push.

For Next Agenda

The August 13th meeting will include a Library Board Orientation and the election of a Vice Chair for a one year term.

Meeting adjourned.