

**THOSE IN ATTENDANCE:**

John Fry, Chair; Jane Osterhaus, Vice-Chair; Chris Cherniak; Jess Griffiths; Kristy Hoffman; Margie Schloesser; Abby McNulty, Ann Whitworth, Friends of the Library Liaison, Nann Worel, City Council, Blake Fannesbeck, Public Works Director, Kenzie Coulson, Parking and Fleet Manager

**STAFF IN ATTENDANCE:**

Angela Arreche, Senior Cataloging Librarian; Courtni Parsons, Library Board Secretary; Christine Roh, IT/Circulation Librarian

**I. ROLL CALL**

Mr. Fry called the meeting to order at 12:01 pm.

**II. APPROVAL OF MINUTES**

*7/19/17 Minutes:* Ms. Osterhaus made a motion to approve and Ms. Hoffman seconded the motion, which passed unanimously.

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

There were no communications or disclosures.

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

Ms. Arreche welcomed the Board Members and stated her role in the meeting, serving as a substitute while Ms. Herrick Juarez attended the International Federation of Library Associations Conference in Poland.

Ms. Osterhaus expressed excitement for the authors that have agreed to be a part of the Book Festival this fall. Mr. Cherniak announced that Swaner Eco Center will be hosting an author event and added that there will be further information regarding upcoming author events and locations announced on the [Utahhumanities.org](http://Utahhumanities.org) website in the near future.

Ms. Schloesser thanked Ms. Lael, Community Engagement Librarian, for her work on the new statistics spreadsheet in the Library Board packet. Ms. Osterhaus complimented the spreadsheet and suggested that "Current Month" be clarified with the exact month.

Ms. Worel inquired about the Naloxone Kit the library received. Ms. Arreche stated that the library was given one Naloxone Kit and library staff will be trained by Carolyn Rose, Summit County Health Department Nursing Director, at the August Staff Meeting on administering it.

**V. FRIENDS OF THE LIBRARY REPORT**

Ms. Whitworth announced that the Friends of the Library approved a \$5,000 request, which will be used to provide training to all library staff members. Ms. Arreche explained that the money will allow part time staff to attend webinars, visit other libraries, and experience other learning opportunities and trainings, as well as allow full time staff to attend conferences, such as the Mountain Plains Library Association, which will be attended later this year.

Ms. Whitworth announced that the \$500 request that was granted will allow the library to purchase umbrellas for the tables on the first floor patio, which over the past year have been broken and displaced due to weather.

Ms. Whitworth mentioned that the Labor Day Book Sale is coming up and encouraged members to sign up to volunteer for the event. Ms. Whitworth stated that there was an error on the newsletter regarding sign up, which the Friends of the Library are aware of.

Ms. Whitworth showcased the Friends of the Library bag that will be given for the Bargain Bag Day Sale. For \$10, members will receive the "I Read Park City" bag to keep and fill with as many books as they can fit into the bag, which will assist with regulating bag sizes to ensure everyone is able to fit the same amount.

## **VI. EDUCATION ITEM**

Ms. Roh gave an update regarding the Website Survey results. The survey, which consisted of 8 questions, received many clicks, however, only received 6 responses from the public, none of which were under the age of 30.

Ms. Roh stated that, as part of a revamp of the Library website, the review committee each looked at library websites and decided on three to contact to inquire about the company that created the website and how the process went. However, in their search, the review committee did not feel that they had seen enough to make a decision on one company. This review committee will resume again in the fall.

Ms. Osterhaus inquired about whether it would be possible to email the survey directly to patrons who have subscribed to the Library Newsletter, in an effort to receive more responses. Ms. Roh stated that she will look into that possibility.

## **VII. OLD BUSINESS**

Ms. Schloesser provided an update about what is next for promotion of the Tile Mural Wall. Ms. Schloesser stated that a poster will be displayed at the Book Sale. The current informational Tile Form will be provided with order information on the back. Ms. Schloesser passed around an example of what the form will look like.

Mr. Fry proposed that a picture be taken of each tile currently on the Tile Mural and assembled into a slideshow that will play during the Labor Day Book Sale. Ms. Schloesser expressed interest in the idea.

Ms. Worel inquired about whether there is advertising space available on the electric buses. Mr. Fonesbeck stated that Scott Burningham is the contact person to determine if the advertising space is already purchased.

Ms. Whitworth inquired about adding a poster board easel which could be used to promote the Book Sale with a large flyer on the first floor in the front lobby of the library. Ms. Arreche stated that she would contact Ms. Herrick Juarez, who is in charge of approving requests regarding signage in the library, as to whether an easel could be provided in time for the Book Sale. Ms. Herrick Juarez will be contacted in the event of future needs for the easel.

Ms. Arreche added that a Facebook video will be posted to promote the Book Sale.

## **VIII. NEW BUSINESS**

Mr. Fonesbeck thanked the Library Board for inviting him and Ms. Coulson to attend the meeting to discuss parking concerns.

Mr. Fonesbeck reported that Public Works is close to implementing a demand based program to help with parking and adjust pay rates. Ms. Coulson announced that there are many changes coming to the China Bridge Garage, which provides 600 parking spaces. Changes to the garage will include repainting, implementing static signage, and replacing pay stations with new stations that will operate on license plate information. A mobile payment app will eventually allow people to view the availability of parking spots within the garage and create a citation payment option that will provide an easier way to pay parking tickets. By implementing sensors, the availability of parking spaces will be tracked by the system based on the number of cars that enter and exit the garage. However, street parking will not be tracked in this way.

Ms. Coulson commented on the parking capacity problems within the Library parking lot, which is currently not in an enforcement zone. Ms. Coulson discussed the possibility of placing meters in the library lot. The meters would rely on license plate information to track the duration of the sessions and how often they're used, while allowing the library to remain a free and public resource, as well as maintain patron confidentiality. Mr. Fonesbeck stated that if meters were installed in the near future, they could remain covered until the library was interested in using the resource, as the meters cannot be installed during the winter months. Ms. Arreche commented that meters would also help the library gather statistics about lot usage.

Ms. Coulson expressed interest in installing signage, as it could be implemented quicker than many other options, while addressing the problem. The Library Board agreed that ideally the signage within the library lot would have differing regulations than those of the Mawhinney lot across the street.

Mr. Cherniak made a motion that the Library Board supports the city's efforts to improve and define parking access at the Library building. Ms. Osterhaus seconded the motion which passed unanimously.

The Library Board expressed thanks to Mr. Foncesbeck and Ms. Coulson for attending the meeting.

Ms. Worel stated that the Park City Coffee Roasters will be vacating the vendor space at the end of September 2017. Ms. Worel reported that Council has agreed that the Library Board should give input on the RFP, which will be going out soon.

The Library Board expressed their ideas of possible implementation that will allow the vendor space to be successful, which included maintaining consistent hours of operation, establishing an earlier opening time, providing a wider range of food options and drink options for those who do not drink coffee, providing food and drink options for children, creating an inviting atmosphere, increasing seating capacity with more tables and chairs, implementing signage outside the library and at other vendor locations, extending ambiance and furniture onto the concrete patio, creating a marketing plan to promote the vendor in the space, and maintaining an established partnership between the vendor and the city.

#### **X. OTHER/SUMMARY**

There were no other comments.

#### **XI. ADJOURN**

Ms. Osterhaus made a motion to adjourn. Mr. Cherniak seconded the motion. Meeting adjourned at 1:34pm.

#### **UPCOMING SCHEDULE**

The Park City Library Monthly Board of Directors Meeting will be held on Wednesday, September 20, 2017 from 12:00pm until 1:30pm in the Park City Library, Room 201, 1255 Park Avenue, Park City, Utah 84060.