

THOSE IN ATTENDANCE:

John Fry, Chair; Jane Osterhaus, Vice-Chair (via phone); Chris Cherniak; Jess Griffiths; Kristy Hoffman; Sarah Hall; Margie Schloesser; Abby McNulty; Ann Whitworth, Friends of the Library Liaison; Nann Worel, City Council; **Excused:** Jerry Brewer

STAFF IN ATTENDANCE:

Adriane Herrick Juarez, Library Director; Courtni Parsons, Library Board Secretary; Angela Arreche-Dohanos, Technical Services Manager

ADDITIONAL ATTENDANCE:

Jonathan Weidenhamer, PCMC Economic Development Manager/Café Contract; Katy Wang, Park City Film Series

I. ROLL CALL

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

II. APPROVAL OF MINUTES

9/20/17 Minutes: Mr. Cherniak made a motion to approve. Ms. McNulty seconded the motion, which passed unanimously.

III. COMMUNICATIONS AND DISCLOSURES FROM BOARD, LIAISONS AND STAFF

Ms. Herrick Juarez expressed thanks to the Board for their flexibility with switching the meeting to the last week of the month, which allowed the Library Leadership Team to attend the Mountain Plains Library Association Conference in Tahoe.

Ms. Herrick Juarez stated that the library's Staff Development Day will be on November 10th. She stated that time is usually set aside at the end of the day for the Library Board Members and Friends of the Library to meet and talk with staff. She mentioned there were not many members in attendance last year and inquired about who will be in town and available to attend this year. Many would not be able to attend this year and collectively decided to find another time to meet.

Ms. Herrick Juarez shared two letters she received from patrons. A patron from Arizona sent a picture from the Tucson Arizona Tipster, a local Arizona publication, which featured the Park City Library's Solar Eclipse Event. A letter was given to Ms. Herrick Juarez from a patron who praised the accessibility of the sound booth in the YouCreate Lab which allowed her to record a music CD for her family. She expressed many thanks to the library for making the resource available for her and stated the library's customer service is "off the charts".

Ms. Herrick Juarez stated that the Utah History Lecture Series will host "Colonizing Utah through Irrigation: How Water Rights Shaped the Growth of Utah". This event will take place at 4:00pm on October 27th in the Community Room.

Ms. Herrick Juarez stated that she interviewed American Library Association president Jim Neal on the Library Leadership Podcast. During the interview, she spoke with him about how he's looking to promote libraries across the country. The podcast allows library leaders to share ideas and ask what others are doing in their libraries.

Ms. Herrick Juarez mentioned that the library hosted the Stuffed Animal Sleepover on October 21st, a program where children can drop off their stuffed animals at the library and pick them up the next morning for snacks, juice, and watch a slideshow with pictures of everything the stuffed animals did during the sleepover.

IV. DIRECTOR'S REPORT AND STATISTICS

Ms. Herrick Juarez mentioned that the Utah State Library invited her to present at a conference about the history of the Park City Library, which is on the registry of historic places.

Ms. Herrick Juarez shared that the Utah Library Association Fall Workshop was held at the Library. She received great feedback and saw librarians from the conference walking around and taking notes on different amenities the Library offers.

Ms. Herrick Juarez reported that Jorge Rodriguez, Youth and Spanish Services Library Assistant, resigned. The library contacted the second candidate from the hiring pool and offered her the position, which she accepted. She is currently located in Los Angeles and is in the process of moving to Park City.

Mr. Cherniak brought attention to the opening of the Kamas Branch Library and reminded the Library Board that they planned on visiting the new Kamas branch once it is opened.

Ms. Osterhaus brought attention to a statistic error on the monthly statistic spreadsheet. Ms. Herrick Juarez explained that the spreadsheet is being worked on to get the correct numbers, as the auto-fill function on the spreadsheet is having some technical issues.

V. FRIENDS OF THE LIBRARY REPORT

Ms. Whitworth reported that the Friends of the Library Author Luncheon was successful. 140 people attended, including 11 library staff members whose tickets were paid for by a generous donor..thank you! Ms. Herrick Juarez congratulated and thanked the Friends of the Library for an enjoyable, informative Author Luncheon.

Ms. Whitworth stated that a request for \$500 was made for a program the library would like to start that would allow minors who have accrued fines on their library account to volunteer their time in exchange for the library waiving the fines. One hour of volunteering would waive \$10 of fines on the account. The Friends of the Library chose to approve \$250 for now.

Two hundred dollars was approved for purchasing coffee and coffee products for the public to use while the coffee shop is unoccupied by a vendor. Three thousand dollars was approved for e-books to be purchased for the online collection featured on Overdrive and Axis360. Ms. Schloesser inquired about whether digital book purchases expire and when. Ms. Arreche-Dohanos clarified that it depends on the publisher, stating each digital purchase has different restrictions; some expire after a certain length of time, while others expire after a certain amount of uses. Two hundred dollars was approved for Bridge tables that will be used to continue the Bridge events that take place in the Community Room and have become extremely popular. Two hundred dollars was approved for a large portable whiteboard.

Ms. Whitworth mentioned that there was a request of \$1,500 for a new AV cart with a TV and portable cart that would be used for lessons that take place within the library, since the AV carts the library currently has are used for events the public hosts. The Friends of the Library decided not to purchase the item at this time.

Ms. Whitworth stated that Live PC, Give PC will take place on November 10th and mentioned that donations of any amount help a great deal.

VI. EDUCATION ITEM

No Education Item was presented.

VII. OLD BUSINESS

Ms. Herrick Juarez announced that Kenzie Coulson, Parking and Fleet Manager, sent pictures of the meters and potential library lot parking signs with examples of wording. In order to discuss the details and concerns regarding the parking sign wordage, it was recommended that Kenzie Coulson attend an upcoming meeting.

Mr. Weidenhamer detailed the current standing of the recent RFP for a new Library Café Vendor. Three applicants applied, with one being interviewed. Upon consideration, the primary applicant made requested items that caused concerns for City Council. The

applicant required signage to be put in place in various locations, including decals on the glass coffee shop doors, as well as a branded sign outside the library on Park Avenue. Mr. Weidenhamer expressed that there are issues with implementing signage near Park Avenue due to sign codes that would need to be rewritten before a sign could be installed.

The Library Board discussed whether it would be beneficial to rerelease the RFP or accept the requests of the primary applicant. The Library Board expressed that it is important that the coffee shop succeeds, which includes providing signage for the vendor outside of the library.

Mr. Fry made a motion that the Library Board encourages and supports the city's efforts to construct or build a sign that allows for a branded sign for library tenants and is constructed in a fashion that matches with the library's aesthetic and architecture. Mr. Cherniak seconded the motion, which passed unanimously.

Mr. Fry made a motion to recommend the RFP is reissued with a coffee contract for the city, \$10,000 for tenant improvement, specify the hours, and clarify sign rights as quickly as possible. Mr. Cherniak seconded the motion. The vote reflected seven in favor, and one opposed.

VIII. NEW BUSINESS

No New Business was discussed.

X. OTHER/SUMMARY

There were no other comments.

XI. ADJOURN

Mr. Cherniak made a motion to adjourn. Ms. Hoffman seconded the motion. Meeting adjourned at 1:32pm.

UPCOMING SCHEDULE

The Park City Library Monthly Board of Directors Meeting will be held on Wednesday, November 15, 2017 from 12:00pm until 1:30pm in the Park City Library, Room 201, 1255 Park Avenue, Park City, Utah 84060.