

**THOSE IN ATTENDANCE:**

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

**STAFF IN ATTENDANCE:**

Adriane Herrick Juarez, Library Director; Courtni Parsons, Library Board Secretary; Katrina Kmak, Youth and Spanish Services Manager

**ADDITIONAL ATTENDANCE:**

Blake Fannesbeck, Public Works Director; Kenzie Coulson, Parking and Fleet Manager

**I. ROLL CALL**

Mr. Fry called the meeting to order at 12:02 PM

**II. APPROVAL OF MINUTES**

10/25/17 Minutes: Mr. Brewer made a motion to approve. Ms. Osterhaus seconded the motion, which passed unanimously.

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

Ms. Herrick Juarez provided a tentative timeline from Mr. Weidenhamer regarding the updated RFP that Council approved rereleasing. The RFP will be posted November 20<sup>th</sup> and will close December 4<sup>th</sup>. A shortlist selection process will take place on December 5<sup>th</sup> and interviews will be held December 8<sup>th</sup>. On the 14<sup>th</sup>, the committee will make a recommendation on the vendor. On the 21<sup>st</sup>, Council will go into a public session for public approval. The vendor would be able to occupy the space on January 8, 2018.

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

Ms. Herrick Juarez mentioned that the 2017 Utah State History Conference, at which she presented, received great attendance. She gave a talk on the Park City Library Building and the history that was preserved during the renovation, which received positive comments.

Ms. Herrick Juarez thanked Ms. Parsons, Library Board Secretary, for manually calculating the statistic totals while the spreadsheet's auto-population feature is in the process of being fixed.

**V. FRIENDS OF THE LIBRARY REPORT**

The Friends of the Library Report was not discussed due to the liaison's absence.

**VI. EDUCATION ITEM**

Ms. Kmak reported that she, Ms. Hoffman, and Mr. Griffiths' went to McPolin Elementary and provided information about the Educator Cards that the library offers. The Library saw an influx of these cards issued after this contact was made.

Ms. Kmak showcased a presentation from the Mountain Plains Library Association Conference that the Library Leadership Team (LLT) attended in October 2017. The LLT collected their favorite sessions from the conference and created a slideshow based on what the session entailed and how the Library plans to implement similar programming.

Ms. Kmak stated that she and Ms. Mapp, Adult Services Librarian, presented *Sounding Off: Helping Patrons Find their Voices through Technology* which discussed the YouCreate Lab and what it offers, while exploring what's to come in the future and how to grow with it. She stated many libraries do not have the technology that the Park City Library offers and the Library is fortunate to have these items available for the public.

## **VII. OLD BUSINESS**

Kenzie Coulson, Parking and Fleet Manager, and Blake Fannesbeck, Public Works Director, attended the meeting to discuss details regarding parking in the Library and Mawhinney lots. Ms. Coulson reported that meters have been installed, but will remain unused until further action is pursued. The next step is to implement signage on both lots. The signage template distributed to the Board stated "Two hour parking". The Library Board discussed whether two hours is an adequate amount of time for library patrons.

Mr. Griffiths made a motion to approve the signage as shown to the Board today with the addition of the reference to field use and patrons being able to extend the time. Ms. Osterhaus seconded the motion, which passed unanimously.

Ms. Herrick Juarez gave an update regarding the option of an online fine payment system. She reported that the software needed would be around \$2,000, which currently does not fit in the budget. Aside from cost, there were software compatibility issues and the time needed to implement the system. Ms. Herrick Juarez stated that this possibility could be looked at again in the future.

The Library Board expressed interest in the possibility of removing library fines for overdue items, citing that it may deter patrons from utilizing the library. Ms. Herrick Juarez stated that Council would need to weigh in on the decision to determine how this change would benefit the public. Mr. Fry asked that the possibility be reviewed next spring, to which Ms. Herrick Juarez agreed.

## **VIII. NEW BUSINESS**

No New Business was discussed.

## **X. OTHER/SUMMARY**

Mr. Griffith's inquired about what Ms. Herrick Juarez would like the Board to focus on over the upcoming months. She mentioned that the program *Reading To End Racism* will be held on January 6, 2018 in the coffee shop and the program will need people to read from provided books, as well as an audience to listen. In addition, the Library is starting an inventory process that will be time intensive. She will ask the Library Leadership Team how the Board may provide assistance.

Ms. Herrick Juarez reminded the Board of the upcoming meeting on January 17, 2018, which will last from 12:00pm to 2:00pm and will feature the Annual Report.

## **XI. ADJOURN**

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

## **UPCOMING SCHEDULE**

The Park City Library Monthly Board of Directors Meeting will be held on Wednesday, January 17, 2018 from 12:00pm until 2:00pm in the Park City Library, Room 101, 1255 Park Avenue, Park City, Utah 84060.