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

STAFF IN ATTENDANCE:
Adriane Herrick Juarez, Library Director; Courtni Parsons, Library Board Secretary; Chris Roh, IT/Circulation Manager

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

II. APPROVAL OF MINUTES
02/21/18 Minutes: Ms. Hoffman made a motion to approve with the amendment that her name be added to the Library Fines Workgroup. Ms. Hall seconded the motion, which passed unanimously.

III. COMMUNICATIONS AND DISCLOSURES FROM BOARD, LIAISONS, AND STAFF
Ms. Herrick Juarez distributed instructions regarding the new eBook and eAudio app, Libby. She explained that it is an addition to Overdrive, not a replacement. Instructions are also available on the Park City Library website.

Ms. Herrick Juarez stated that the Lucky Ones Coffee Shop Grand Opening was held on Saturday, March 17th, complete with an official ribbon cutting. Thank you to our Library Board members who were able to attend. She stated the Grand Opening received much support from the community and was attended by Mayor Andy Beerman, and several members of Council.

Ms. Herrick Juarez reported that parking enforcement is going well and that neither the Library nor the Parking Department has received many complaints. She mentioned that library staff has noticed more available parking spaces since the enforcement began.

Ms. Herrick Juarez explained that parking validation passes are given to patrons by Library staff for anyone using the Library building longer than three hours. Renters of the Library meeting spaces are given 25 parking validation passes and asked to park across the street in the Mawhinney lot to ensure parking spaces are available for Library patrons in the main lot.

Mr. Fry recommended that positive feedback should be given to the Parking Department for their assistance and hard work.

Ms. Herrick Juarez reported that Library Board applications will be posted in the newspaper and on the Library website for the next fiscal year. Ms. Herrick Juarez stated that the recruitment will last the month of April and she will verify how many open positions there will be to fill. Applicants need to live in City limits to become a Library Board member.

IV. DIRECTOR’S REPORT AND STATISTICS
Ms. Herrick Juarez thanked the Library Board and Council for their participation in the joint meeting.

V. FRIENDS OF THE LIBRARY REPORT
Ms. Whitworth reported that $2,000 was granted for purchasing new materials as the library draws closer to the end of the fiscal year, when money for purchasing materials often becomes constraint. The Friends of the Library granted $1,000 for Summer Programming for Katrina Kmak, Youth and Spanish Services Manager, and $1,250 to support the Summer Concert Series, which was a successful program last year.
Ms. Whitworth announced that the Fall Author Luncheon will be held on October 10, 2018 (see footnote for date correction). The speaker is Peter Rock, who is coincidentally a former high school classmate of Ms. Herrick Juarez. His book *My Abandonment* was adapted to a movie titled, “Leave No Trace”, which premiered at the Sundance Film Festival in 2018.

VI. EDUCATION ITEM
Ms. Roh gave an update regarding the current inventory process. Inventory was last performed in 2010. Since then, major events have happened such as moving materials in and out of the building during the renovation and new holdings codes have been created for new material collections. By conducting inventory, the Library is able to verify that items in the catalog are accounted for and on the shelf, while also locating items that are out of place. Staff runs reports to provide information regarding missing materials that are then searched for.

Ms. Roh reported that two inventory stations are running through the process concurrently. The first floor is complete. On the second floor, the nonfiction 600's are being completed. In fiction A-P is complete. She expressed how impressed she’s been with staff in this process, as it’s been a great teambuilding experience, while providing knowledge about the collections. Ms. Roh estimated that the Library will conclude the inventory process by the end of April.

Ms. Roh stated that the Library Leadership Team and Ms. Herrick Juarez have met to create the community survey that is currently in the final draft process. They have met with Todd Andersen, Budget and Grants Analyst, who has helped create a survey that is easy to understand and reach as many people as possible when it is released in the upcoming weeks.

Ms. Osterhaus mentioned the Pew Research Center offers information that could help with the survey and agreed to send the resource information to Ms. Roh.

Ms. Worel inquired about whether a hard copy of the survey could be provided to take to the Senior Center to gather their responses. Ms. Roh stated she will look into the possibility of obtaining a hard copy version.

Ms. Whitworth suggested sending it to Friends of the Library members and volunteers in order to reach more people.

Ms. Roh mentioned that a procedure was created that allows Library patrons under 18 to pay fines by completing volunteer tasks within the library instead of paying the replacement costs for lost and damaged materials. The minor would need to fill out the Youth/Teen Volunteer application and have it signed by their guardian. Katrina Kmak, Youth and Spanish Services Manager, handles the applications once submitted. The Friends of the Library have agreed to cover the charges for the replacement of the damaged or lost items.

Ms. Herrick Juarez thanked Ms. Roh for her work on the inventory process and survey and Ms. Osterhaus for her help with inventory. Ms. Herrick Juarez thanked the Friends of the Library for covering the replacement costs for minors volunteering to eliminate their library fines and fees.

VII. OLD BUSINESS
Ms. Herrick Juarez stated that the members of the Library Fines Workgroup had a preliminary meeting. The Workgroup consists of Ms. McNulty, Ms. Osterhaus, Ms. Hall, Ms. Hoffman, and Mr. Brewer.

Ms. Osterhaus stated that information regarding what cardholders and materials generate the most fines is limited and would provide more information to explore if available. Ms. Roh is researching the possibility of compiling this information.

Ms. Hall and Mr. Fry agreed that the Workgroup would want to verify that the final decision would not burden Library staff or be unobtainable due to technological restraints.

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1 The Fall Author Luncheon will be held on October 17th, 2018.
Ms. Herrick Juarez proposed the idea of inviting Peter Bromberg, Salt Lake City Library Director, to talk with the Board, since the Salt Lake City Public Library recently eliminated fines. Ms. Herrick Juarez stated she will look into the possibility of conducting the May Library Board Meeting at the Kamas Branch Library followed by a meeting with Mr. Bromberg and the Summit County Library Board, who are also discussing the trend in libraries of eliminating fines.

VIII. NEW BUSINESS
No New Business was discussed.

X. OTHER/SUMMARY
There were no other comments.

XI. ADJOURN
Ms. Hoffman made a motion to adjourn. Ms. Hall seconded the motion. Meeting adjourned at 12:47 PM.

UPCOMING SCHEDULE
The Park City Library Monthly Board of Directors Meeting will be held on Wednesday, April 18, 2018, from 12:00 PM until 1:30 PM in the Park City Library, Room 201, 1255 Park Avenue, Park City, Utah 84060.