

THOSE IN ATTENDANCE:

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

STAFF IN ATTENDANCE:

Adriane Herrick Juarez, Library Director; Christine Roh, Circulation & IT Manager; Brinnah Schmidt, Acting Library Board Secretary

I. ROLL CALL

Ms. Osterhaus called the meeting to order at 12:00 PM.

Ms. Osterhaus called for an introduction of Board Members for the newest member, Brynn Bateman Louis.

Ms. Herrick Juarez noted the absence of Courtni Parsons, Library Board Secretary, and announced the birth of Courtni's son Archer.

Ms. Osterhaus called for a Nomination for Chair. Ms. Schloesser nominated Jane Osterhaus to serve as Library Board Chair for FY19 and Ms. Hoffman seconded the motion, which passed unanimously.

Ms. Osterhaus opened the floor for nominations for Vice-Chair. She stated that the Vice-Chair presides when the Chair is absent from a Board Meeting. The Vice-Chair must be eligible to remain on the Board for the following year and be willing to serve as Library Board Chair the following year. Mr. Cherniak made a motion to approve Sarah Hall as Vice-Chair for Fiscal Year 2019 and Ms. Hoffman seconded the motion, which passed unanimously.

II. APPROVAL OF MINUTES

06/20/18 Minutes: Ms. Hall made a motion to approve. Mr. Cherniak seconded the motion, which passed unanimously.

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

Ms. Osterhaus inquired about the upcoming year's Board Meeting Calendar, specifically the November Board Meeting being the day before Thanksgiving and asked about the possibility of moving the meeting to November 14, 2018. A public notice must be put out for the date change. It was agreed and decided that this change will take place to create the most potential for participation by the Board and public.

Ms. Herrick Juarez stated that, in addition, a public notice will be posted for the shortened October Board Meeting, which will be held prior to the Friends of the Library Luncheon at Deer Valley on October 17 at 11:00am.

Ms. Herrick Juarez reported that the Library received results from the Community Survey. Ms. Osterhaus is working with the Library Leadership Team on the results. A report will come out when the statistical results are analyzed.

Ms. Herrick Juarez thanked the Board Members who attended the Fine Free presentation with Peter Bromberg, Director of the Salt Lake City Public Library. The Library Board held a brief discussion on their impressions of Mr. Bromberg's Fine Free Presentation. Ms. Louis agreed to replace Jerry Brewer on the Fine Free Sub-Committee, which will meet next month.

Ms. Schloesser mentioned how exciting everything is outside the library due to the Music on the Patio Program. Ms. Herrick Juarez stated that the summer had a bustling schedule and mentioned the updated curbside signage. Ms. Worel inquired if the sign base was rebuilt and Ms. Herrick Juarez stated that it was not. Ms. Hall mentioned that the project was done without having to go to Planning Commission for approval, as it was just an update.

IV. DIRECTOR'S REPORT AND STATISTICS

Mr. Cherniak inquired about the Director's Report regarding a presentation about homelessness by the Volunteers of America (VOA) for Park City Library Staff. Mrs. Herrick Juarez mentioned that the Library had not had many incidents with homelessness, but had seen increasing mental health issues. She stated that the Salt Lake City Public Library has 300-400 homeless people a day. The VOA work with the Salt Lake City Public Library to build relationships with this population and provide them with resources. The VOA offered a wealth of information in their presentation on how to handle situations that may arise. Ms. Herrick Juarez mentioned that the MARC staff also serves this demographic and had some of their staff members attend the presentation by the VOA at the Library for educational purposes. She mentioned that the Library will put a resource list together on the Library website. Mr. Cherniak inquired about people spending all day in the building and if this is happening. Mrs. Herrick Juarez replied in the affirmative.

Mr. Griffiths inquired about how the conversation came up regarding homelessness. Mrs. Herrick Juarez replied that staff had questions about how to deal with certain situations. She stated that the Library was being proactive as our population grows.

Ms. Herrick Juarez reported on the new Community Engagement Assistant full-time position. She stated that interviews were held and Jodie Peatross was promoted in this role from part-time to full-time.

V. FRIENDS OF THE LIBRARY REPORT

Ms. Whitworth reported that the Friends of the Library (FOL) approved funds for four more patio concerts, due to popularity of the program and the benefits it has had for the Lucky Ones Coffee Shop.

Ms. Whitworth mentioned a request for a \$500 wireless microphone from Library staff. She mentioned the request would be filled if the money was not coming from other Library funds. Mrs. Herrick Juarez mentioned that there are no specific Library funds for items of this kind, but that it could be covered from the Library general budget, which is provided by the City for such purposes.

Ms. Whitworth stated that the FOL are taking membership renewals. The checks that have already been received are taking time to deposit, due to a change in the FOL Treasurer position.

VI. EDUCATION ITEM

Ms. Roh reported that she finished up the fine-reports for the Board and reviewed these during the meeting. She mentioned that she is currently reviewing all the card types and explained the different types of cards.

Ms. Roh explained that there are about 80 different types of materials holdings codes. She explained the fine structures in the library and the 3 day grace period for certain items in the collection.

Ms. Roh presented the Fiscal Year 2017 accrued and paid fines by card type. She explained the different card types and the specific card types that require a fee.

Ms. Roh stated that a friendly reminder is sent by text or email to the patron a day before an item is due. A text or email is also sent when an item is overdue at two and four weeks. A final overdue notice is sent out on the sixth week by paper-mail, with a notice of the cost of replacement for the item. Once the patron has reached a fine threshold of \$25, their account is blocked.

Ms. Roh mentioned that she will be attending a conference put on by our circulation software provider. She looks forward to seeing their client-based applications.

Ms. Herrick Juarez is working with Ms. Roh on streamlining and simplifying the number of library cards and processes. They looked at examples from the Grand County Library, which went "Fine Free" and implemented a 2-item card that does not require proof of residency, a barrier to getting a library cards for certain groups.

VII. OLD BUSINESS

N/A

VIII. NEW BUSINESS

Library Board Training was conducted through a review of the Fiscal Year 2019 Trustee Handbook. The Handbook was sent out electronically and was displayed on the screen during the meeting.

X. OTHER/SUMMARY

Mrs. Hall congratulated Katrina Kmak on the kids programs and mentioned her previous City Employee of the Year Award.

Mrs. Herrick Juarez mentioned Jhezabeth Lozano resigned as the Youth & Spanish Services Library Assistant. She will be moving out of state for a teaching position.

XI. ADJOURN

Mr. Cherniak made a motion to adjourn the meeting. Ms. Louis seconded the motion. Meeting adjourned at 1:35 PM.

UPCOMING SCHEDULE

The Park City Library Monthly Board of Directors Meeting will be held on Wednesday, August 15, 2018, from 12:00 PM until 1:30 PM in the Park City Library, Room 201, 1255 Park Avenue, Park City, Utah 84060. There will be a Fine Free Sub-Committee Meeting at 11:00 in room 201.