

THOSE IN ATTENDANCE:

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

STAFF IN ATTENDANCE:

Adriane Herrick Juarez, Library Director; Courtni Norman, Library Board Secretary; Kate Mapp, Adult Services Manager

I. ROLL CALL

Ms. Osterhaus called the meeting to order at 12:02 PM.

II. APPROVAL OF MINUTES

1/16/19 Minutes: Mr. Fry made a motion to approve. Ms. Bateman Louis seconded the motion, which passed unanimously.

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

Ms. Herrick Juarez distributed the new spring events newsletter brochure to Board Members, which was reformatted and created by Kate Mapp, Adult Services Manager, Katrina Kmak, Youth and Spanish Services Manager, and Becca Lael, Community Engagement Manager. The brochures are distributed to patrons in the Library and during outreach events.

Ms. Herrick Juarez provided an update in regards to the garbage left during the Sundance Film Festival tent removal. Ms. Herrick Juarez stated that Ms. Lael paid attention to this area during the tent removal, however, it snowed shortly after the tent was deconstructed, which made Ms. Lael unable to fully observe the cleanup status. Ms. Lael reported that as the snow melts in the spring, the Library will observe the area and inform the Maintenance Department of any areas that need to be cleaned up. This feedback was given to the City's Special Events Department.

Ms. Herrick Juarez shared a comment card from a visiting librarian from Minnesota that read, "Jealous! Money well spent".

Ms. Herrick Juarez reported that we are on the agenda to provide the Library's Annual State Report to City Council on February 28th. She will share the agenda as she receives it and asked that Board Members attend if possible.

Ms. Herrick Juarez inquired about the possibility of a meet and greet between the Library Board Members, Friends of the Library Members and Library staff. The Board Members decided an April meeting would be the best timeframe. An invitation with more information will be extended to all Library Board and FOL Board Members.

Ms. Herrick Juarez mentioned that she and Dan Compton, Summit County Library Director, have been involved in a number of public interviews to discuss going Fine Free. They will be on KPCW Friday, February 22nd at 8:15 AM. Promotional videos have been posted to social media to promote the new policy.

Ms. Herrick Juarez stated that the Library is looking into the possibility of purchasing an automated sorter, an item originally desired during the renovation. The addition of an automated sorter would save 40 hours of staff time per week, allowing time for staff members to complete other essential duties. Due to the advancement of technology, the cost of the sorter has dropped. She stated that by possibly collecting funds from various places, such as partial payment from the Friends of the Library, the Library Foundation, and Library's budget, among others, there is a possibility of purchasing the sorter. There is a mandatory maintenance fee of \$10,000 a year after the first two years for which the Library will have to request as a future budget increase from the City. However, there is no guarantee this will be granted. The Board felt confident there would be possibilities for acquiring these funds even if they were not granted by the City, and that the sorter is worth pursuing.

Ms. Osterhaus announced that she, Ms. Worel, and Ms. Herrick Juarez attended a Social Equity Workshop last week, also attended by approximately 25 other people from City Council, Holy Cross Ministries, and other Boards and Commissions. The workshop served to

help people discuss the topic of social equity, including possible definitions and various parameters regarding it. Ms. Osterhaus stated it was helpful to consider social equity when considering Library policies.

Ms. Worel stated that the Community Foundation created an advisory committee of approximately 18 people to create a working definition of Social Equity for the city, as well as promote a common understanding. The committee should have a definition by March and a strategic plan by October.

IV. DIRECTOR'S REPORT AND STATISTICS

Ms. Hoffman inquired about the increase in attendance at teen programming and the decline of adult programming and attendance last month. Ms. Herrick Juarez will check with Katrina Kmak, Youth and Services Manager, and report back to the Board. However, she noted that Ms. Kmak focused efforts on many outreach programs last month, which served to inform youth in the area of programs held at the Library.

Ms. Mapp commented that there were several reasons for the attendance and programming statistics being down in January, stating that January is often the lowest month for attendance. Reasons include Ms. Mapp minimizing adult programming while she was on maternity leave and the Sundance Film Festival occupying the building. Ms. Mapp also commented that the One Book, One Community Event was held in January 2018, which explains the high attendance number compared to the January 2019 statistics.

Ms. Osterhaus commented on the additions in the Park City Room, such as the puzzle table and display case of historic items, which have added to the appeal.

Ms. Herrick Juarez stated that she enjoyed the American Library Association Midwinter Conference. She presented on a national stage with several library podcasters. She stated that there were many sessions about the topic of social equity and how to provide communities with what they need and make information and resources free and accessible to all.

V. FRIENDS OF THE LIBRARY REPORT

Ms. Whitworth stated that the Friends of the Library approved approximately \$1,200 to purchase a movie license for the next three years that allows the Library to show movies for programs. Five thousand dollars was approved to supplement the collection budget.

Ms. Herrick Juarez stated that a request will be made soon for partial funds to purchase the automated sorter.

VI. EDUCATION ITEM

Kate Mapp, Adult Services Manager, attended the meeting to discuss the topics of weeding and the book leasing.

Ms. Mapp stated that there are many misconceptions about weeding and that it's important to be transparent about what happens when the Library weeds materials. She shared the definition of weeding, which describes it as "the removal of library materials in a systematic and deliberate way". Weeding allows the library to provide current materials while also making room for the purchasing of additional material. Each library chooses their specific weeding parameters, based on the collection and the needs of the community. Ms. Mapp stated that she weeds around 10% of the collection annually, and runs reports for books that haven't circulated or used in-house in five or more years, or haven't checked out more than two times since being added to the collection, five or more years ago.

Ms. Mapp explained that the option of book leasing allows the library to be supplied with multiple copies of popular items to fulfill the demand, but allows the library to return materials once the demand is gone. This process also alleviates the back end processes and time that staff would spend running reports, pulling, deleting, and discarding the items. She stated that the Friends of the Library sponsored book leasing for the Rapid Reader Collection, which focuses on high demand items.

Ms. Bateman Louis inquired about the possibility of book leasing being used to purchase items for local book clubs. Ms. Mapp stated that the State Library has a database called Book Buzz with over 150 titles and access to "book club kits", available to any book club

group. The Park City Library also currently provides a Book Club Collection, which features several copies of over 25 titles that local book clubs can utilize.

VII. OLD BUSINESS

No Old Business was discussed.

VIII. NEW BUSINESS

Ms. Herrick Juarez provided Board Members with a packet including a Two-Item Courtesy Checkout Procedure, check-out spreadsheet, and application; Ms. Herrick Juarez stated that a survey was included, as requested by Ms. Osterhaus, for statistical purposes. Ms. Herrick Juarez stated that the point of contact with staff is when the staff member can determine whether the patron is eligible for this card type and the circumstances surrounding their eligibility. Patrons must provide photo identification of some sort and two of three means of contact.

Mr. Fry made a motion to run the Two-Item Courtesy Checkout Pilot Program for three months with staff using their best judgement to answer the survey based on their conversation with the patron. Ms. Hoffman seconded the motion. The majority carried the motion to approve the Two-Item Courtesy Checkout Pilot Program for a three month period.

X. OTHER/SUMMARY

No other business was discussed.

XI. ADJOURN

Mr. Fry made a motion to adjourn the meeting. Ms. Hall seconded the motion. Meeting adjourned at 1:46 PM.

UPCOMING SCHEDULE

The Park City Library Monthly Board of Directors Meeting will be held on Wednesday, March 20, 2019, from 12:00 PM until 1:30 PM in the Park City Library, Room 201, 1255 Park Avenue, Park City, Utah 84060.