

THOSE IN ATTENDANCE:

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

STAFF IN ATTENDANCE:

Adriane Herrick Juarez, Library Director; Courtni Norman, Library Board Secretary; Christine Roh, IT/Circulation Services Manager

I. ROLL CALL

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

II. APPROVAL OF MINUTES

3/20/19 Minutes: Mr. Fry made a motion to approve. Ms. Hoffman seconded the motion, which passed unanimously.

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

Ms. Herrick Juarez stated that Council Member Becca Gerber took pictures of the sensory checkout kits at the Telluride Library in Colorado, and a sensory station that featured various toy bins for children to play with. This is a wonderful example of Passive Programming, in which patrons may come and play without needing supervision by library staff. The pictures were shared with Katrina Kmak, Youth and Spanish Services Librarian, who set a goal to implement a similar idea.

Ms. Herrick Juarez mentioned that the Library Board, Friends of the Library, and Library Staff Meet-and-Greet has been moved to the Community Room on the third floor, to better accommodate attendees.

Ms. Osterhaus announced that Ms. Herrick Juarez was nominated for the Distinguished Service Award by the Utah Library Association, for her work on the Library Leadership Podcast. Ms. Schloesser was nominated for the Special Services Award for her efforts on the Tile Mural Wall.

Ms. Worel stated that she started a six-week series of Ukulele Classes at the Library. The class is currently closed for enrollment but has proved to be very popular and should be relaunched again this summer.

Mr. Griffiths thanked Ms. Kmak and Bianca Carrasco, Youth and Spanish Services Library Assistant, who worked together to create a Dual Language Immersion Flier that was distributed to community members.

IV. DIRECTOR'S REPORT AND STATISTICS

Ms. Whitworth stated that the Friends of the Library approved a partial payment towards the purchase of an Automated Sorter, approximately \$15,000. She mentioned that funds were given by the Library Foundation and the account was then closed due to inactivity.

Ms. Schloesser thanked Ms. Herrick Juarez for clarifying details surrounding the Library Foundation. She made a recommendation to mention that funds were collected from Tile Mural Wall purchases when doing publicity to announce the addition of the Automated Sorter. Ms. Herrick Juarez expressed gratitude for these funds and stated that the purchase of the sorter wouldn't be possible without support and funding from the Friends of the Library, Library Foundation, and the Tile Mural Wall.

Ms. Schloesser reported that there are currently eight tiles ready to be printed, which leaves two spots remaining in order to be sent to the printer.

Ms. Herrick Juarez mentioned that the Salt Lake City Library Leadership Team visited the Park City Library for a tour and had a meeting with the Park City Library Leadership Team. They were very complimentary of the building and the work being done.

Mr. Griffiths inquired about possible initiatives the Salt Lake City Library is currently working toward. Ms. Herrick Juarez responded that they are implementing a new strategic plan, which is becoming shorter because of the frequent changes. She will be interviewing the Salt Lake City Library Associate Director on the Library Leadership Podcast about this in an upcoming episode.

Ms. Osterhaus stated that she is happy to see Park City on the online map of libraries that have become Fine Free.

Ms. Herrick Juarez gave a reminder that there are two Library Board vacancies, due to the terms being up for two Board Members. Board Members who are eligible for a second term may reapply when they are interested in continuing to serve.

V. FRIENDS OF THE LIBRARY REPORT

Ms. Whitworth reported that \$2,400 was approved to continue the Music on the Patio concert series this year. She mentioned that this program makes a huge difference for the Lucky Ones Coffee Shop and the atmosphere of the entire Library, stating it is money well spent.

Ms. Whitworth mentioned that flower pots will be purchased again, approximately \$200 will come from funds from a defunct Garden Group Fund the Friends of the Library have access to, and the Library will cover the rest of the cost. The floral arrangements, purchased initially last year, are planted and placed in pots on the Coffee Shop patio when the plants are in full bloom. Lucky Ones Coffee Shop is in charge of maintaining and watering the flowers.

VII. OLD BUSINESS

Ms. Bateman Louis mentioned that she noticed the parking service cars relocated to the far side of the Library Parking Lot. Ms. Herrick Juarez stated that the City's Parking Department has been notified and will continue to enforce both parking lots.

VIII. NEW BUSINESS

Ms. Herrick Juarez presented the Internet and Electronic Use Policy that needs to be reviewed and reapproved regularly for state accreditation. This policy was sent to the Legal Department for review, which made various wording change suggestions. The Library Board reviewed and made various grammatical changes.

Ms. Schloesser made a motion to approve with amendments. Mr. Fry seconded the motion, which passed unanimously.

Ms. Herrick Juarez and Ms. Osterhaus will sign a letter of approval and submit it to the state.

VI. EDUCATION ITEM

Christine Roh, IT/Circulation Manager, attended the Library Board Meeting to provide a recap of her experience at the Computers and Libraries Conference, a conference that focuses on library technology and innovation. Ms. Roh has attended this Conference in the past and has continued to attend every three to five years.

Ms. Roh stated that the website redesign project will begin again around the start of the next fiscal year, in approximately July 2019. In preparation for this project, Ms. Roh attended many sessions on the topic of digital presence, website redesign, and content management systems. Library websites are unique to libraries and have specific technological needs to operate successfully. Ms. Roh met with several vendors to discuss compatibility with the Library's current Integrated Library System (ILS), Tech Logic. She stated that the most useful session explained the step-by-step process of redesigning a website. Ms. Osterhaus inquired about the timeframe for this project. Ms. Roh stated that the estimated timeline is between one year and 18 months.

Ms. Whitworth inquired about whether the funds for the website redesign would be built into next year's budget? Ms. Herrick Juarez stated that a quote for the redesign would be needed, which would need to go through a budgeting process with the City.

Ms. Roh also attended a session on the topic of website engagement, which discussed usability and the importance of colors, fonts, and additional features. Other sessions included creating a safe internet and online presence and gaming in libraries. She mentioned that some libraries are using gaming for training, role playing, and teaching stress management skills.

Ms. Schloesser thanked Ms. Roh for working on the Library website and continuing to make changes that enhance the usability and appearance.

X. OTHER/SUMMARY

Ms. Hall inquired about the need to revise by-laws for voting in new Board Members. The Library Board and Ms. Herrick Juarez clarified the procedure as advised by the Legal Department and will have reapplying applicants step out during the review and voting process.

XI. ADJOURN

Ms. Hall made a motion to adjourn the meeting. Mr. Fry seconded the motion. Meeting adjourned at 1:02 PM.

UPCOMING SCHEDULE

The Park City Library Monthly Board of Directors Meeting will be held on Wednesday, May 15, 2019, from 12:00 PM until 1:30 PM in the Park City Library, Room 201, 1255 Park Avenue, Park City, Utah 84060.