

THOSE IN ATTENDANCE:

Jane Osterhaus, Chair; Sarah Hall, Vice Chair; 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 **EXCUSED:** John Fry

STAFF IN ATTENDANCE:

Adriane Herrick Juarez, Library Director; Courtni Norman, Library Board Secretary; Angela Arreche, Technical Services Manager

I. ROLL CALL

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

II. APPROVAL OF MINUTES

4/17/19 Minutes: Ms. Bateman Louis clarified that the transportation drivers park in the far side of the lot, not across the street in the Mawhinney lot. Ms. Whitworth clarified that the Friends of the Library are funding \$200 of the flower pots for the patio, the rest of which will be paid for by the Library.

Mr. Cherniak made a motion to approve with amendments. Ms. Bateman Louis seconded the motion, which passed unanimously.

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

Ms. Herrick Juarez stated that Courtni Norman, Circulation Team Lead and Library Board Secretary, has resigned and that it is her last day. Ms. Norman will work at the Library as a Substitute and continue handling Library Board duties during the transition.

Ms. Herrick Juarez thanked everyone who was able to attend the Library Staff/Library Board Member/Friends of the Library Meet-and-Greet. Attendees participated in an enjoyable and explorative "Libraries of the Future" brainstorming session.

Ms. Herrick Juarez stated that the Library is on the Council Agenda on Thursday, June 27th for FY20 Library Board appointments. She encouraged all Board Members to attend. The agenda will be announced the previous Monday with times.

Ms. Herrick Juarez mentioned that the Utah Library Association Conference (ULA) is being held May 15-17, stating that several Library staff members will be attending. Ms. Herrick Juarez and Ms. Schloesser will be attending and receive awards.

Ms. Herrick Juarez announced that the City is incorporating an initiative that includes employing individuals with diverse abilities. As part of this initiative, the City posted a Library Services Assistant position, with preference given to applicants with Neurodiversity.

Ms. Herrick Juarez stated that she met with Diane Foster, City Manager, and the City's Legal Department, in regards to the Automated Sorter. Christine Roh, IT/Circulation Services Manager, is currently collecting bids for the report that will be submitted to City Council. The report will include the mandatory preventative maintenance costs and the need for these yearly funds.

Ms. Herrick Juarez reported that additional bicycle racks are being installed outside the Library building. She also reported that the Summer Ukulele Class is full.

Mr. Griffith's mentioned that he has been in communication with David Bieber, PandoLabs Director, and Jonathan Weidenhamer, at the City, about the option of expanding the YouCreate Lab and adding additional machinery and technology equipment. Ms. Herrick Juarez stated that Kate Mapp, Adult Services Manager, has also been in communication with them about this possibility. Ms. Mapp is currently waiting to hear back about setting up a time to meet.

Ms. Hall inquired about the passive programming project in the Children's area. Ms. Herrick Juarez stated that Katrina Kmak, Youth and Spanish Services Manager, has a goal to implement a collection of toys for passive programming.

IV. DIRECTOR'S REPORT AND STATISTICS

Ms. Herrick Juarez described the newly purchased Cricut and Shooting Tent equipment. The Cricut allows users to cut lettering and shapes from various materials such as stickers, vinyl, and more. The Shooting Tent allows users to take still life photos of objects in a photography tent station with lighting.

Ms. Schloesser expressed excitement that electronic materials statistics are up for e-content such as eBooks and eAudiobooks.

V. FRIENDS OF THE LIBRARY REPORT

Ms. Whitworth stated that no monetary requests were approved.

Ms. Whitworth mentioned that the verbiage on the Friends of the Library Membership Form was changed to a ski theme, with the colors of ski runs being used to describe the levels and fees of membership. The membership price starts at "Green", for \$25. The cost goes up to \$500 for the "Ski Patrol" level. Ms. Whitworth distributed the updated forms and encouraged Board Members to sign up. She clarified that the membership is not on an auto renewal system, which means members will need to reapply yearly. The Membership Form is available on the Library Website and allows a payment option. Friends of the Library Members get first access to the Annual Labor Day Book Sale.

Ms. Bateman Louis stated that an additional benefit could be to give Members a sticker that shows their support. Ms. Whitworth expressed interest in the idea and will follow up. She encouraged others who have ideas to share them.

VII. OLD BUSINESS

Ms. Schloesser stated that she has 10 tiles to take to the printer. The company stated printing is estimated between four and six weeks; however, printing has not taken this long in the past and Ms. Schloesser doesn't expect it should.

VIII. NEW BUSINESS

Ms. Herrick Juarez announced the new Library Board Appointments Procedure. A vote will not be needed, as it is not a policy, but encouraged Board Members to review and give comments or corrections. This procedure will be added to the Trustee Handbook in July. Ms. Hall thanked Ms. Herrick Juarez for creating this procedure to clarify the process.

Ms. Osterhaus announced the Board would consider a motion to close the meeting to discuss the character or professional competence of an individual.

Mr. Cherniak made a motion to close the meeting to discuss the character or professional competence of an individual. Ms. Bateman Louis seconded the motion, which passed unanimously. Closed session began at 12:36 PM.

Mr. Cherniak made a motion to exit the closed session. Ms. Hall seconded the motion, which passed unanimously. Closed session ended at 12:52 PM.

Ms. Hall made a motion to nominate Kristy Hoffman to Council for reappointment. Mr. Griffiths seconded the motion, which passed unanimously.

Ms. McNulty made a motion to nominate Bill Humbert to Council for the available Library Board Member seat. Ms. Hall seconded the motion. The motion passed with five in favor, two opposed.

Ms. Herrick Juarez congratulated Ms. Hoffman, who will be recommended to Council for reappointment.

Ms. Herrick Juarez presented the Damaged Item Policy. Ms. McNulty made a motion to approve with amendments to capitalize "Claims Returned" throughout the document, and clarify that "Beyond three months, there are no refunds for lost materials." Ms. Hall seconded the motion, which passed unanimously.

Ms. Herrick Juarez presented the Health and Safety Policy. Ms. Hall made a motion to approve the Health and Safety Policy with the amendment of the title change to Health and Cleanliness Policy. Ms. Bateman Louis seconded the motion, which passed unanimously.

VI. EDUCATION ITEM

Angela Arreche, Technical Services Manager, conducted a tour of the Park City Room.

X. OTHER/SUMMARY

No other business was discussed.

XI. ADJOURN

Mr. Cherniak made a motion to adjourn the meeting. Ms. Hoffman seconded the motion. Meeting adjourned at 1:26 PM.

UPCOMING SCHEDULE

The Park City Library Monthly Board of Directors Meeting will be held on Wednesday, June 19, 2019, from 12:00 PM until 1:30 PM in the Park City Library, Room 201, 1255 Park Avenue, Park City, Utah 84060.