

THOSE IN ATTENDANCE:

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

STAFF IN ATTENDANCE:

Adriane Herrick Juarez, Library Director; Courtni Norman, Acting Library Board Secretary; Kate Black, Circulation Team Leader; Kate Mapp, Adult Services Manager

I. ROLL CALL

Ms. Hall called the meeting to order at 12:03 PM.

II. APPROVAL OF MINUTES

07/17/19 Minutes: Ms. Osterhaus made a motion to approve. Mr. Cherniak seconded the motion, which passed unanimously.

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

Ms. Herrick Juarez mentioned that it is the first day of notetaking for Kate Black, Circulation Team Leader, who will be taking over Library Board Secretary Duties in coming months.

Ms. Herrick Juarez gave an update regarding the new Eligibility policy. It is being reviewed by the Legal Department and will be moved to September's meeting.

IV. DIRECTOR'S REPORT AND STATISTICS

Ms. Herrick Juarez had a few highlights to share with the Library Board, including the news that Katrina Kmak, Youth and Spanish Services Manager, gave birth to a baby boy on July 29. Thank you to all staff members who have been filling in on her duties while she is on maternity leave.

Ms. Herrick Juarez highlighted that in addition to the Library Parking Lot being resurfaced in July, the Streets Department said they will add an ADA stall to the Mahwinney Parking Lot across the street when that is next resurfaced.

Ms. Herrick Juarez highlighted the Reflections in Nature Art Reception. She expressed thanks to the Friends of the Library (FOL) for sponsoring refreshments, and to Becca Lael, Community Engagement Manager, and Kate Mapp, Adult Services Manager, who both worked on the Opening Reception.

Ms. Herrick Juarez noted that the Technical Services Department experienced some down time last month due to system software upgrading. Angela Arreche Dohanos, Technical Services Manager, and Chris Roh, IT & Circulation Services Manager, worked to get the system back up and running.

Ms. Herrick Juarez mentioned that Spanish Services programs spearheaded by Bianca Carrasco, Youth and Spanish Services Library Assistant, have had good participation. The Spanish collection usage is going up. Thanks to a Council Grant, the Library has been able to purchase more Spanish materials, which is aiding in this uptick.

Ms. Herrick Juarez drew attention to July's Library Statistics, as an error was caught recently. This error caused the formulas to double the numbers on the reported circulation of electronic items. Ms. Herrick Juarez noted that since this error was caught, we will have the correct numbers going forward.

V. FRIENDS OF THE LIBRARY REPORT

Ms. Whitworth gave the update of three approved requests: \$600.00 for Fall Art Shows and Wasatch Back Local Author Night; \$500.00 for new Adventure Motorcycle/Biking Maps, which is projected to be very popular in the Park City community; and \$150.00 for advertising in the Park Record newspaper.

Ms. Whitworth also gave updates about the Annual Labor Day Book Sale. The sale starts the Friday before Labor Day weekend, when volunteers unpack boxes of books in the Community Room, Meeting Room 301, and the Santy Auditorium. Any help from volunteers from 9:00 AM until 3:00 PM on August 30 will be greatly appreciated, as the books need to be organized and displayed. Ms. Whitworth mentioned that the FOL Membership Drive is still ongoing if prospective members would like the membership form. A special thanks was given to Ms. Mapp and Ms. Lael for help with logistics and tech, such as posters, tickets, and other items. The Book Sale runs from 10:00 AM to 2:00 PM on Monday, September 2, and clean-up will begin promptly at 2:00 PM. All books must be boxed up before they can be moved. Ms. Whitworth mentioned if anyone is willing to volunteer, they could be of use during clean-up.

VII. OLD BUSINESS

No Old Business was discussed.

VIII. NEW BUSINESS

Ms. Herrick Juarez gave an update about Service Point Streamlining at the Library. A community survey was done, and the feedback included the public wanting more programs and services. In response, the Library is streamlining service points to provide the best service. The Library Leadership Team evaluated having a second floor Information Desk (where patrons could check out keys to study rooms and meeting rooms), a first floor Information Desk, and a Check-In desk. The Library Leadership Team observed times when the second floor Information Desk was staffed; but because staff might be completing tasks away from the desk when the desk was not active, there was no interaction with patrons. Ms. Herrick Juarez mentioned that we received feedback that patrons may walk past the first floor Information Desk to get to the second floor Information Desk and find it unattended. Ms. Herrick Juarez said that we want to place staff where they can be most accessible to the public.

Ms. Herrick Juarez outlined the new service model, which includes two staff members at the first floor Information Desk, and one person on the first floor Check-In desk. The second Information Desk staff member will be a "roaming" position, covering the second floor. The Library will be staffing more at high-peak times, and less at low-peak times.

Ms. Herrick Juarez mentioned that it will likely be an adjustment for patrons who already know to go to the second floor desk for study and meeting room check in. Ms. Mapp has purchased a watch that the staff members wear which will buzz when a patron presses a connecting button on the second floor. All service points include radios.

Ms. Herrick Juarez spoke to this new model being more flexible. During the transition period, we will be remaining mobile to help guide patrons. Signage has been put up for patrons, and Library staff have been adjusting and retraining.

VI. EDUCATION ITEM

Ms. Mapp gave updates about the Adult Services Department, including the conclusion of the 2019 Summer Reading Challenge. The Summer Reading Challenge is a national program designed to fill the period between school letting out for summer and starting again in the fall, for both adults and children. Last year, 79 kids and teens and 39 adults signed up for the Summer Reading Program at the Park City Library. This year, 186 kids and teens and 62 adults signed up.

Ms. Mapp cited increased marketing and funding from the Friends of the Library in helping to offer successful programs.

Ms. Mapp talked about partnering with local community organizations, such as: the Park City Film Series to offer International Films throughout the summer; Mountain Town Music for Music on the Patio; the Red Cross for Blood Drives; and the MARC for Yoga on the Patio. Ms. Mapp also mentioned the success of The Next Chapter Book Club for adults with disabilities.

Ms. Mapp gave updates about Autumn at the Library, detailing programs in the fall brochure. Programming includes the Utah Humanities Book Festival and the Annual Wasatch Back Local Author Night. At the Local Author Night, five local authors will be showcased. This program will include 10 minutes of speaking time per author, followed by a panel and Q&A. A reception will follow, sponsored by the Friends of the Library.

Ms. Mapp spoke about the upcoming Art Shows at the Library, which happen once a quarter. Ms. Mapp mentioned that this is the third year that the Library has been offering these Art Shows. Ms. Mapp and Ms. Lael, who also puts on the program, have the foundational knowledge to expand and offer receptions and post-card advertising to go along with the shows.

Ms. Whitworth asked if advertising might be done in Coalville or Kamas to promote the Utah Humanities Book Festival Event, "The Last Cowboys". The author and book have a local connection of interest in those communities.

Ms. Mapp made a quick mention of the film screening for "Common Ground". The Library worked with the woman who produced this film before; we are pleased to host this screening.

Ms. Herrick Juarez extended thanks to Ms. Mapp, who recently completed an upgrade to the Soundbooth in the YouCreate Lab. The egg crate-style foam on the walls has been replaced with carpeted sound-dampening walls, which are much harder to damage.

X. OTHER/SUMMARY

None.

XI. ADJOURN

Ms. Hall made a motion to adjourn the meeting. Ms. Osterhaus seconded the motion. Meeting adjourned at 12:57 PM.

UPCOMING SCHEDULE

The Park City Library Monthly Board of Directors Meeting will be held on Wednesday, September 18, 2019, from 12:00 PM until 1:30 PM in the Park City Library, Room 201, 1255 Park Avenue, Park City, Utah 84060.