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

STAFF IN ATTENDANCE:
Adriane Herrick Juarez, Library Director; Kate Black, Library Board Secretary; Christine Roh, Circulation & IT Manager

I. ROLL CALL
Ms. Hall called the meeting to order at 12:00 PM.

II. APPROVAL OF MINUTES
02/19/20 Minutes: Ms. Osterhaus made a motion to approve the minutes. Mr. Fry seconded the motion, which passed unanimously.

III. COMMUNICATIONS AND DISCLOSURES FROM BOARD, LIAISONS, AND STAFF
Ms. Herrick Juarez gave updates regarding the success of the Library during the time of closure, saying the librarians are still busy, e-content is booming, and the Library launched a remote library card application process.

IV. DIRECTOR’S REPORT AND STATISTICS
Ms. Herrick Juarez made a note regarding the statistics in this month’s packet: there are 2 tables, the first is pre-closure stats and the second is post-closure virtual stats, including views for virtual storytimes. The State Library is currently coaching libraries on how to report these numbers for the Annual Report.

Ms. Bateman Louis inquired as to how we are going to sanitize library items as they are returned. Ms. Herrick Juarez said that we were already sanitizing returned items before the closure, and staff was sanitizing everything in the building on a set schedule. Since the closure, the Facilities department has deep cleaned the Library and shampooed the carpets. When the Library re-opens, a plan will be put in place regarding returned items. This may entail quarantining materials for a certain amount of time, and/or asking people to keep their items a bit longer and extending due dates.

Ms. Schloesser asked if the book drop was still open, to which Ms. Herrick Juarez responded that the bookdrop is closed and no one is able to physically return items at this time.

V. FRIENDS OF THE LIBRARY REPORT
Ms. Hall gave the Friends of the Library report, as Ms. Whitworth was unable to attend. For February, the Friends of the Library approved $2,400 for Music on the Patio, $800 for patio flowers, and $500 to help fund the celebration for the 5 year anniversary of the Library remodel and opening. For March, they approved $5,000 for the collection fund, $250 for guinea pig supplies, and $500 for a button maker for youth programs. For April, they approved an additional $2,000 for the e-materials collection, which is in demand due to the Library closure. Ms. Herrick Juarez extended gratitude for the help in boosting our e-collection—we were able to get our waiting list down on items in popular demand during this time.

Ms. Herrick Juarez also said that we are looking at the summer and not sure what is happening yet, and so the costs that the Friends of the Library have approved are tentative. The Library would like to do something for its anniversary on June 13th, but we may be looking into doing remote programming, as everything is being shifted into e-programming and e-resources during this time. We will move ahead with live programming when we can.

VII. OLD BUSINESS
Ms. Bateman Louis gave an update about her endeavor to give Nuzzles pet shelter a free little library. Unfortunately they have not been receptive at this time.
Mr. Humbert gave an update regarding solar panels on the Library roof – this may not prove to be cost effective due to the number of panels that would be needed to cover the curved roof over the Santy Auditorium.

Ms. Hall said that the Community Foundation is putting all other efforts on hold (such as the Climate Solutions grant) to contribute to the COVID-19 crisis but will return to other projects when they can.

Ms. Bateman Louis inquired about the status of the Macmillan Boycott. Ms. Herrick Juarez responded that the boycott has lifted on both sides and we are able to buy from Macmillan again, which is good news. Ms. Herrick Juarez also mentioned a bill that was passed to help rural libraries with internet access, which is particularly timely.

**VIII. NEW BUSINESS**

Ms. Herrick Juarez spoke about Library Board Member appointments, four of which expire at the end of June, including Ms. Hall, Mr. Fry, Ms. Schloesser and Mr. Cherniak. Ms. Hall is eligible to re-apply for her seat, as she has only served one term. The advertisement for these openings has been posted, and Ms. Hall gave some nice words about serving on the Library Board. A note: applicants do need to live within the city boundaries.

Ms. Hall inquired as to how appointment interviews should be conducted during Shelter in Place. Ms. Worel responded that it doesn’t necessarily matter how the interviews are conducted (they could be via Zoom), but they will go to City Council for recommendation and final approval.

**VI. EDUCATION ITEM**

Chris Roh, Circulation & IT Manager, presented about online registration for library cards. The Circulation department was already in alignment to start online registration before the closure, and so just a few days after closure, we were ready to begin signing people up for cards. We are taking email inquiries and using water billing and the Summit County tax site to verify address. So far, we have signed up 14 new patrons, and when we do reopen, there will be a page on our website to sign up. Ms. Herrick Juarez thanked Ms. Roh for such a quick response in getting online registration up and running.

Ms. Worel mentioned that many in our community are isolated from e-content, such as senior citizens, and asked if we had thoughts or suggestions on this issue. Ms. Herrick Juarez responded that the Library is talking about this, but that due to the nature of the virus, it is the circulation of physical items that put people at risk. The Library team is talking about what procedures we would need to implement to keep our staff and patrons safe—perhaps quarantining items when the Stay at Home is lifted, and integrating curbside service to slowly start circulating physical materials.

Mr. Humbert inquired as to whether or not the Library might be able to make an arrangement to help the community with taking the 2020 Census while the building is closed. The Library has done newsletters and social media posts about the 2020 Census and will continue to look for ways to help.

Ms. Osterhaus asked if people can pay online for Non-Resident Library cards. Ms. Roh responded that we cannot currently accept online payments, but that when people click the option of Outside City Limits, their options will be explained, including that a fee will need to be paid later in person. Ms. Roh also mentioned that people cannot sign up for Student cards online, as a parent signature is required and the student must be present.

**X. OTHER/SUMMARY**

Mr. Cherniak shared a way to support independent booksellers around the country via Ingram Press at [www.bookshop.org](http://www.bookshop.org).

Ms. Herrick Juarez mentioned discussion surrounding library resources as essential part of the recovery process as the economy gets back up and running. We have already had inquiries about people losing resources like wifi that the library could help to fill.
Mr. Humbert asked if the Library owns a copy of the Utah Manufacturer’s book, as it is a great tool for job searchers. Ms. Herrick Juarez said this will be looked into, as job searching has not been a huge focus for the Library in the past but may become a focus in the future. Ms. Herrick Juarez mentioned calling upon Mr. Humbert to help guide us through this, and Mr. Humbert said he would offer his services to help people with job searches.

Mr. Cherniak gave updates from the Public Health Board, which are current only up until today. These updates included how many cases have been reported and that the rate of doubling has dropped, which is encouraging. The testing bar has also dropped, as we are trying to broaden the number of tests and testing sites. Mr. Cherniak also emphasized the importance of using personal protective equipment (masks, gloves) when going to places such as the grocery store.

Mr. Cherniak mentioned that the Department of Health is considering reopening businesses when the Stay at Home order resets starting May 1. They will be taking proposals from businesses detailing how they will reopen following guidelines set by the Department of Health. Mr. Cherniak said he was not sure how the Library might do this, but perhaps we could brainstorm how to open in some form, especially in coalition with Summit County Library. Ms. Herrick Juarez said that the Library is looking into this, and that we are wanting to coordinate with county libraries so it is not confusing for residents.

Ms. Worel responded to questions regarding antibody tests for those who may be asymptomatic, saying the City is reluctant to implement these quick tests due to the FDA being slow to approve them for reliable use. Mr. Cherniak agreed that these are critical tests that need to be perfected and cleared before use. Ms. Worel also said the City is not going to throw any big events this summer, and are looking into how to navigate this absence while still letting people enjoy all that is great about Park City. The City is also looking into helping the Latinx community, who are not receiving the same information about COVID-19. Mr. Humbert asked if the Latinx community can also be reached regarding taking the 2020 Census. Ms. Worel responded that Park City is working on collecting the Census in general throughout Summit County.

XI. ADJOURN
Mr. Cherniak made a motion to adjourn the meeting. Ms. Hoffman seconded the motion. Meeting adjourned at 1:09 PM.

UPCOMING SCHEDULE
The Park City Library Monthly Board of Directors Meeting will be held on Wednesday, May 20, 2020, from 12:00 PM until 1:30 PM in the Park City Library, 1255 Park Avenue, Park City, Utah 84060 or via publicly noticed online meeting, depending on the health restrictions at that time.