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

STAFF IN ATTENDANCE:
Adriane Herrick Juarez, Library Director; Kate Black, Library Board Secretary; Angela Arreche, Technical Services Manager

I. ROLL CALL
Mr. Griffiths called the meeting to order at 12:05 PM.

II. APPROVAL OF MINUTES
04-15-20 Minutes: Mr. Humbert made a motion to approve the minutes. Mr. Cherniak seconded the motion, which passed unanimously.

III. COMMUNICATIONS AND DISCLOSURES FROM BOARD, LIAISONS, AND STAFF
Ms. Hoffman gave an update regarding the Park City Co-Op Preschool—there will be personal item pick-up and Graduation next week. Parents will park along the sidewalk and be given items left in cubbies. For Graduation, quick pictures might be taken. For both events, proper sanitation will be utilized and masks worn.

Ms. Herrick Juarez gave an update about Curbside Service at the Library, which is going well and has received good feedback from both staff and the community. Books and community connections are needed now more than ever, so we are happy to be providing this service. Mr. Cherniak inquired about the sanitizing process. Ms. Herrick Juarez explained that we do not touch returned books, they go directly into a Hefty bag in the book drop, and then are closed off and brought into room 101 to be quarantined for 72 hours. Once 3 days have passed, staff will check them back in. Staff also wipe down each book before checking them in and returning them to the shelves. Staff members wear gloves and masks during this process.

Mr. Cherniak inquired about the health of Library Staff, to which Ms. Herrick Juarez detailed the following precautions taken by staff each day: alternating teams are being scheduled to reduce risk of cross-infection, each morning staff signs off on a sheet of symptoms stating that they are not exhibiting any symptoms listed, work stations are spread out for social distancing and then sanitized before and after use.

Ms. Worel mentioned that the City might be able to provide the Library with a contactless thermometer to check the temperature of staff each day.

Mr. Cherniak, who serves on the Summit County Health Board, spoke about a living document that the state has published on its website. This is a document detailing health guidelines for all businesses and organizations in Utah, and is very informative regarding what the public should do and expect as different phases are implemented. This document is available on the Utah Health Department’s website (https://health.utah.gov/).

Mr. Cherniak inquired as to whether or not other libraries in the state might be opening soon. Ms. Herrick Juarez answered that the Salt Lake City and Salt Lake County libraries have larger populations and have not yet opened in any capacity, but will be implementing curbside services soon. The Park City Library Leadership Team is brainstorming creative solutions, looking at libraries in other areas to see what might work here in Park City. Katrina Kmak, Youth and Spanish Services Manager, had an idea for a drive-up storytime.

Mr. Griffiths inquired about the status of Lucky Ones Coffee. Ms. Herrick Juarez responded that Lucky Ones is being very careful about re-opening. There has been no final word yet. Ms. Worel said that she would look into this matter and give updates when possible.
Ms. Herrick Juarez gave mention of a new program that the Library is implementing during closure. The program is called Random Acts of Music. Kate Mapp, Adult Services Manager, arranged for musicians to play music randomly on the upstairs or downstairs patio—to maintain social distancing. So far it has been a great hit for those passing by or enjoying the dog park.

Mr. Griffiths asked whether it was the County or the City that made the decision to close the Library in March. Ms. Worel answered that the City was following guidelines laid out by the Summit County Health Department. Because Park City is in Summit County, the county makes these decisions, especially regarding health issues. Ms. Herrick Juarez added that when the county went from red to orange risk, the Park City Library worked with the Summit County Library so that both libraries were sending the same message to the community.

Mr. Cherniak noted that Summit County will likely be going from orange to yellow risk within a few days.

IV. DIRECTOR’S REPORT AND STATISTICS
Ms. Herrick Juarez gave updates about touchless curbside, which is still going well, and the 3D printing of Personal Protective Equipment by our library staff, which resulted in over 350 prints. Remote library cards are continuing to go well. We are able to give out many new cards and renew many old cards during closure. Virtual storytimes in English and Spanish continue to be very popular with lots of engagement, thanks to Ms. Kmak and Bianca Carrasco. The Park City Library social media presence has been widely viewed thanks to Becca Lael, Community Engagement Manager.

Ms Osterhaus asked if there have been any new hires since closure, to which Ms. Herrick Juarez responded there have not. There is currently a hiring freeze, and so far the Library has been very stable regarding staff.

Mr. Cherniak asked if there were any concerns about budget disruptions. Ms. Worel said that a new provisional budget will need to be adopted in June, but staff cuts are not currently projected. This topic may need to be revisited after the provisional budget revision in 60-90 days, when the City will likely have a better idea of revenue.

Ms. Bateman Louis inquired as to how the current deficit compares to other years, to which Ms. Worel responded there has been no deficit in previous years.

Mr. Cherniak mentioned the City’s reassignment program, where if one department doesn’t have much work for employees, they can be assigned to another department temporarily. For instance, Mr. Cherniak, who works at the MARC, has recently been working on clearing trails instead. Mr. Cherniak noted that this program seems to be helping complete work needed around the City. Ms. Worel noted that people seem to enjoy doing different types of work than they usually do.

Ms. Bateman Louis inquired about the status of the Library’s Music on the Patio program. Ms. Herrick Juarez responded that these concerts bring large crowds, and so currently we do not have plans for this program. Instead, we are providing Random Acts of Music. Ms. Whitworth noted that the money for Music on the Patio comes from the Friends of the Library, and has been set aside for now.

V. FRIENDS OF THE LIBRARY REPORT
Ms. Whitworth gave an update from the Friends of the Library. The monetary requests that were reported in April’s Board Meeting were the last that were filled—there have been no new requests this month. The Friends of the Library have not met since the Stay at Home Order for Summit County was issued, but will hold a Zoom meeting in June. They will be looking at issues surrounding the annual book sale, which is unlikely to take place this year. The annual book sale earns the FOL $10,000 a year. Soon, the FOL will be running their membership drive, which will be extra important this year as a source of revenue. The FOL will also be talking about how to put out more e-resources, and also working with used booksellers, which might be a way to get more revenue. Book donations have been shut down at the Library, but if and when they open again, the FOL is expecting many donations as folks have been cleaning and organizing during quarantine. The FOL is looking into ways to utilize this, perhaps some sort of creative, careful sale. Starting in June, the FOL will be brainstorming ways to get creative about projects—please email Ms. Whitworth with any ideas. There is a decent reserve in the FOL budget, but they may not have the usual amount to fund library requests.
Ms. Whitworth said that it is unlikely for the annual author’s luncheon to happen this year, as it is often attended by over 125 people. The FOL is looking into ways to still honor an author in the fall, so the community can still be introduced to local authors.

Ms. Herrick Juarez thanked the FOL for providing funding for all of the e-resources at the Library during the time of closure. These resources helped to get our waiting lists down and provided more titles for patrons. E-resources have been extremely popular during closure.

VII. OLD BUSINESS
Mr. Humbert mentioned that Celia Peterson submitted an application for solar panels for the library. If successful, we can start looking into next steps, but we won’t know more until later.

Ms. Schloesser showed the Board attendees some buttons she and Ms. Osterhaus made for the Library reopening celebration 5 years ago. At the upcoming June Board Meeting, the 5 year anniversary for re-opening will have passed (June 13th).

Ms. Schloesser has led the charge on the Tile Wall over the last 5 years since re-opening. This might want to be revisited with new Board Members coming in in July. Ms. Schloesser mentioned that she is happy to continue taking Tile Wall donations, submitting them to the printer, and working with Chris Roh on taking money on a volunteer basis. However, if an incoming Board Member would rather take it on with fresh perspective, this is also perfectly acceptable. Ms. Schloesser said either way is great, it is just a continuity issue that will need to be discussed, perhaps in the July Library Board meeting.

Ms. Herrick Juarez thanked Ms. Schloesser for all of her hard work on the Tile Wall project over the years.

VIII. NEW BUSINESS
Mr. Griffiths discussed the Fiscal Year 2021 Library Board appointments. The interview committee consisted of Ms. Worel, Mr. Griffiths, and Ms. Herrick Juarez. Zoom interviews were conducted for each applicant this month.

The Library Board considered a motion to close the meeting to discuss the character or professional competence of an individual. Ms. Schloesser made the motion. Mr. Humbert seconded the motion, which passed unanimously. Closed session began at 1:12 PM. Those present in closed session: Jess Griffiths, Vice Chair; Chris Cherniak; Jane Osterhaus; Margie Schloesser; Brynn Bateman Louis; Bill Humbert; Kristy Hoffman; Ann Whitworth, Friends of the Library Liaison; Nann Worel, City Council Liaison; Adriane Herrick Juarez, Library Director; Kate Black, Library Board Secretary.

Mr. Humbert made a motion to exit the closed session. Mr. Cherniak seconded the motion, which passed unanimously. Closed session ended at 1:28 PM.

Mr. Humbert made a motion to nominate Jennifer Adler, Seth Beal, and Bruce Kasanoff for appointment and Sarah Hall for reappointment to serve on the Library Board for three-year terms beginning July 2021. Ms. Osterhaus seconded the motion, which passed unanimously.

VI. EDUCATION ITEM
Education Item moved to next month.

X. OTHER/SUMMARY
Ms. Herrick Juarez stated that the next Park City Library Board Meeting will take place June 17. We are unsure if it will be held via Zoom or in-person. The Library Board will be notified prior to the next meeting.
Ms. Herrick Juarez thanked Ms. Worel and Mr. Griffiths for their time and attention in interviewing new Library Board applicants this month.

XI. ADJOURN
Mr. Cherniak made a motion to adjourn the meeting. Mr. Humbert seconded the motion. Meeting adjourned at 1:35 PM.

UPCOMING SCHEDULE
The Park City Library Monthly Board of Directors Meeting will be held on Wednesday, June 17, 2020, from 12:00 PM until 1:30 PM in the Park City Library, 1255 Park Avenue, Park City, Utah 84060, unless otherwise noticed as an electronic meeting.