THOSE IN ATTENDANCE:
Jess Griffiths, Chair; Brynn Bateman Louis, Vice-Chair; Jennifer Adler; Seth Beal; Sarah Hall; Kristy Hoffman; Bill Humbert; Bruce Kasanoff; Jane Osterhaus; Ann Whitworth, Friends of the Library Liaison; Max Doilney, City Council Liaison

STAFF IN ATTENDANCE:
Adriane Herrick Juarez, Library Director; Kate Black, Library Board Secretary

I. ROLL CALL
Mr. Griffiths called the meeting to order at 12:06 PM. Introductions were made for new Board members.

II. APPROVAL OF MINUTES
06-17-20 Minutes: Ms. Hoffman made a motion to approve the minutes. Ms. Osterhaus seconded the motion, which passed unanimously.

III. COMMUNICATIONS AND DISCLOSURES FROM BOARD, LIAISONS, AND STAFF
Ms. Herrick Juarez mentioned she sent an email to Board members detailing services currently being offered at the Library. We are trying to operate as safely as possible, which for now means outside and online programs, curbside service, limited study and computer use, and e-resources. It also means quarantining items for three days per industry recommendations. Currently, the Library is open to card holders who want to use study space or public computers, all with appropriate social distancing and cleaning after use.

Ms. Bateman Louis asked what criteria needed to be met to allow more physical access, to which Ms. Herrick Juarez responded that the Library has been working with City and County officials, as well as watching other libraries and listening to the recommendations of the State Library. Ms. Herrick Juarez said there are no current plans to allow browsing in the stacks, but we will be watching the trends. Ms. Bateman Louis said perhaps browsing the online catalog is allowing patrons to see items they normally wouldn’t see, as they are now browsing more items than just those at eye-level.

Mr. Humbert asked if people are wearing masks in the Library, to which Ms. Herrick Juarez responded mandatory masks are a County order and, for the most part, people have been good about upholding it.

Ms. Whitworth inquired as to whether or not other programs might be able to be held on the Library’s third floor, as with the Summer Camp currently being held there. Ms. Herrick Juarez responded that the Summer Camp is a City program with City staff, and therefore easy to maintain safety and cleaning standards. Ms. Herrick Juarez did say that the Library Leadership Team (LLT) has plans in place for utilizing the meeting spaces, but it isn’t time yet safety-wise.

Ms. Herrick Juarez said that the Library is holding off on the grant application mentioned during June’s meeting, the Kline Community Impact Prize, as the deadline is fast approaching and a grant application is not good to complete at a high speed. We will look into applying next year.

Ms. Herrick Juarez informed the Board of Bianca Carrasco’s departure from her position as Spanish Services Coordinator, as Ms. Carrasco has moved back to Florida to be with family. Ms. Herrick Juarez expressed her gratitude for Ms. Carrasco and said she will be missed. There is currently a hiring freeze within the City, but we have spoken to the City about the importance of Spanish Services at the Library. Mr. Humbert asked, given how important Spanish Services are to the City, how likely is it that the City will hire for this position despite the hiring freeze? Mr. Doilney responded that having the Spanish Services Coordinator position filled is a high priority to the City. Ms. Whitworth echoed how important Ms. Carrasco was for the Latinx population in Park City, especially with children. Ms. Bateman Louis agreed, saying that especially with school beginning soon, parents and guardians will be looking for resources for kids.

Ms. Adler inquired as to whether or not the Library has spoken to the school district regarding issues surrounding the upcoming school year. Ms. Herrick Juarez said that the LLT had a meeting recently to talk about this. One of the big goals of the LLT for the upcoming
year is to support the community COVID recovery. The Library does have resources, including homeschooling resources, for families who need it right now (Tutor.com, for example), but will also brainstorm other ways to connect people in the community. Ms. Adler and Ms. Bateman Louis echoed that connecting people could be very important and perhaps physical space could be provided at the Library for this, such as study or meeting room space. Ms. Herrick Juarez agreed to the importance of this, but mentioned the worry of being flooded by people since rooms are not yet available anywhere else. Ms. Herrick Juarez said that the Library is trying to be careful but also responsive.

IV. DIRECTOR’S REPORT AND STATISTICS
Ms. Osterhaus noticed the Director Report’s mention of a twenty-one percent budget reduction and inquired as to how the Library will manage it. Ms. Herrick Juarez said that it is a reduction in operation budget, but personnel budget is currently OK. All lines took a slight cut—collections, programs, etc. We will see fewer materials coming in this year but are lucky to have the Friends of the Library (FOL) to supplement. The LLT has a plan in place. Hopefully the budget will gradually increase. We don’t foresee any issues with staffing.

Ms. Osterhaus inquired about the Sorter, to which Ms. Herrick Juarez responded that we have let go of this project for the time being. Mr. Griffiths asked if there were any other big ticket items that were cut. Ms. Herrick Juarez said no other big items were cut, just the Sorter, and that all City departments have had the same cuts. Ms. Bateman Louis inquired as to whether or not a Sorter might still be an option down the line, to which Ms. Herrick Juarez responded yes, hopefully, we will just have to wait and see. The City has been amazing in trying to balance the needs of every department.

Ms. Bateman Louis requested that Ms. Herrick Juarez speak more about Community Engagement at the Library. Ms. Herrick Juarez said that the Community Engagement Department is promoting e-resources online, as well as promoting new materials for hold-placing for curbside. We have had requests for resources on current events, featuring Black Lives Matter and Pride Month, both of which were part of social media posts. Items relating to these current events have been heavily accessed.

V. FRIENDS OF THE LIBRARY REPORT
Ms. Whitworth said that the Friends of the Library (FOL) held their July meeting in the garden outside the Library—it was nice to not have to be virtual.

The FOL is still involved in its membership drive, and Library Board members are always welcome and encouraged to join. All money from this goes directly to the Library. The FOL is currently financing the popular Wednesday program, Music on the Patio.

Ms. Whitworth said the Library is accepting book donations again within certain parameters: items must be brought in by the patron and taken to room 301 to quarantine for three days. They are accepting donations Thursday-Saturday, while Monday-Wednesday the FOL members are sorting the books. Donations from the public are starting to pick up again.

Ms. Bateman Louis asked if other items such as art supplies are accepted for donation, to which Ms. Whitworth replied that the FOL would prefer just books for now.

VII. OLD BUSINESS
Mr. Griffiths outlined the Park City Community Foundation Climate Solutions Grant for our new Board Members. The Community Foundation started a grant with the intent of promoting climate solutions locally. A grant sub-committee, made up of Library Board Members and Library Staff, pitched a Climate Resource Center within the Library, as a center for books, sharing economy items, information on other climate solution grants, and other such resources. Unfortunately this grant was not awarded to the Library last time around. However, we would like to try again now that the grant application process has reopened. We are asking if any other Board Members might be interested in serving on the current subcommittee. If anyone is interested, please let us know immediately, as the grant deadline is August 6th.
VIII. NEW BUSINESS
Ms. Herrick Juarez informed the Board of Margie Schloesser’s willingness to continue as volunteer project manager for the Tile Wall. Even though she has left the Library Board, she said she is still willing to volunteer for this role, as she has handled it since its inception and is great in this role.

Mr. Humbert made a motion to approve Margie Schloesser as volunteer project manager for the Library’s Tile Wall. Ms. Osterhaus seconded the motion, which passed unanimously. Ms. Bateman Louis mentioned that she is available to be a liaison on this project, or help Ms. Schloesser as needed.

Ms. Herrick Juarez conducted the Annual Library Board Training utilizing the FY21 Trustee Handbook for all Board Members.

VI. EDUCATION ITEM
Education Item postponed to next meeting.

X. OTHER/SUMMARY
Ms. Hall mentioned hearing feedback from Park City residents who would like to restrict use of PCMC buildings to residents only, especially with people coming in from other areas with higher rates of infection.

XI. ADJOURN
Mr. Kasanoff made a motion to adjourn the meeting. Ms. Osterhaus seconded the motion. Meeting adjourned at 1:38 PM.

UPCOMING SCHEDULE
The Park City Library Monthly Board of Directors Meeting will be held on Wednesday, August 19, 2020, from 12:00 PM until 1:30 PM in the Park City Library, 1255 Park Avenue, Park City, Utah 84060 – unless otherwise noticed.