

**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; Nann Worel, City Council Liaison

**STAFF IN ATTENDANCE:**

Adriane Herrick Juarez, Library Director; Kate Mapp, Adult Services Manager; Kate Black, Library Board Secretary

**I. ROLL CALL**

Mr. Griffiths called the meeting to order at 12:02 PM.

**II. APPROVAL OF MINUTES**

*10-21-20 Minutes:* Ms. Osterhaus made a motion to approve the minutes with the addition of a comment made last meeting regarding concerns Park City residents may have about Sundance being allowed in the Library space prior to city residents being allowed in the space. Mr. Humbert seconded the motion, which passed unanimously.

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

Ms. Worel gave updates about funds received by the City from the CARES Act. Park City received 2.2 million dollars from the CARES Act at the end of October, which needed to be dispersed by November 30<sup>th</sup>. The City reached out to businesses and non-profits in the 84060 zip code, and received 179 applications. The recipients of those awards are currently being notified and will be made available in the coming days. Mr. Griffiths inquired as to whether this was a follow up on the previous round of CARES Act funding, or a new round of funding, to which Ms. Worel replied that Park City has had three rounds of CARES Act funding and this was the latest. Ms. Worel mentioned that resort communities were given a bit more funding due to their income being driven by tourism, which has declined due to COVID-19. Ms. Adler asked what criteria the City used for assessment, to which Ms. Worel responded they used all CARES Act criteria. Ms. Worel said that the City wanted to make local businesses and non-profits as stable and whole as possible going into this winter season.

Ms. Herrick Juarez gave an update regarding the CARES Act funding that was allotted toward expanding the Library Wi-Fi. The Library needed an additional \$9,700 to cover Wi-Fi extensions to the Lucky Ones patio, Co-Op Preschool, and other places the Wi-Fi did not previously extend. More funds opened up and we were able to pay for these extensions. We are currently working with the IT Department at the City, as these extensions require more hardware and installation. Many thanks to the City for their support in this, as free and easily accessible Wi-Fi is a much-needed resource in the community right now.

Ms. Herrick Juarez gave a few additional updates regarding current services at the library. According to the governor's new health order given last week, the City scaled back services in all areas due to rising COVID case numbers. The Library went back to curbside only, which will extend through at least November 29<sup>th</sup>. Staff are physically spreading out further in the building and we are also limiting the number of staff members in the building at one time. Ms. Bateman Louis inquired as to whether or not the library is still going to take donations at the library, to which Ms. Herrick Juarez replied yes, there is a donations bin that will go outside the front door for donation drop offs. If folks have a larger amount of donations, they can borrow a flat bed. We will take donations any day we are open and bring them inside as needed. Mr. Griffiths asked if all donations received by the library go to the Friends of the Library, to which Ms. Herrick Juarez replied that library staff does scan donations with an eye to fill gaps in the collection, or to fill the Free Little Libraries we are responsible for around the city, or various other library projects. Beyond that, all donations go to the FOL for the annual book sale.

Ms. Herrick Juarez updated the Board regarding the first COVID case on library staff. A number of City departments have been hit by cases now.

Ms. Herrick Juarez mentioned that the Library has also had a few power outages over the last few weeks, and that staff have been very flexible with a quick response during these times.

#### **IV. DIRECTOR'S REPORT AND STATISTICS**

Ms. Herrick Juarez thanked Ms. Osterhaus, who has been helping support the Action Book Club by writing letters of support for grants to fund that program. Library patrons have been giving positive feedback about the Action Book Club so far.

Ms. Herrick Juarez gave an update about the new library website, which is coming along. Thank you to the Library Board, whose members provided feedback at a prior meeting. Chris Roh, IT & Circulation Manager, is working with the website company to integrate those comments, and they are just finalizing details. We will provide an update in January, as there is no December Board meeting.

Ms. Herrick Juarez said that the library is currently interviewing for the new Spanish Services Librarian position, with interviews wrapping up next week. Ms. Herrick Juarez said the pool of applicants has been exciting so far. Ms. Bateman Louis asked if the hiring committee thinks changing the position to full-time with higher pay is bringing in a better wave of candidates, to which Ms. Herrick Juarez replied yes, the applicants have been remarkable. Mr. Griffiths asked if there was a start date in place for this new position, to which Ms. Herrick Juarez responded perhaps three weeks or so – the interviews must be finished, and then the hired person will need to give notice to their current organization.

Ms. Herrick Juarez gave an update regarding a new program the library has started with the Christian Center. Some of the Christian Center clients do not have proof of residence, but still need help job searching, or help accessing other library services. We are now accepting letters from the Christian Center so that their clients can get library cards. We are also working with the Christian Center for our food drive, "Curb Hunger" in Park City throughout the month of November.

Mr. Griffiths asked if there were any anticipated needs from librarians or library staff throughout the winter that the Library Board could help support, as there is no Board meeting next month. Ms. Herrick Juarez said that we always appreciate moral support from the Library Board, and we can perhaps talk about some heating elements for outdoor storytimes in the future, as for now we have gone back to virtual storytimes only. We may also need a volunteer judge for Gingerbread Jimmi, which is to be held virtually this December. Ms. Herrick Juarez said that she will keep the Library Board posted regarding needs throughout December and January.

Mr. Humbert asked if the City does reference checks on people when they are extended a job offer, to which Ms. Herrick Juarez responded yes, Park City's HR Department does reference and background checks. Mr. Humbert said that he may have some suggestions of questions that could be forwarded to the HR Department that would help to determine cultural fit while still maintaining professionalism.

#### **V. FRIENDS OF THE LIBRARY REPORT**

Ms. Whitworth gave updates about items discussed at the November Friends of the Library meeting, including two new funding requests: \$354 to renew the library's Book Page subscription, and \$2,202 to renew the library's leased book contract, which allows popular books with multiple holds to be leased to the library instead of bought. This helps the library in several different ways. The FOL had a successful Live PC Give PC, and raised just over \$5,000 from about 90 donors. If anyone still wants to donate, they can do that now, and it will go into the Friends of the Library (FOL) general account.

Ms. Whitworth announced that she will be the new co-president of the FOL alongside Jean Daly.

Ms. Griffiths said that 80 book bags have been gathered for donation to McPolin Elementary, which will be delivered once the delivery can be arranged without violating county health orders.

#### **VII. OLD BUSINESS**

None.

**VIII. NEW BUSINESS**

Margaret Plane with PCMC Legal Department provided a mandatory Open Public Meeting Act training to the Library Board. Ms. Plane went through the Open Public Meeting Act, as the Library Board is a body which falls under the definitions of the act.

**VI. EDUCATION ITEM**

Ms. Mapp presented on possible browsing options during COVID-19 restrictions for the library to implement when it reopens and/or when it is safer to do so.

**X. OTHER/SUMMARY**

None.

**XI. ADJOURN**

Mr. Beal made a motion to adjourn the meeting. Ms. Osterhaus seconded the motion. Meeting adjourned at 1:47 PM.

**UPCOMING SCHEDULE**

The Park City Library Monthly Board of Directors Meeting will be held on Wednesday, January 20, 2021, from 12:00 PM until 1:30 PM in the Park City Library, 1255 Park Avenue, Park City, Utah 84060 – unless otherwise noticed.