

THOSE IN ATTENDANCE:

Jess Griffiths, Chair; Brynn Bateman Louis, Vice-Chair; Jennifer Adler; Seth Beal; Kristy Hoffman; Bill Humbert; Bruce Kasanoff; Jane Osterhaus; Ann Whitworth, Friends of the Library Liaison; Nann Worel, City Council Liaison **EXCUSED:** Sarah Hall

STAFF IN ATTENDANCE:

Adriane Herrick Juarez, Library Director; Becca Lael, Community Engagement Manager; Daniel Thurston, Spanish 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

11-18-20 Minutes: Mr. Humbert made a motion to approve the minutes. Ms. Osterhaus seconded the motion, which passed unanimously.

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

The Library Board discussed how to resolve issues regarding Park City residents expressing upset that the Library is not open for in-person service, and how to combat misinformation regarding closure and safety.

Ms. Adler inquired as to whether the City is looking for specific benchmarks or numbers before thinking about re-opening the library. Ms. Herrick Juarez said that we are not aware of any benchmarks at the moment, but that the City is watching case rates closely in Summit County and are trying to provide access to the vaccine for City staff.

Mr. Humbert said he is concerned that the high case spikes have become accepted as the norm and that folks might be ignoring the possible lasting detriments of COVID-19. Mr. Humbert said that we should be doing what is best for public health and safety, as well as listening to experts.

Ms. Herrick Juarez introduced Daniel Thurston, the new Spanish Services Librarian.

IV. DIRECTOR'S REPORT AND STATISTICS

Mr. Griffiths inquired as to whether or not patrons can check out magazines during this time, and if so, have they been circulating? Ms. Herrick Juarez replied yes, curbside does allow magazine check out and some patrons have utilized this offering. Ms. Herrick Juarez also noted that the library is losing some magazine publications due to stresses from COVID. Some magazines are stopping publication entirely while others may be back post-COVID. This strain is limiting some of our magazine services.

Mr. Griffiths asked for details about the LS2 software upgrade, to which Ms. Herrick Juarez detailed that the library was able to provide online card registration with this upgrade, as well as a higher functionality of back-end reports and weeding.

Mr. Humbert inquired about new website updates, to which Ms. Herrick Juarez answered that we are working with the website design company, Spigot, to finalize the new website. There has been a bit more editing and tweaking needed, but it is coming along very nicely and we are aiming for it to be ready for use in March. Ms. Adler asked what the new website budget was set at, and whether or not the Library has been able to stay within this budget. Ms. Herrick Juarez replied that the budget was about \$10,000, which came from 2 years' worth of state CLEF funds, and we have indeed been able to stay within this budget.

Ms. Herrick Juarez gave some highlights from the January 2021 Director's Report, including congratulating Becca Lael, Community Engagement Manager, for receiving an Employee of the Year award from the City, and Library Journal naming the Park City Library a Star Library for 2020, one of only two Utah libraries to receive this award.

Ms. Bateman Louis asked if the book donations to McPolin Elementary have happened yet, and how those books will be utilized there. Mr. Griffiths said those donations haven't happened yet, but the plan is for every child in the fourth grade (about 80 kids) to have a bag of books to take for their personal home library. Some demographics indicate that some of these students have no books at home to read, so hopefully this donation will help provide equity.

Ms. Herrick Juarez gave one update regarding the Youth Services Department: when Spanish Services moved out of the Youth Services Department, there was a small staffing gap which allowed Brittne Hecht, previously Tech Services Library Assistant, to move laterally from Technical Services into the role of Youth Services Library Assistant. Ms. Hecht did a wonderful job covering storytimes while Katrina Kmak, Youth Services Manager, was away, and we are thrilled to have her in this new position.

V. FRIENDS OF THE LIBRARY REPORT

Ms. Whitworth said that the Friends of the Library (FOL) met last week via Zoom. The FOL approved one request from the library for \$1,000 to go toward purchasing multiple copies of the Park City Community Foundation's Social Equity Book Club book. This money should be able to buy 5-6 copies of each book each month for about 1 year, which will help more books to circulate for folks participating in the Social Equity Book Club.

Ms. Whitworth said one other request came from the State Library, which picks one Utah library per year in need of more supplies than their budget can offer – this year it is a library in Beaver, and the Park City FOL will be pulling and sending book donations there to help them with this endeavor.

VII. OLD BUSINESS

None.

VIII. NEW BUSINESS

Ms. Herrick Juarez presented the Park City Library's Annual Report. Ms. Herrick Juarez noted that the Library brings this report to the Library Board each January and to City Council in February. This year it will be presented to Council on Feb. 4th. The Library Board is welcome and encouraged to attend virtually this year.

Link to Fiscal Year 2020 Annual Report can be found here: <https://parkcitylibrary.org/wp-content/uploads/2021/01/FY-2020-Annual-Report.-web-version.pdf>

VI. EDUCATION ITEM

Ms. Lael presented on the Top Books of 2020 – those items that were most circulated by Park City Library patrons in 2020.

X. OTHER/SUMMARY

The Board had a general discussion about how to best move forward while utilizing the talents of each Board member, as this past year has seen many unique challenges and members may be looking for some direction in their role as Library Board Member. Mr. Griffiths suggested that each month we may want to highlight in the Board packet where exactly feedback and input would be requested by Board members.

Ms. Herrick Juarez gave the Board a brief explanation of the City and State Library's Strategic Planning and forward-thinking visions. Ms. Herrick Juarez said that the Library Board is an advisory board, and the library's capacity to utilize the Board has unfortunately been reduced due to COVID. It is also the job of the Library Board to approve policies, but there have been no policies to approve during the pandemic. Ms. Herrick Juarez said the State Library sets deadlines for Strategic Planning, and the Board could certainly discuss making those planning decisions more dynamic.

Ms. Herrick Juarez said that Board members are also encouraged to take on projects connected to the library according to their skills and talents, such as previous member Margie Schloesser taking on the Tile Wall project, or Mr. Griffiths working to get donated books

to the local grade schools. Prior to COVID, the Library Board also organized a Green Grant subcommittee, which brainstormed, researched and applied for sustainability grants being offered within Summit County.

XI. ADJOURN

Mr. Kasanoff made a motion to adjourn the meeting. Mr. Humbert seconded the motion. Meeting adjourned at 1:37 PM.

UPCOMING SCHEDULE

The Park City Library Monthly Board of Directors Meeting will be held on Wednesday, February 17, 2021, from 12:00 PM until 1:30 PM in the Park City Library, 1255 Park Avenue, Park City, Utah 84060 – unless otherwise noticed.