

THOSE IN ATTENDANCE:

Brynn Bateman Louis, Chair; Jennifer Adler; Sarah Hall; Kristy Hoffman; Bruce Kasanoff; Patricia Stokes; Ann Whitworth, Friends of the Library Liaison **EXCUSED:** Seth Beal; Bill Humbert, Vice Chair; Nann Worel, City Council Liaison; Andrea Zavala

STAFF IN ATTENDANCE:

Adriane Herrick Juarez, Executive Director; Katrina Kmak, Youth Services Manager; Angela Dohanos, Cataloging Services Manager; Kate Black, Library Board Secretary

I. ROLL CALL

Ms. Bateman Louis called the meeting to order at 12:03 PM.

II. APPROVAL OF MINUTES

09-15-21 Minutes: Ms. Bateman Louis noted under Communications and Disclosures, there was a comma in the wrong place for a statistic. Mr. Kasanoff motioned to approve the minutes as amended. Ms. Stokes seconded the motion, which passed unanimously.

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

Ms. Herrick Juarez said the Utah Library Director's Summit is being held in Park City, and that there will be a Park City Library tour for the group of state library directors tonight. Thank you to Board members who will attend.

Ms. Bateman Louis said she is hoping to take over the task of getting donated children's books to McPolin Elementary School, which previous Board member Jess Griffiths had put into motion.

IV. DIRECTOR'S REPORT AND STATISTICS

Ms. Bateman Louis asked who funded the two new Macs in the YouCreate lab and why did they need replacing, to which Ms. Herrick Juarez replied, saying the City IT Department had some replacement funds which were implemented and that these Macs were ten years old, which is routine replacement time.

Ms. Bateman Louis noted that the 3D printers are currently broken and waiting for parts, which seems to be the case a lot of the time, and wondered if they more trouble than they're worth. Ms. Herrick Juarez said they do require lots of upkeep, and current supply chain problems create more barriers. Once the broken parts are replaced, they will last a long time. Ms. Dohanos added that the 3D printers are getting old and used nearly constantly, which means they are probably due for replacement themselves soon. Ms. Kmak said the Flashforge is newer and has been missing only one part. Ms. Whitworth inquired about the cost of replacing these parts or replacing the 3D printers with newer models, as the Friends of the Library (FOL) might be able to help fund this endeavor. Ms Kmak said the 3D printers used to be expensive, but costs have gone down as demand has gone down.

Ms. Bateman Louis asked for clarification on what Kulture City is, to which Ms. Herrick Juarez responded, saying Kulture City is an organization that creates an inclusive environment for people with invisible disabilities, such as PTSD or autism. One of our Inclusivity goals within our strategic plan for this year is getting certified as a Kulture City venue. Ms. Bateman Louis asked how these people will be identified in the library, to which Ms. Herrick Juarez responded, saying library patrons can put on a badge to signify they are a Kulture City guest if they want to, but it is not necessary. Folks can see online that the library is a Kulture City venue and visit accordingly. They may come in and we won't know they are here, or they might identify themselves to us, but the idea is that they are already familiar with this program and are seeking us out as a certified venue.

Ms. Bateman Louis asked for clarification on how voter registration works for people without a permanent residence. Ms. Dohanos said we have several individuals experiencing homelessness who frequent the library, and our staff feels that we shouldn't just turn them away, but instead give them an option to vote. We found a few options for these patrons: they can show various documents which do not need their current address, or the library can provide a letter stating that the individual comes into the library frequently. There are

also options for same-day voter registration. Ms. Whitworth commended this, stating that our staff going the extra mile in this way really makes a difference.

V. FRIENDS OF THE LIBRARY REPORT

Ms. Whitworth gave an update from the FOL, stating that \$7,000 was approved for improvements to the Teen area. Thank you to Ms. Kmak and Brittne Hecht, Youth Services Assistant, who worked with local teens to propose these improvements. Ms. Whitworth said the FOL are excited to connect with these teens and make them feel like this is their library. Ms. Kmak said a bench and table, which are the same design as in the YouCreate lab, have already been ordered for the Teen space. There will be a meeting with the teen volunteer group in November to get some solid takeaways regarding what else they'd like to see in the Teen space (beanbag chairs, plants, etc.).

Ms. Whitworth said the FOL newsletter is coming out soon, and to keep the FOL in mind for Live PC Give PC on November 5, an annual fundraising day which helps support the library. The FOL has also registered as a nonprofit with Smith's grocery store, with a small percentage of Smith's earnings being given to their registered nonprofits.

VI. OLD BUSINESS

Ms. Herrick Juarez gave an update on the sustainability subcommittee. The committee voted on and approved their official mission statement. Phase 1 of the sustainability center has been implemented, thanks to funding through a CLEF grant from the Utah State Library, including the stationary charging bike, green wall, and a starter collection of books (more books will be added soon, including many in Spanish). On April 22, Earth Day, there will be a public reveal of the center, including more programs and amenities. Ms. Bateman Louis asked if we might be able to partner with Creative Solar Energy, which is the solar company the City used for their panels, and also brought up an exhibit on ocean and micro plastics, which was very impactful and is a topic we might want to consider for our next round of funding. Perhaps we could add a component of ocean plastic awareness to the Earth Day program, or even ask Sundance if they are interested in presenting a scaled down version of the exhibit. Ms. Stokes mentioned her husband has been involved with the organization Surf Rider, which engages with these issues, and said he would be happy to volunteer to help make this happen.

Ms. Herrick Juarez gave an update on the strategic planning subcommittee. Ms. Herrick Juarez thanked the subcommittee and Ms. Dohanos, staff liaison to the committee, for their work on the strategic plan document for fiscal year 2022-2024, which was presented to the Board for feedback. This is a document that will need to be approved by the Board for accreditation once it has been fleshed out a bit more, and once the website component is in place. This will likely happen in January or February. We will need to approve it again each year and can always adjust things. Ms. Bateman Louis said it was amazing that the document came out so concisely and quickly, that simpler is harder, and she hopes other libraries follow our lead. Ms. Herrick Juarez said it has been a great collaborative process, and that Ms. Dohanos had a vision of the plan being a succinct one-page visual document. Ms. Stokes said that to take an idea and distill it to its core is an admirable feat, as is the case with this document. Ms. Stokes also inquired about the length of the City's fiscal year, to which Ms. Herrick Juarez responded, saying it goes from July 1 to June 30. We are currently in FY22. Ms. Whitworth asked if it might be possible for Ms. Dohanos to show this document to the new FOL officers in January as an education item, to which Ms. Dohanos replied yes, she is happy to help and it can be shown at January's FOL meeting. Mr. Kananoff said that Maddy Shear was brought in as a strategic planning consultant to the subcommittee, and that she has been a big help with moderating the project. Mr. Kananoff also asked if it is the strategic planning webpage that the Board approves. Ms. Herrick Juarez responded, saying not necessarily, but that the State Library requires a few other components that are not yet in the plan, such as a tech replacement plan, which Ms. Dohanos and Kate Mapp, Adult Services Manager, are currently working on. We will need to have these components in place prior to the Board vote. The webpage will need to be up and running before Board approval.

VII. NEW BUSINESS

Ms. Herrick Juarez introduced the Unattended Child Policy, which has gone through library staff and the City Legal Department, and has been sent forward for Library Board approval. Ms. Kmak went through the details of the new policy, explaining that the old policy had been procedural for staff, and the new policy can be set as an actual expectation that staff feels comfortable enforcing. Instead of a specific age range, we used a definition—a child who is found in distress, or is unable or unwilling to care for themselves. It will be

behavior based rather than age based. Ms. Bateman Louis and Ms. Adler expressed interest in what made the staff look at updating this policy in particular. Ms. Kmak said the Unattended Child Policy had not been updated since 2003, and so it was just time to update. Ms. Herrick Juarez said staff is going back through the oldest library policies, with a goal of updating 2-3 a year to stay up to date.

Ms. Hall motioned to approve the Unattended Child Policy. Ms. Adler seconded the motion, which passed unanimously.

VIII. EDUCATION ITEM

None.

X. OTHER/SUMMARY

None.

XI. ADJOURN

Mr. Kasanoff made a motion to adjourn the meeting. Ms. Stokes seconded the motion. Meeting adjourned at 1:11 PM.

UPCOMING SCHEDULE

The Park City Library Monthly Board of Directors Meeting will be held on Wednesday, November 17, 2021, from 12:00 PM until 1:30 PM in the Park City Library, 1255 Park Avenue, Park City, Utah 84060. This meeting will be open to the public both in-person and electronically. If you wish to attend this meeting electronically, please contact the Library Board Secretary, Kate Black at kate.black@parkcity.org, prior to this meeting time to receive login information.