

THOSE IN ATTENDANCE: Seth Beal, Chair; Patricia Stokes, Vice-Chair; Brynn Bateman Louis; Sharon Serpico Hanson; Greg Hembrock; Ann Sowder; Debra Stafsholt; Andrea Zavala **EXCUSED:** Bill Humbert; Ann Whitworth, Friends of the Library Liaison

STAFF IN ATTENDANCE: Adriane Herrick Juarez, Executive Director; Chris Roh, IT & Circulation Manager; Luke Henry, Assistant City Attorney; Kate Black, Library Board Secretary

I. ROLL CALL

Mr. Beal called the meeting to order at 12:00 PM.

II. APPROVAL OF MINUTES

10-18-23 Minutes: Ms. Stokes motioned to approve the minutes. Ms. Stafsholt seconded the motion, which passed unanimously.

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

Ms. Herrick Juarez introduced Luke Henry, the Assistant City Attorney for Park City. Mr. Henry reviews library policies before they come to the Board. During today's Education Item he will answer questions about the Open and Public Meetings Act (OPMA).

Ms. Herrick Juarez mentioned the Park Record wrote a nice article about our November Food Drive.

Ms. Herrick Juarez said Mr. Hembrock brought to our attention that the Park City Moms Facebook group had a comment about the Storytime room not being clean. This has been rectified.

Ms. Herrick Juarez said library staff had their annual Staff Development Day on November 10th.

Board Members were shown a short video about the Libby app's new magazine feature, which has increased our statistics for usage.

IV. DIRECTOR'S REPORT AND STATISTICS

Mr. Beal noticed Library Visit stats continue to be up significantly from last year. Ms. Serpico Hanson also noted upticks with Spanish and Youth programming and commended the Library on being able to hire extra help for these departments.

Ms. Herrick Juarez provided highlights from this month's Director's Report.

V. FRIENDS OF THE LIBRARY REPORT

None.

VI. OLD BUSINESS

Library Board subcommittees gave updates. The Building Audit subcommittee is planning a third-floor walkthrough after completing a successful second-floor walkthrough last month. The Diversity, Equity, and Inclusion subcommittee is on hold until January. The Youcreate Lab Assessment subcommittee worked with Spacesaver Intermountain reps to match shelving from the library remodel for more unique items. There will also likely be space for more study rooms/study spaces in the green screen room. The Book Festival subcommittee met recently and selected the date of October 26th, 2024, for a tentative Park City Library Book Festival date. During this meeting they also created a mission statement. Mr. Beal said emails went out about the community survey being conducted by the Strategic Plan subcommittee. The subcommittee will gather information from this survey and work on narrowing down feedback in January, after which they will share out with the Board.

Ms. Roh presented the Electronic Use Policy. The Board had sent this policy back to Legal in October to see if the wording could be made clearer to include adults. There was a general discussion about what must legally be included vs. what can reasonably be implied. The Board asked if the wording "by minors" could be removed in the second bullet point about hacking online. Mr. Henry agreed this would be fine.

Ms. Stafsholt motioned to approve the Electronic Use Policy as slightly amended with approval from Mr. Henry. Mr. Hembrock seconded the motion, which passed unanimously.

VII. NEW BUSINESS

None.

VIII. EDUCATION ITEM

Mr. Henry asked if there were any questions regarding the OPMA training from the City. Board Members gave feedback that the video was more engaging than simply going through the information in a meeting. There was a general discussion about electronic communication and what might be considered conducting City business in an email thread. Mr. Beal asked where the line is between discussing business and doing business, to which Mr. Henry replied, saying it is broad for the Library Board but that discussion should be done in a public context.

X. OTHER/SUMMARY

None.

XI. ADJOURN

Ms. Stokes made a motion to adjourn the meeting. Mr. Hembrock seconded the motion. Meeting adjourned at 1:06 PM.

UPCOMING SCHEDULE

The Park City Library Monthly Board of Directors Meeting will be held on Wednesday, January 17, 2024, 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.