

THOSE IN ATTENDANCE: Patricia Stokes, Chair; Debra Stafsholt, Vice-Chair; Seth Beal; Marissa Day; Sharon Serpico Hanson; Greg Hembrock; Janet Smith; Ann Sowder; Andrea Zavala; Ann Whitworth, Friends of the Library Liaison; Ed Parigian, Council Liaison

STAFF IN ATTENDANCE: Adriane Herrick Juarez, Executive Director; Angela Dohanos, Assistant Director & Head of Cataloging & Collections; Becca Lael, Head of Events & Publicity; Christine Roh, Head of Information, Technology, & Circulation; Florencia Santa Maria, Spanish Services Librarian; Rylee Broach, Adult Services Librarian; Kate Black, Library Board Secretary

I. ROLL CALL

Ms. Stokes called the meeting to order at 12:01 PM.

II. APPROVAL OF MINUTES

11-20-24: Ms. Smith motioned to approve the minutes. Ms. Zavala seconded the motion, which passed unanimously.

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

Ms. Dohanos introduced Ms. Broach, our new Adult Services Librarian, and Florencia Santa Maria, our new Spanish Services Librarian.

Ms. Herrick Juarez reminded Board members of Board seat renewals happening in the upcoming fiscal year. The posting will go out with other City postings as part of a group recruitment effort.

Ms. Herrick Juarez noted that Sundance 2025 is approaching. The BalletNEXT costume display is in the library entryway.

Ms. Herrick Juarez mentioned that this is our two-hour Annual Meeting to review the Annual Report and the Strategic Plan.

Mr. Parigian announced some information from City Council: they are considering putting the Senior Center in the Mahwinney lot across from the Library. City Council will be researching how parking will work, which is understood to be vital. The Library will be in conversation with Council about this going forward. Ms. Serpico Hanson thanked Mr. Parigian for always coming to Board meetings and helping to liaise with Council on behalf of the Library.

IV. DIRECTOR'S REPORT AND STATISTICS

Ms. Herrick Juarez gave highlights from the January Director's Report, which covered the months of November and December. November was our annual Staff Development Day. Thank you to the City, who worked with us to approve staff in the building on Veteran's Day and created a compensation plan for staff who attended. We have signed a contract and put the deposit down for new security gates and sorter. March 11th is the scheduled installation date. We have been working on logistics for telehealth options at the library and the Request for Proposals (RFP) draft for the Santy Auditorium upgrades. All 8 study rooms will be getting a local art pieces. We had popular programs over November and December, including Letters to Veterans, Gingerbread Jimmi, Stuffed Animal Sleepover, and Noon Year's Eve.

Mr. Hembrock asked what the plan would be for updating and maintaining tech if Sundance leaves Park City, to which Ms. Lael responded that the vendor we use now is helpful and has local people to help, so we don't foresee it being a problem.

V. FRIENDS OF THE LIBRARY REPORT

Ms. Whitworth gave an update on the Friends of the Library (FOL). In December, they approved \$500 for a toy refresh in the PlayLab and \$1,067 for a new Owl camera for meetings, which is being readied for public use. The FOL author event with Zak Podmore, author of Life After Dead Pool, will be on Monday, March 24th. There will be a Meet and Greet for FOL members and their guests at 5PM in the

Community Room, and at 6PM it will move to the Santy Auditorium for a 1-hour presentation, followed by a book signing. This event is free of charge.

VI. OLD BUSINESS

The Strategic Plan subcommittees gave updates. Ms. Herrick Juarez said the Book Festival subcommittee met after the success of the Book Festival in October and talked about what worked and what they would do differently next year.

Ms. Lael gave an update on the Sages and Seekers Subcommittee. The committee looked at programming stats from last year and had a debrief. There is a new Junior Leadership program with the City, and the subcommittee will reach out to see if they can get involved. Thanks to new programming staff, there is a lineup of excellent intergenerational programming for the Spring.

VII. NEW BUSINESS

Ms. Herrick Juarez led an Interlibrary Loan (ILL) fee discussion. Currently, ILLs cost \$1 per book. We want to recommend to City Council that we do away with this ILL charge. Mr. Beal asked who pays for shipping ILLs, to which Ms. Herrick Juarez responded, saying we get a grant from OCLC, our ILL lender, and that is put towards shipping. Ms. Stafsholt motioned to recommend eliminating ILL fines to City Council. Mr. Beal seconded the motion, which passed unanimously.

Ms. Herrick Juarez reviewed the FY24 Annual Report, which is available on the library website at parkcitylibrary.org.

Ms. Herrick Juarez and Ms. Lael conducted the Strategic Plan Annual Review. The Strategic Plan progress is detailed in blog posts on the Library website under Guiding Principles.

VIII. EDUCATION ITEM

Ms. Broach and Ms. Santa Maria presented on their new roles as librarians, including upcoming programming, collection development ideas, community partnerships, and the training they have received recently.

X. OTHER/SUMMARY

None.

XI. ADJOURN

Ms. Zavala moved to adjourn the meeting, which Ms. Smith seconded. The meeting was adjourned at 1:58 PM.

UPCOMING SCHEDULE

The Park City Library Monthly Board of Directors Meeting will be held on Wednesday, February 19, 2025, 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.