

# **Library Board Meeting Agenda**

## **03/28/2024**

### **Highland City Hall**

**7:00 pm-Call to Order:** Kevin Tams, Board Chair

**1. Public Comment**

**2. Consent**

Minutes from 01.25.2024

**3. Reports**

Director's Report

**4. Action/Policy Items**

- a. Presenter Policy
- b. Background Check Policy

**5. Discussion Items**

Should minors be able to check out the camera?

ADA Doors

Space Wish List

**6. Future Agenda Items**

FY 2025 Budget Approval

**7. Adjournment**

In accordance with Americans with Disabilities Act, Highland City will make reasonable accommodations to participate in the meeting. Requests for assistance can be made by contacting the City Recorder at (801) 772-4505 at least three days in advance of the meeting.

**ELECTRONIC PARTICIPATION**

Members of the Library Board may participate electronically during this meeting.

**CERTIFICATE OF POSTING**

I, Stephannie Cottle, the duly appointed City Recorder, certify that the foregoing agenda was posted at the principal office of the public body, on the Utah State website (<http://pmn.utah.gov>), and on Highland City's website ([www.highlandcity.org](http://www.highlandcity.org)).

Please note the order of agenda items are subject to change in order to accommodate the needs of the board, staff and the public.

Posted and dated this agenda on the 27<sup>th</sup> day of March, 2024

Stephannie Cottle, CMC City Recorder

**THE PUBLIC IS INVITED TO PARTICIPATE IN ALL LIBRARY BOARD MEETINGS.**

**Minutes from a Regular Meeting of the  
HIGHLAND CITY PUBLIC LIBRARY BOARD**

Thursday, January 25, 2024 at 7:00 p.m.

IN ATTENDANCE

**Board Members**

Jessica Anderson, Secretary  
Amy Brinton  
Rachel Farnsworth, Vice-Chair  
Lynn Lonsdale  
Kevin Tams, Chair  
Wesley Warren

**Other**

Donna Cardon, Library Director and  
Board Executive Officer  
Stephannie Cottle, City Recorder  
Wayne Tanaka, Friends of the  
Library

**Absent Board Members**

Ron Campbell

A quorum of the Board being present, Chair Kevin Tams welcomed those in attendance and began the Library Board meeting as a regular meeting at 7:02 p.m. The meeting agenda was posted on the Utah State Public Meeting Website at least 24 hours prior to the meeting.

AGENDA

**1. Welcome: New Member, Ron Campbell**

New assigned City Council representative of the Board, Ron Campbell. Kim Rodela did an amazing job as the City Council representative for the last several years.

**2. Public Comment**

None.

**3. Open Meetings Training**

Stephannie Cottle, Highland City Recorder, trained the Library Board on open meetings. Stephannie reviewed various aspects of the Open and Public Meetings Act, including definition of a meeting, requirements for closed meetings (2/3 vote), public comment (in designated section but not on individual items, limited to three minutes, residents/non-residents, no questions/discussion), preparing and approving minutes.

Stephannie Cottle left the meeting.

#### **4. Consent**

*a. Approve Minutes from 10.25.2023*

Lynn Lonsdale moved to approve the consent agenda. Rachel Farnsworth seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
Yes	Amy Brinton
Yes	Rachel Farnsworth
Yes	Lynn Lonsdale
Yes	Kevin Tams
Yes	Wesley Warren

The motion passed.

#### **5. Reports**

*a. Director's Report*

Donna Cardon gave her report. In November, the Library Board gave presentations to the City Councils of Highland, Alpine, and Cedar Hills. The carpet was replaced and the accent walls were repainted. The light bulbs were also replaced with LED lights.

A boy scout installed a Free Little Library, and the Library has promised to maintain it and keep it filled with books. The Library held several programs over the last several months, including road safety and the Santa party with the Arts Council. Winter Reading is in full swing, with the theme as the Library's birthday. The Friends donated \$1,000 as a birthday present.

The moveable shelves have arrived and will be installed next week. Coming up, there is a writing program, an AV editing class, a robotics class, and the Fairytale Ball. The Friends will be having a book sale in February.

Donna shared an impact story and highlighted some key statistics. She would like to shift the main focus of the Library from numbers and statistics to impact on individuals

and families. Overall, numbers are good, but the total physical collection number is down. The books are wearing out and becoming outdated faster than they can be replaced, especially the children's books. Digital circulation continues to rise. Going forward, it's likely that more adult books will be digital and more children's books will be physical. The Board discussed circulation, collection, and associated budget issues.

## **6. Action/Policy Items**

### *a. Physical Item Circulation Policy*

The Board reviewed the Physical Item Circulation Policy to address higher priced items, like the new Sony video camera. The City collects a deposit, and later refunds it, when people rent rooms at the community center and is considering a system to collect the credit card information to only charge a fee if there is damage. The Library could use the same third-party service to collect credit card information prior to check out of certain items. Wesley noted that when he rents AV equipment, there is a checklist as you're checking out to determine the condition and the same checklist is reviewed when it is returned. The Board discussed circumstances where a patron may not have a credit card and other various scenarios to protect the equipment.

Rachel Farnsworth moved to keep the Physical Item Circulation Policy as-is. Lynn Lonsdale seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
Yes	Amy Brinton
Yes	Rachel Farnsworth
Yes	Lynn Lonsdale
Yes	Kevin Tams
Yes	Wesley Warren

The motion passed.

### *b. Background Check Policy Ad Hoc Committee*

The Board discussed the need for a Background Check Policy in light of recent laws requiring library staff and volunteers who have significant contact with minors to have a background check. Library has to have a policy in place by July 2024 and to show proof of this policy in order to qualify for grants. The City has a policy requiring background checks for employees but not for staff. The Board discussed the need for

Amy Brinton moved to appoint Jessica Anderson and Kevin Tams to the Background Check Policy Ad Hoc Committee. Amy Farnsworth seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
Yes	Amy Brinton
Yes	Rachel Farnsworth
Yes	Lynn Lonsdale
Yes	Kevin Tams
Yes	Wesley Warren

The motion passed.

*c. Presenter Policy Ad Hoc Committee*

The Board discussed the need for a Presenter Policy to cover individuals and groups who give presentations at the Library. Many people or companies come to give presentations at the Library for free that also offer similar paid services. This issue comes up frequently. Other examples include sponsors of events or t-shirts and authors who give presentations and sell their books. The Library needs a policy in place about how and in what manner presenters can self-promote. Rachel noted that we have a provision about direct solicitation in the study room policy, and Amy noted relevant provisions in the posted materials policy. The Board discussed various scenarios and the need for a policy addressing these issues. Donna wants to be directly involved with this committee. The City Attorney will also need to review the policy.

Jessica Anderson moved to appoint Amy Brinton, Lynn Lonsdale, and Wesley Warren to the Presenter Policy Ad Hoc Committee. Rachel Farnsworth seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
Yes	Amy Brinton
Yes	Rachel Farnsworth
Yes	Lynn Lonsdale
Yes	Kevin Tams
Yes	Wesley Warren

The motion passed.

## 7. Discussion Items

### *a. Library Board Training with AF*

The Board is required to do annual training. The Board discussed whether to attend training with American Fork on February 21, 2024 either in addition to or in lieu of our meeting. The Board opted to attend in lieu of the February meeting.

### *b. Budget Adjustments*

Donna noted some adjustments to the current budget. She specifically noted that the carpet replacement was less expensive than anticipated and suggested using the additional funds to get the ADA doors installed.

## 8. Future Agenda Items

- Presenter policy
- Background check policy
- Library Board training
- FY 2025 budget

The Board's will not be holding their meeting on February 22, 2024 at 7:00 p.m.

## 7. Adjournment

Jessica Anderson moved to adjourn the Library Board meeting. Amy Brinton seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
Yes	Amy Brinton
Yes	Rachel Farnsworth
Yes	Lynn Lonsdale
Yes	Kevin Tams
Yes	Wesley Warren

The motion passed.

The meeting adjourned at 8:28 p.m.

I, Jessica Anderson, Highland City Library Board Secretary, hereby certify that the foregoing minutes represent a true, accurate, and complete record of the meeting held on January 25, 2024. This document constitutes the official minutes for the Highland City Library Board Meeting.



HIGHLAND CITY

# LIBRARY BOARD AGENDA REPORT ITEM #4a

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**DATE:** January 25, 2024  
**TO:** Library Board  
**FROM:** Donna Cardon, Library Director  
**SUBJECT:** Presenter/Sponsorship Policy

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## **PURPOSE:**

The Library Board will consider adopting a policy concerning those who wish to do presentations or sponsor programs at the Library.

## **BACKGROUND:**

In January the Library Board discussed the need to create a policy governing situations when people outside the Library wish to give presentations or sponsor programs at the Library. They created a committee to investigate this question and create a draft of a policy that will establish guidelines our program manager can share with those wishing to present or sponsor programs. I have made further suggested additions to the draft they submitted.

The draft of the new policy states that:

1. The Library can either accept or reject proposals for programs or sponsorship at its discretion.
2. Acceptance of a proposal or sponsorship does not constitute endorsement of the presenter/sponsor.
3. The Library recognizes that programs can be diverse and that things that are of interest to some may be offensive to others. The Library supports free communication and creative expression.
4. Library programs must follow basic safety standards, and presenters are liable for any damage caused by disregard for safety standards.

## **FISCAL IMPACT:**

No significant fiscal impact.

## **STAFF RECOMMENDATION:**

The Library Board adopt a Library presenter/sponsorship policy.

## **PROPOSED MOTION:**



I move that we appoint adopt the Library Presenter/Sponsorship Policy as proposed.

**ATTACHMENTS:**

1. Draft of Presenter Policy (Amy)
2. Draft of Presenter Policy (Donna)

# Highland City Library: Library Presenter Policy

The Highland City Library may allow non-staff individuals to present classes or lectures at the Library. The Library Presenter Policy provides guidelines for these presentations. The policy is designed to support the Library in its primary goal: to provide access to a wide variety of information that benefits members of the community.

## I. Subject Matter

The Library Director and staff will accept proposals for programs at their discretion. Not all proposals will be accepted. The Library seeks to support programming with informational, educational, cultural, or civic value.

In addition, the Library supports programming that appeals to a diverse range of backgrounds, interests, and needs. Some programs that are of interest to some members of the community may be offensive to others; however, no patron has the right to impede another's right to information. The Library seeks to protect intellectual freedom for all of its patrons.

## II. Library Endorsement

A presentation at the Library is not to be considered an endorsement by the Library: the Library neither approves or disapproves of the views expressed in presentations hosted at the Library. The Library supports free communication and creative expression, even if some material is unpopular or unorthodox.

## III. Public Benefit

Library programming seeks to benefit public, rather than private, interests. Library presenters may mention their business to establish their credentials, but they cannot solicit customers during a Library program.

## IV. Private Business Donations

The Library welcomes donations from private businesses, including sponsorship of Library programming. The Library may acknowledge donations from businesses at the discretion of the Library Director.

## V. Safety measures

Special presenters are expected to follow appropriate safety measures. Open flames are not allowed. Anything that would cause damage to the facility or anything that is inherently dangerous is not allowed.

## Highland City Library: Library Presenter Policy

The Highland City Library seeks to be a valued resource in the community that meets learning, information, and entertainment needs. To do this the Highland City Library provides materials, programs, tools, and space that strengthen the community by informing, educating, and entertaining community members of all ages. (Library Vision and Mission Statements)

~~The~~In order to provide quality programs to its patrons Highland City Library may allow non-staff individuals to present classes or lectures ~~at the Library or sponsor programs at the Library.~~ The Library Presenter Policy provides guidelines for these presentations and sponsorships. ~~The policy is designed to support the Library in its primary goal: to provide access to a wide variety of information that benefits members of the community.~~

### I. Subject Matter

The Library Director and staff ~~will~~may accept proposals for programs at their discretion. Not all proposals will be accepted. The Library seeks to support programming with informational, educational, cultural, or civic value.

In addition, the Library supports programming that appeals to a diverse range of backgrounds, interests, and needs. Some programs that are of interest to some members of the community may be offensive to others; however, no patron has the right to impede another's right to information. The Library seeks to protect intellectual freedom for all of its patrons.

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A presentation at the Library is not to be considered an endorsement by the Library: the Library neither approves or disapproves of the views expressed in presentations hosted at the Library. The Library supports free communication and creative expression, even if some material is unpopular or unorthodox.

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Library programming seeks to benefit public, rather than private, interests. Library presenters may mention their business to establish their credentials, but they cannot solicit customers during a Library program.

### IV. Private Business Donations

The Library welcomes donations from private businesses, including sponsorship of Library programming. The Library may acknowledge donations from businesses at the discretion of the Library Director.

A sponsorship at the Library is not to be considered an endorsement of the sponsoring entity by the Library: the Library neither approves or disapproves of the views expressed by sponsors of Library programs.

### V. Safety measures

Special presenters are expected to follow appropriate safety measures. Open flames are not allowed. Anything that would cause damage to the facility or anything that is inherently dangerous

is not allowed. [Presenters are liable for any damage or harm caused by disregard to safety standards.](#)

[Approved by Highland City Library Board March 26, 2024](#)



HIGHLAND CITY

# LIBRARY BOARD AGENDA REPORT ITEM #4b

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**DATE:** March 28, 2024  
**TO:** Library Board  
**FROM:** Donna Cardon, Library Director  
**SUBJECT:** Background Check Policy

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**PURPOSE:**

The Library Board will consider establishing a background check policy.

**BACKGROUND:**

In January the Library Board discussed a new state law, H.B. 284, that requires libraries to obtain background checks for all employees and for any adult volunteers who have “significant contact with minors” (9-7-218 line 100). In addition, Library Boards must certify every three years that they have a current background check policy to qualify for any state money (9-7-218 line 105-109).

Highland City already has a policy that requires background checks for any adult employee. (Personnel Policy Manual 5.9). They do not, however, have any policy requiring volunteers to get background checks. In January the Library Board created a committee to draft a policy that will meet the requirements of H.B. 284. The policy they submitted addresses the conditions under which an employee or a volunteer must submit to a background check.

**FISCAL IMPACT:**

There is no cost to creating a policy, but there will be a cost of about \$30 per application associated with obtaining background checks for volunteers. The Library will easily be able to cover the cost with existing funds.

**STAFF RECOMMENDATION:**

The Library Board should review and adopt a background check policy that meets the requirements of the new state law.

**PROPOSED MOTION:**

I move the Board adopt the background check policy as stated/revised.

**ATTACHMENTS:**

1. Utah H.B. 284
2. Highland City policy excepts about background checks and volunteers.
3. Background Check Policy (draft)

**PUBLIC LIBRARY BACKGROUND CHECK REQUIREMENTS**

2023 GENERAL SESSION

STATE OF UTAH

**Chief Sponsor: Dan N. Johnson**

Senate Sponsor: Chris H. Wilson

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**LONG TITLE**

**General Description:**

This bill provides for criminal background checks of public library employees.

**Highlighted Provisions:**

This bill:

- ▶ defines terms;
- ▶ prohibits a public library from receiving state funds unless the library implements a policy providing for criminal background checks of prospective employees;
- ▶ provides for the scope, content, and dissemination of a library's criminal background check policy;
- ▶ provides for fiscal assistance to smaller counties and municipalities to conduct criminal background checks;
- ▶ requires the State Library Division to report annually to the Legislature regarding compliance with the criminal background check policy requirements; and
- ▶ makes technical and conforming changes.

**Money Appropriated in this Bill:**

None

**Other Special Clauses:**

This bill provides a special effective date.

**Utah Code Sections Affected:**

AMENDS:

**9-7-101**, as last amended by Laws of Utah 2019, Chapter 221

**9-7-216**, as last amended by Laws of Utah 2004, Chapter 193

30           9-7-217, as last amended by Laws of Utah 2014, Chapter 371

31 ENACTS:

32           9-7-218, Utah Code Annotated 1953

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34 *Be it enacted by the Legislature of the state of Utah:*

35           Section 1. Section 9-7-101 is amended to read:

36           **9-7-101. Definitions.**

37           As used in this chapter:

38           (1) "Board" means the State Library Board created in Section 9-7-204.

39           (2) "Division" means the State Library Division.

40           (3) "Internet policy" means the public library online access policy required in Section  
41 9-7-215.

42           ~~[(3)]~~ (4) "Library board" means the library board of directors appointed locally as  
43 authorized by Section 9-7-402 or 9-7-502 and which exercises general policy authority for  
44 library services within a city or county of the state, regardless of the title by which the board is  
45 known locally.

46           ~~[(4)]~~ (5) "Physical format" means a transportable medium in which analog or digital  
47 information is published, such as print, microform, magnetic disk, or optical disk.

48           ~~[(5) "Policy" means the public library online access policy adopted by a library board  
49 to meet the requirements of Section 9-7-215.]~~

50           (6) "Political subdivision" means a county, city, town, school district, public transit  
51 district, redevelopment agency, or special improvement or taxing district.

52           (7) "State agency" means:

53           (a) the state; or

54           (b) an office, department, agency, authority, commission, board, institution, hospital,  
55 college, university, or other instrumentality of the state.

56           (8) (a) "State publication" means a book, compilation, directory, document, contract or  
57 grant report, hearing memorandum, journal, law, legislative bill, magazine, map, monograph,



order, ordinance, pamphlet, periodical, proceeding, public memorandum, resolution, register, rule, report, statute, audiovisual material, electronic publication, micrographic form and tape or disc recording regardless of format or method of reproduction, issued or published by a state agency or political subdivision for distribution.

(b) "State publication" does not include correspondence, internal confidential publications, office memoranda, university press publications, or publications of the state historical society.

Section 2. Section **9-7-216** is amended to read:

**9-7-216. Process and content standards for Internet policy.**

(1) (a) Each library's Internet policy shall be developed under the direction of the library board, adopted in an open meeting, and have an effective date.

~~(b) The library board shall review the policy at least every three years[, and a footnote shall be added to the policy indicating the effective date of the last review].~~

~~(b)~~ (c) (i) Notice of the availability of the policy shall be posted in a conspicuous place within the library for all patrons to observe.

(ii) The library board may issue any other public notice [it] the library board considers appropriate to inform the community about the policy.

(2) The Internet policy shall include the following information:

(a) ~~[state]~~ a statement indicating:

(i) that [it] the library restricts access to Internet or online sites that contain material described in Section **9-7-215**; and

(ii) how the library board intends to meet the requirements of Section **9-7-215**;

(b) ~~[inform]~~ a statement informing patrons that administrative procedures and guidelines for the staff to follow in enforcing the policy have been adopted and are available for review at the library; ~~[and]~~

(c) ~~[inform]~~ a statement informing patrons that procedures for use by patrons and staff to handle complaints about the policy, ~~[its]~~ the policy's enforcement, or about observed patron behavior have been adopted and are available for review at the library~~[-]; and~~

(d) a footnote indicating the effective date of the last review of the policy under Subsection (1)(b).

Section 3. Section 9-7-217 is amended to read:

**9-7-217. Reporting.**

The division shall submit a report to the department regarding the compliance of library boards with the provisions of ~~[Section]~~ Sections 9-7-215 and 9-7-218 for inclusion in the annual written report described in Section 9-1-208.

Section 4. Section 9-7-218 is enacted to read:

**9-7-218. Criminal background check policy required -- Scope and content -- Dissemination.**

(1) As used in this section:

(a) "Minor" means an individual who is under 18 years old.

(b) "Public library" means a library established under Section 9-7-402 or 9-7-501.

(c) "Qualifying position" means any paid or unpaid employment position with a public library, including a volunteer position, that involves significant contact with minors, as determined by the public library's library board.

(d) "Qualifying prospective employee" means an individual who:

(i) is 18 years old or older; and

(ii) applies for a qualifying position with a public library.

(2) State funds may not be provided to a public library unless the public library implements a criminal background check policy that:

(a) meets the requirements of Subsection (3); and

(b) is adopted by:

(i) the library board in an open meeting; or

(ii) the county or city in which the public library is located.

(3) The criminal background check policy shall:

(a) identify each qualifying position with the public library;

(b) require each qualifying prospective employee to submit to a criminal background

check as a condition of employment in a qualifying position;

(c) establish procedures for:

(i) gathering, submitting, and reviewing criminal background checks for qualifying prospective employees before making any offer of employment;

(ii) disqualifying a qualifying prospective employee from employment based on information received as a result of a criminal background check; and

(iii) allowing a qualifying prospective employee to respond to information received as a result of a criminal background check;

(d) ensure that a qualifying prospective employee who is disqualified from employment because of information obtained through a criminal background check receives:

(i) written notice of the reasons for the disqualification; and

(ii) an opportunity to respond to the reasons following the procedures established under Subsection (3)(c)(iii); and

(e) include an effective date that is stated in the criminal background check policy.

(4) (a) The criminal background check policy shall be distributed to qualifying prospective employees and posted in a prominent location in the public library.

(b) A criminal background check policy adopted by a library board shall be reviewed by the library board at least every three years.

(5) Within appropriations made by the Legislature for this purpose, the State Library Board shall reimburse a county of the fourth, fifth, or sixth class, and a city of the fourth, fifth, or sixth class, for the costs of conducting criminal background checks under this section.

Section 5. **Effective date.**

This bill takes effect on July 1, 2024.

## Highland City policies excerpts related to background checks and volunteers.

From Highland City Personnel Policy Manual. (underline added)

### 5. PLACEMENT

A. Job Offers. After a job applicant is selected, the City Administrator, or designee, shall notify the successful job applicant of his or her conditional selection through a written conditional job offer letter. The written conditional job offer letter shall clearly state the job description, salary conditions, and any provisional conditions of employment (i.e., successfully passing drug/alcohol tests). Additionally, the written conditional job offer letter may state that the offer is not accepted until the candidate signs the written conditional job offer letter and returns it to Highland City by the requested date. The original job offer letter should be filed in the employee's file and a copy should be given to the new employee during orientation. Written conditional Job Offer Letters should also include the following:

- (1) A clear statement of the job description.
- (2) The employee's starting salary. Starting salary offers for exempt positions shall state that the position is exempt and specify the salary for a specified period, such as a two (2) week period. Starting salary offers for non-exempt positions shall specify an hourly wage.
- (3) The employee's job title.
- (4) The employee's supervisor.
- (5) Any relocation commitments, if applicable.
- (6) Highland City's at-will employment policy.
- (7) The employee's starting date.
- (8) The length of the employee's probationary period.
- (9) Notice of any condition employment is contingent upon, such as passing a background examination, drug tests, medical/physical examinations, etc.

...

### 6. VOLUNTEERS.

A. "Court Ordered" Community Service Volunteer Labor may, at the discretion of the City Administrator, or designee, be accepted at Highland City.

B. The City Administrator, with approval of the Mayor and City Council, may establish volunteer programs.

C. The City Administrator shall develop guidelines for the use of volunteers.

D. Prior to accepting any volunteer services, the City Administrator and the volunteer shall sign an agreement defining the nature and terms of the volunteer services.

E. A volunteer shall be provided similar protections that an employee of Highland City is provided for:

(1) Workers compensation benefits for compensable injuries sustained by the volunteer while acting in the scope of volunteer services.

(2) Operating Highland City owned vehicles or equipment when the volunteer is properly licensed to do so.

(3) Liability insurance coverage offered employees.

F. A person's volunteer service experience may be considered when determining whether a person has the minimum qualifications for an employment position with Highland City.

***Draft Version 1***  
**BACKGROUND CHECK POLICY**

To ensure a safe and secure environment and to comply with state and local laws, the Library requires background checks for all employees and for volunteers under certain circumstances.

**Definitions**

*Qualifying position* – A person who is employed as the Library Director, a full-time employee of the Library, or a part-time employee of the Library.

*Unaccompanied minor* – A child under the age of 18 who is not accompanied by an adult.

*Volunteer* – A person who (1) is not an employee in a qualifying position at the Library and (2) presents or assists with tasks at the Library or at a Library-sponsored event whether or not they are compensated.

*Vulnerable adult* – An individual who is (1) 65 years old or older or (2) a dependent adult who has a mental or physical impairment which substantially affects that individual's ability to: provide personal protection, carry out the activities of daily living, or comprehend the nature and consequences of remaining in a situation of abuse, neglect, or exploitation. (See Utah Code § 76-5-111(1)(a)(xiv)(A), (D), (F).)

**Employees**

All prospective candidates for a qualifying position at the Library must submit to a criminal background check as a condition of employment.

As part of the application process, a prospective candidate for a qualifying position shall consent to and provide the information necessary to obtain a criminal background check. Prior to making an offer of employment, the Library will coordinate with Highland City to run the criminal background check and review the results.

If the background check of a prospective candidate for a qualifying position reveals any prior criminal offenses, the Library may disqualify the candidate. If a candidate is disqualified based on the information obtained through a criminal background check, the Library will give the candidate written notice of the reasons for the disqualification and give the candidate two business days to submit a written response to the reasons for disqualification.

**Volunteers**

A background check must be completed when the volunteer (1) is primarily interacting with unaccompanied minors or vulnerable adults and (2) a ~~library~~Library employee is not present.

If a background check reveals a prior criminal offense, the Library Director has final authority to determine whether the potential volunteer may proceed with their participation and under what circumstances.

The Library may charge a fee for the cost of the background check.

**Effective Date**

This policy is effective as of July 1, 2024.

*Draft Version 2*  
**BACKGROUND CHECK POLICY**

All prospective ~~library~~ Library employees and all volunteers who have significant contact with minors must submit sufficient information to allow Highland City's Human Resources Department to run a criminal background check.

If a candidate is disqualified based on the information obtained through a criminal background check, the Highland City Human Resource Department will give the candidate written notice of the reasons for the disqualification and give the candidate two business days to submit a written response to the reasons for disqualification.



## *Resources*

Utah Code

***Effective 7/1/2024***

**9-7-218. Criminal background check policy required -- Scope and content -- Dissemination.**

- (2) State funds may not be provided to a public library unless the public library implements a criminal background check policy that:
  - (a) meets the requirements of Subsection [\(3\)](#); and
  - (b) is adopted by:
    - (i) the library board in an open meeting; or
    - (ii) the county or city in which the public library is located.
- (3) The criminal background check policy shall:
  - (a) identify each qualifying position with the public library;
  - (b) require each qualifying prospective employee to submit to a criminal background check as a condition of employment in a qualifying position;
  - (c) establish procedures for:
    - (i) gathering, submitting, and reviewing criminal background checks for qualifying prospective employees before making any offer of employment;
    - (ii) disqualifying a qualifying prospective employee from employment based on information received as a result of a criminal background check; and
    - (iii) allowing a qualifying prospective employee to respond to information received as a result of a criminal background check;
  - (d) ensure that a qualifying prospective employee who is disqualified from employment because of information obtained through a criminal background check receives:
    - (i) written notice of the reasons for the disqualification; and
    - (ii) an opportunity to respond to the reasons following the procedures established under Subsection [\(3\)\(c\)\(iii\)](#); and
  - (e) include an effective date that is stated in the criminal background check policy.

Highland City Background Check Policy:

<https://highland.municipalcodeonline.com/book?type=orders#name=2019-4>

Salt Lake County Library Background Checks for Presenters Policy:

<https://www.slcolibrary.org/policies/pdf/Background-Checks-for-Presenters-Policy.pdf>

Utah Code [76-5-111](#)