

**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.