

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

Thursday, March 28, 2024 at 7:00 p.m.

**IN ATTENDANCE**

**Board Members**

Jessica Anderson, Secretary  
Amy Brinton  
Ron Campbell  
Rachel Farnsworth, Vice-Chair  
Kevin Tams, Chair  
Wesley Warren

**Other**

Donna Cardon, Library Director and  
Board Executive Officer  
Wayne Tanaka, Friends of the  
Library

**Absent Board Members**

Lynn Lonsdale

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. Public Comment**

None.

**2. Consent**

*a. Approve Minutes from 01.25.2024*

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

Yes	Jessica Anderson
Yes	Ron Campbell
Yes	Rachel Farnsworth
Yes	Kevin Tams
Yes	Wesley Warren

The motion passed.

### **3. Reports**

#### *a. Director's Report*

Donna Cardon gave her report. Winter Reading concluded at the end of February. 1590 charts were picked up; 261 charts were turned in to claim final prizes.

Amy Brinton joined the meeting.

The Fairy Tale Ball was a success. Other March programs included the first of the video editing classes (recorded and on the YouTube channel), a STEM class about medication safety, and the last Highland history lecture by Charlie, who is retiring from the historical society.

Coming up in April, there will be the second video editing class, a houseplant basics class (to go with the propagation station), an Earth Day craft class, and a STEM class.

In the library, Donna altered the shelf ends to make them ADA compliant.

Rachel Farnsworth moved to temporarily adjourn the Library Board meeting to have a small ceremony recognizing Scott Smith's donation enabling the purchase of the new mobile shelves. Ron Campbell seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
Yes	Amy Brinton
Yes	Ron Campbell
Yes	Rachel Farnsworth
Yes	Kevin Tams
Yes	Wesley Warren

The motion passed.

The Board reconvened at 7:20 p.m. Donna shared a library impact story from the Fairy Tale Ball. She reviewed statistics, highlighting the number of digital items circulated. The Board discussed the technical aspects of the digital item process. Donna also noted that the physical items are less than they were a year ago. But the physical capacity of the library limits the number of items that can efficiently be

stored. The Board discussed the constant need to refresh the books in the library. The library's collection focus at the moment is adult digital books and physical children's books. Total patrons are up 600 over what we were a year ago, largely due to the new development, and story time attendance is very high.

#### **4. Action/Policy Items**

##### *a. Presenter Policy*

Donna reviewed the reasons that this policy is necessary: the library is constantly approached by people who would like to present at the library or sponsor an event at the library. The Board reviewed the proposed Presenter Policy drafted by the ad hoc committee. The Board discussed various aspects and concerns to be addressed in the policy, including monetary contributions, library liability for discrimination, the possibility of combining it with the display policy, and incorporate the Highland City Building Use Policy. The Board also discussed the need for legal review.

Wesley Warren moved to continue this item to recirculate a new draft for consideration at the next Board meeting. Rachel Farnsworth seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
Yes	Amy Brinton
Yes	Ron Campbell
Yes	Rachel Farnsworth
Yes	Kevin Tams
Yes	Wesley Warren

The motion passed.

##### *b. Background Check Policy*

Donna noted the change in state law requiring the library to have a background check policy. The Board discussed the proposed Background Check Policy drafted by the ad hoc committee. The Board discussed clarifying the definition of "qualifying position" to cover volunteer positions that deal primarily with minors, particularly recurring volunteers.

Wesley Warren moved to continue this item to recirculate a new draft for consideration at the next Board meeting. Rachel Farnsworth seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
Yes	Amy Brinton
Yes	Ron Campbell
Yes	Rachel Farnsworth
Yes	Kevin Tams
Yes	Wesley Warren

The motion passed.

## **5. Discussion Items**

- a. *Should minors be able to check out the camera?*

The Board determined that a minor can check out the camera, but the parents would be liable, so the minor needs a parent's permission.

- b. *ADA Doors*

Donna updated the Board on the process of getting ADA-compliant doors for the Library. Donna met an ADA door installer, got a bid to get the powered doors for the library, and found out that keeping the library doors open is not a fire code violation. Having the doors open is more accessible. However, there is a question of access for library (and city) employees. Ron talked to Erin, the City Administrator, and the City is going to do a complete ADA review of the whole building, so the library does not have to deal with it on its own.

- c. *Space Wish List*

Donna reported on a training she attended, which suggested articulating why a building addition is necessary. She created a rough document outlining the reasons. She was able to use it for talking points with the mayor and others. The Board reviewed and discussed the document, including the feasibility study blueprint and cost estimate. The Board also discussed funding issues.

## **6. Future Agenda Items**

- FY 2025 Budget Approval

The Board's next regular meeting will be held on April 25, 2024 at 7:00 p.m.

## **7. Adjournment**

Rachel Farnsworth moved to adjourn the Library Board meeting. Wesley Warren seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
Yes	Amy Brinton
Yes	Ron Campbell
Yes	Rachel Farnsworth
Yes	Kevin Tams
Yes	Wesley Warren

The motion passed.

The meeting adjourned at 8:49 p.m.

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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 March 28, 2024. This document constitutes the official minutes for the Highland City Library Board Meeting.