

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

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

IN ATTENDANCE

Board Members

Jessica Anderson, Secretary
Amy Brinton
Ron Campbell
Rachel Farnsworth, Vice-Chair
Lynn Lonsdale
Kevin Tams, Chair

Other

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

Absent Board Members

Wesley Warren

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 7:03 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 03.28.2024

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

Yes	Jessica Anderson
Yes	Amy Brinton
Yes	Ron Campbell
Yes	Rachel Farnsworth
Yes	Lynn Lonsdale
Yes	Kevin Tams

The motion passed.

3. Reports

a. Director's Report

Donna Cardon gave her report. Story times continue to be hugely popular, with one recently having 90 attendees. Attendance at the video editing and house plants classes was low. There were some passive programs to celebrate poetry month, including a poet-tree for people to hang their poems. Programs largely stop in May for the staff to prepare for summer reading. Summer story times will be split over two days, with a craft on one day and science on the other.

The library put out a post-it note survey asking for praise and suggestions. The response was great, with people specifically noting their love of the books. The library has been able to respond and put in place some of the suggestions, including ordering additional Spanish picture books and books from specific authors, and is considering adding a Spanish story time.

The Library is adding another shelf to the intermediate graphic novels section, to bring out some that are in storage. Donna shared an impact story about a STEM seed project. She made 16, those were gone in two days, and by the end 141 kits were taken home.

Circulation of digital items exceeded 8,000 this month for the first time. The Foundation is going to do a fundraiser this summer to raise more money for digital items.

4. Action/Policy Items

a. Presenter/Sponsor Policy

The Board resumed its previous discussions about the presenter policy and considered specific provisions of the proposed policy. The Board suggested removing "not available to the general public but" and adding "that" from the second paragraph.

Rachel Farnsworth moved to adopt the presenter/sponsor policy as amended. Ron Campbell seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
Yes	Amy Brinton
Yes	Ron Campbell
Yes	Rachel Farnsworth
Yes	Lynn Lonsdale
Yes	Kevin Tams

The motion passed.

b. Background Check Policy

The Board resumed its previous discussions about the criminal background check policy required by state law and discussed particular provisions, including those related to volunteers.

Rachel Farnsworth moved to approve the background check policy as stated. Lynn Lonsdale seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
Yes	Amy Brinton
Yes	Ron Campbell
Yes	Rachel Farnsworth
Yes	Lynn Lonsdale
Yes	Kevin Tams

The motion passed.

5. Discussion Items

a. Proposed Library Collaboration

The Board discussed a proposal regarding collaboration with the Pleasant Grove and American Fork libraries. There would be a shared catalog and a system to shuttle books back and forth among the libraries. Patrons could borrow and return books from any of the three libraries. They would require that (1) we raise our nonresident fee from \$70 to \$85 and (2) no late fees match the rates at Pleasant Grove and American Fork. American Fork and Pleasant Grove will have to switch to Koha. The Board discussed some numbers and statistics, including the following:

Physical items: Highland 41,000; AF 93,000; PG 63,000.

Annual budget: Highland \$382,000; AF \$1,138,510 (double per capital than us)

The collaboration would quadruple the number of items available to our patrons. This could be a first step toward a county system, and libraries could potentially start to establish specializations.

The fiscal impact to Highland would be about \$6,000 increase in expenses overall over the year. The board discussed the impact of removing fees. 40% of libraries (by actual library, not by population) in Utah no longer charge fees; Salt Lake County just eliminated fees. There is a concern that we are close to no longer being viable, so the Board needs to carefully consider eliminating a revenue source and increasing costs.

The Board discussed the policy issues, like circulation policies, and the eventual issues with a vehicle, etc. The Board discussed the current circulation between the three libraries and various potential issues. Eagle Mountain and Lehi are also NUCLC libraries and may be interested as well.

We need to consider at the following meeting whether we want to remove the fines and raise the nonresident fees in preparation for the merger.

Lynn Lonsdale left the meeting.

The board discussed the possibility of asking for a tax increase in conjunction with the collaboration.

b. Alpine's Children's Library

Donna reported on developments in Alpine's library considerations. A contingent in Alpine is trying to get a children's library in place. There was a historical house that could be renovated and used in part as a library, but it fell through. They have 2,500 books donated and asked the city council to stop funding the book mobile and pledge the money to the effort to get a children's library. The board discussed potential outreach efforts.

c. Seats Expiring this Year

Donna noted that Kevin's and Amy's seats are expiring this year but both are eligible for renewal.

6. Future Agenda Items

- Library Budget
- New American Fork and Pleasant Grove Library Agreement
- Fee adjustment

The Board's next regular meeting will be held on May 23, 2024 at 7:00 p.m.

7. Adjournment

Rachel Farnsworth 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	Ron Campbell
Yes	Rachel Farnsworth
Yes	Kevin Tams

The motion passed.

The meeting adjourned at 8:35 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 April 25, 2024. This document constitutes the official minutes for the Highland City Library Board Meeting.