

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

Thursday, May 30, 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
Kathleen Armen, Public

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 7:03 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 04.25.2024

Rachel Farnsworth moved to approve the consent agenda. 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

Yes Wesley Warren

The motion passed.

3. Reports

a. Director's Report

Donna Cardon gave her report. There were no weekly programs in May to prep for summer reading. But the Library had a successful presence at the City open house, the penultimate class for the small business grant, and a short story contest. The Summer Reading kickoff will be a reptile show this Saturday. There are reading logs for all age groups. Summer activity ideas for kids will be moved to Facebook. In the Library, there will be a different scavenger hunt each week during the summer. Storytimes will be twice a week.

The Friends of the Library are making a float for the summer parades. They need volunteers to march and someone to pull the float.

Three members of the Library staff went to the Utah Library Association Conference and came back with new ideas for the Library. Donna is going to be serving as the Management and Leadership Roundtable vice-chair this year and the chair next year.

Donna reported that the Library's budget for the coming fiscal year is comfortable, though we have to keep a close eye on it in the future.

Donna shared an impact story and highlighted a few statistics, including the slow decline of the physical collection. The staff will be pulling back on weeding. Donna noted how books are cycled through the Library, through the Friends, and then to various charities.

4. Action/Policy Items

a. FY 2024 Budget Adjustments

Donna presented the adjustments to the FY 2024. The Library gets a percentage of all property taxes, including real and personal property. She highlighted select adjustments to revenue including lower than projected revenue from the motor vehicle tax and fees and fines and additional revenue from donations and grants. Adjustments to expenditures included lower than expected expenses for equipment,

software, continuing education, and capital outlays (for the carpeting) and additional expenses for office supplies and books and materials.

Jessica Anderson moved to approve the Library FY 2024 budget adjustments understanding that slight variations of less than 5% of the total budget may occur at final year closeout. 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
Yes	Wesley Warren

The motion passed.

b. FY 2025 Budget

The Board reviewed the proposed FY 2025 budget. Donna noted that it will be at least six months before there would be any impact on the budget by the proposed collaboration with other libraries, so this budget does not make any changes and can be adjusted midyear as necessary. Donna highlighted some of the revenue projections, including property tax, non-resident cards, grant income, credit card fees (new this year), and carryover for new furniture. Donna also highlighted proposed expenditures, including wages, equipment, books and materials, credit card fees, and capital outlay for the furniture. The Board discussed various budget items and the long-term financial viability of the Library.

Jessica Anderson moved to approve the proposed Library FY 2025 budget. Amy Brinton seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
Yes	Amy Brinton
Yes	Ron Campbell
Yes	Rachel Farnsworth
No	Kevin Tams
Yes	Wesley Warren

The motion passed. The Board discussed the possibility of a tax increase and fund study.

c. Library Board Expiring Seats

At 8:07 p.m., Jessica Anderson moved to convene in closed session to discuss the character, professional competence, or physical or mental health of an individual as permitted by Utah Code § 52-4-205. Rachel Farnsworth seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
Yes	Amy Brinton
Yes	Ron Campbell
Yes	Rachel Farnsworth
No	Kevin Tams
Yes	Wesley Warren

The motion passed.

Amy Brinton and the public left the meeting. The Board convened in closed session.

Rachel Farnsworth moved to recommend to the mayor that Amy Brinton continue to serve on the Library Board in seat 4 and Lynn Lonsdale continue to serve in seat 5 starting July 1, 2024. Ron Campbell 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.

At 8:09 p.m., Rachel Farnsworth moved to adjourn the closed session Wesley seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
Yes	Rachel Farnsworth

Yes	Ron Campbell
Yes	Kevin Tams

The motion passed. The Board returned from closed session at 8:09 p.m.

Amy Brinton returned to the meeting. Donna will notify the mayor of the recommendation.

5. Discussion Items

a. Collaboration with American Fork and Pleasant Grove update

Donna gave an update on the potential library collaboration. The American Fork Library is submitting a grant to cover the cost of migrating to Koha. American Fork also may be willing to pay for the vehicle that would eventually be needed for the collaboration. The whole NUCLC group meets at the end of June and will discuss the collaboration, among other things.

b. Library Recertification

Donna noted that recertification is coming up in June. A Board member needs to come do a walk through. Kevin volunteered.

6. Future Agenda Items

- Collaboration with American Fork and Pleasant Grove libraries
- New upholstered furniture
- Advocacy for tax increase

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

7. Adjournment

Jessica Anderson moved to adjourn the Library 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.

The meeting adjourned at 8:24 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 May 30, 2024. This document constitutes the official minutes for the Highland City Library Board Meeting.