

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

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

IN ATTENDANCE

Board Members

Jessica Anderson, Secretary
Amy Brinton
Ron Campbell
Lynn Lonsdale
Kevin Tams, Chair

Other

Donna Cardon, Library Director and
Board Executive Officer
Doug Cortney, City Council
Wayne Tanaka, President of the
Friends of the Library

Absent Board Members

Rachel Farnsworth, Vice-Chair
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 7:04 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 May 2024 Meeting

Amy Brinton noted an error on the vote to adjourn from the closed session that included Kim Rodella. Amy Brinton moved to approve the May minutes as amended. Lynn Lonsdale seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
Yes	Amy Brinton
Yes	Ron Campbell

Yes	Lynn Lonsdale
Yes	Kevin Tams

The motion passed.

3. Reports

a. Director's Report

Donna Cardon gave her report. She noted that the summer reading program has been a big success with high involvement. Attendance at story, science, and craft times has been about double what it was last summer. Amy specifically noted how high quality the programs have been. The weekly scavenger hunt has been very popular too, with over 3,700 hunts completed. Other programs have also been well attended.

Coming up is the end of summer reading party that is part of the Highland Fling. The Friends will be marching in the Highland Fling parade and in the Alpine Days parade. No weekly programs in August, but there will be visits to back to school nights.

The Lehi library has been closed, so we have seen a jump in Lehi residents registering their cards. The library also opted in to a program to get free blood pressure kits for people to check out. Donna gave a brief update on the collaboration, including that American Fork got the grant to migrate their catalog and Pleasant Grove's to Koha. Donna volunteered to head up the efforts to create the policies to make the collaboration work. Donna also shared an impact story about the study room. Finally, Donna briefly reviewed statistics, including the 171 new patrons, which is a record.

Wayne Tanaka joined the meeting.

4. Action/Policy Items

a. Election of Officers

The Board discussed the election of officers for the upcoming years. Current officers are Chair: Kevin Tams, Vice-Chair: Rachel Farnsworth, and Secretary: Jessica Anderson.

Jessica Anderson moved to elect Amy Brinton as Chair, Kevin Tams as Vice-Chair, and Jessica Anderson as Secretary for the 2024-2025 year. Ron Campbell seconded the motion. The vote was recorded as follows:

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

The motion passed.

b. New Library Staff Position

Donna informed the Board that when a library assistant or manager is absent, the library tries to find other staff to cover the shift. However, this results in the same 2-3 staff members feeling obligated to frequently cover shifts. Donna proposed that the library hire a substitute librarian – someone who does not have regularly scheduled shifts but who can be called in to cover as needed. Besides some upfront training time, the position would not result in a budget increase, because the substitute would receive the same pay as what the missing staff member would have earned. The Board discussed the ramifications of the position.

Amy Brinton moved to approve the creation of a new substitute librarian position. Ron Campbell seconded the motion. The vote was recorded as follows:

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

The motion passed.

c. Timpanogos Library Cooperative

The Board considered the proposed collaboration with the American Fork and Pleasant Grove libraries, tentatively named the Timpanogos Library Cooperative. The collaboration would involve the following:

- The three libraries would establish a courier system to deliver materials between the libraries on a regular basis.

- The three libraries would establish a common catalog, meaning that when a patron searches the catalog, they would see materials from all three libraries
- Patrons from each library would be able to request items from one of the other libraries and have them delivered to their home library for checkout. Likewise, patrons can return materials from other libraries to their home library, which would then deliver them to their library of origin.

In order to join the collaboration, Highland would have to do the following:

- raise its nonresident fee from \$70 to \$90 to match the other libraries
- stop charging overdue fines like the other libraries

Donna outlined and the Board discussed the pros and cons of the collaboration as well as the proposed timeline. The Board confirmed that the collaboration would not impact the digital collection, just the physical collection. The Board also discussed ways to inform the public about the collaboration, the transfer frequency, the potential usage, whether non-book items, like STEM kits, would be included (probably not). The Board also discussed the fiscal impact, including the ongoing discussion of going fine free and the potential of a tax increase for the library. The Board noted the potential issues with policies and liabilities.

Jessica Anderson moved that the Highland City Library work with the American Fork Library and the Pleasant Grove Library towards forming the Timpanogos Library Cooperative. Amy Brinton seconded the motion. The vote was recorded as follows:

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

The motion passed.

5. Discussion Items

a. Pride Month Display Letter

Kevin Tams asked whether there was a city policy related to anonymous letters. There is no official policy. The Board briefly discussed a letter recently sent to all of the members of the city council from a Highland citizen complaining about a Pride month poster in the library. The Library had five pride posters up in the adult and teen

sections. The Board reviewed the posters and discussed the content and other Library displays. The Board also discussed library ethics and representing the community.

b. August Meeting

The Board discussed upcoming agenda items and whether to have a meeting in August. The Board determined not to have a meeting in August, unless something comes up in the meantime.

c. Schedule City Council Presentations

Donna noted that we will need to get on the agenda for our annual presentation to our own city council, and on the agendas for similar presentations to the Cedar Hills and Alpine city councils. The presentations are usually given in early in October. Amy and Kevin will work on the presentation and present a draft to the Board at the September meeting.

d. Furniture Colors

Donna noted that she got samples for the new furniture. She's going to order the same furniture as is currently in the lobby but in a different colors. Amy and Lynn volunteered to come in and help pick out colors.

6. Future Agenda Items

- Strategic Plan Update (Donna)
- Presentations to the city councils
- Fund study

The Board's next regular meeting will be held on September 26, 2024 at 7:00 p.m.

7. Adjournment

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

Yes	Jessica Anderson
Yes	Amy Brinton

Yes	Ron Campbell
Yes	Lynn Lonsdale
Yes	Kevin Tams

The motion passed.

The meeting adjourned at 8:49 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 July 25, 2024. This document constitutes the official minutes for the Highland City Library Board Meeting.