

**Minutes from a Regular Meeting of the  
HIGHLAND CITY PUBLIC LIBRARY BOARD**  
Thursday, September 26, 2024 at 7:00 p.m.

IN ATTENDANCE

**Board Members**

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

**Other**

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

**Absent Board Members**

Lynn Lonsdale

A quorum of the Board being present, Chair Amy Brinton welcomed those in attendance and began the Library Board meeting as a regular meeting at 7:05 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 July 2024 Meeting*

Ron Campbell moved to approve the July minutes. Jessica Anderson seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
Yes	Amy Brinton
Yes	Ron Campbell
Yes	Rachel Farnsworth

The motion passed.

### **3. Reports**

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

Donna Cardon gave her report. She noted that she sent out a report in August despite the no meeting. She therefore focused on September. She noted some recent programs, including a surprise welcome event at the Ridgeview subdivision. Things coming up include "A Day at Highland School of Magic" for kids age 9 and up.

In the Library, there is a new substitute librarian. The blood pressure kits, which include temporal thermometer and a pulse oximeter. from the American Heart Association are in circulation. Donna decided to put in a grant request as part of a big state grant. The wish list includes replacements for public access computer monitors, keyboards, a new router, and two privacy pods.

Donna also gave an update on the potential "Timpanogos Library Consortium." AF and PG are starting the process of migrating their catalog systems. There are still a lot of policy questions to sort out, and the group is currently meeting twice a month.

Wesley Warren joined the meeting.

Donna shared an impact story of a local family and highlighted some statistics, including 300 new library card holders over the last year largely due to the new subdivision.

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

#### *a. Strategic Plan*

Ron Campbell briefly stepped out of the meeting.

The Board discussed the strategic plan. Topics the Board discussed included financial feasibility, including a fund study, the dedicated tax, a future potential addition, expanding the picture book section, and potential fundraising options.

Kevin Tams joined the meeting.

The Board also discussed including a "why" by expanding the "value" section to tie the items to community value.

Jessica Anderson moved to approve the 2024-2029 Long-Range Strategic Plan as will be amended and present it to the City Council for approval. Kevin Tams 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. City Council Presentations*

Donna left the meeting briefly to print some statistics.

Amy Brinton gave the draft version of the presentation, which was based heavily on impact stories. The Board reviewed and discussed the presentation prepared by Amy. Amy did a great job putting the presentation together, and she exudes her love of the library as she presents.

The Board particularly discussed the way to present the Library's fiscal responsibility, the current financial tipping point, the new consortium, statistics, program participation, and overall library value.

Jessica Anderson moved to approve the presentation and that the Board present it the Annual Report to the Highland City Council on October 15, 2024 and contact Alpine and Cedar Hills City Councils to arrange to present it to them as well. 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.

*c. Furniture Selection*

The Board briefly considered the options for furniture, including divided couches.

Jessica Anderson moved to table the discussion of furniture selection until the next meeting. Kevin Tams 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. Alpine Library Update*

Donna gave a brief update on the status of a library in Alpine. They are moving forward with plans to start their own children's library.

*b. Library Fund Study*

The Board discussed whether to move forward with the fund study and ask the Foundation to fund it.

*c. Timpanogos Library Consortium Update*

Donna distributed the executive summary on the consortium that she compiled for the city administration.

**6. Future Agenda Items**

- Approving fund study
- Furniture selection

The Board's next regular meeting will be held on October 24, 2024 at 7:00 p.m.

## **7. Adjournment**

Kevin Tams moved to adjourn the Library Board meeting. 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 meeting adjourned at 9:00 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 September 26, 2024. This document constitutes the official minutes for the Highland City Library Board Meeting.