

Library Board Meeting Agenda

August 9, 2018

***Amended 12:30 pm**

Highland City, West Conference Room
5400 West Civic Center Drive, Highland UT 84003

7:00 pm – Call to Order: Roger Dixon, Board Chair

1. Public Comment:

2. Consent Agenda:

- a. Approval of minutes from June 21, 2018
- b. Approval of Board Member Job Description – Roger Dixon

3. Reports:

- a. Introduction of New Board Members – Roger Dixon
- b. Directors Report – Erin Wells
 - i. Library Surveillance Cameras
 - ii. NUCLC Preparations
 - iii. New Director Search
 - iv. Budget Update
 - v. 10 Year Anniversary Plans
 - vi. Donor Plaques
- c. Board Member's Reports
 - i. Outreach Activities – Claudia Stillman
 - ii. Friends of the Library – Wayne Tanaka

4. Action/Policy Items:

- a. Election of officers for the next 12 months – Roger Dixon
 - i. Chair
 - ii. Vice Chair
 - iii. Secretary
 - iv. Appointment of Liaison to the Friends
 - v. Realignment of Outreach and Finance committees, if necessary
- b. ***Adoption of Test Proctoring Fee**

5. Discussion Items: (No action will be taken)

- a. Agenda for the joint meeting with the City Council – Roger Dixon
- b. Library Board Bylaws – Roger Dixon
 - i. Number of Board Seats
- c. Do we need a logo and a mission statement? – Nancy Passaretti
- d. Tape Recorder/ Meeting Minutes Procedures – Roger Dixon

6. Future Agenda Items:

- a. Items for New Library Director – Erin Wells
 - i. Collection Development Policy
 - ii. Space Usage Policy
- b. Interlibrary Loan Procedure at full NUCLC status – Kim Bergeson

7. Future Meetings:

- a. September 27

8. Adjournment:

In accordance with Americans with Disabilities Act, Highland City will make reasonable accommodations to participate in the meeting. Requests for assistance can be made by contacting the City Recorder at (801) 772-4505 at least three days in advance of the meeting.

ELECTRONIC PARTICIPATION

Members of the Library Board may participate electronically via telephone, Skype, or other electronic means during this meeting.

CERTIFICATE OF POSTING

I Cindy Quick, the duly appointed City Recorder certify that the foregoing agenda was posted in three public places within Highland City limits. The agenda was also posted at the principal office of the public body, on the Utah State website (<http://pmn.utah.gov>) and on Highland City's website (www.highlandcity.org).

Please note the order of agenda items are subject to change in order to accommodate the needs of the Library Board, staff and public.

Posted and dated this 8th day of August, 2018

Cindy Quick, CMC
City Recorder

THE PUBLIC IS INVITED TO PARTICIPATE IN ALL LIBRARY BOARD MEETINGS

Highland City Library Board Meeting

June 21, 2018

7:00 pm

In attendance: Roger Dixon, Cindy Jonsson, Claudia Stillman, Tiffany Whiting, Kim Bergeson, Carol Rice, Erin Wells, Ed Dennis and Nancy Passaretti on speaker phone

Public in attendance: Janice Hayes and Scott Smith

Absent: Lisa Bullington and Wayne Tanaka (Friends of the Library Chair)

Public Comment: Roger Dixon makes a public comment about the city council meeting. He was pleased with the outcome.

Consent Agenda: Claudia Stillman motions to approve the June 7th minutes as corrected. Ed Dennis seconds the motion all approve.

Erin Wells: Budget discussion about the Fee in Lieu the Library gets 13.11% from the Dept of Motor Vehicles tax. New Revenue along with the Dedicated tax. The revenue can start when the board approaches the city.

The City Council voted to give the library a " clean slate" for the new fiscal year. Council wants to address the Dedicated Tax and cross charges for the next fiscal year's budget.

Ed Dennis and Erin Wells want to make sure we approach the city council carefully with new budget changes.

Grant update: \$5200 CLEF grant spent in acquisitions. LTSD Feb- May next billing cycle. The library wants to use the money effectively and carefully examining the best way to use the money.

Executive Function: Kari May notified

Website up before June 28 others will be trained on using the website.

Donor Plaques being worked on by Carol. Working on the best layout possibly near the book sale items and Roy will make them permanent. Carol will look for new spaces to put up additional plaques by future donors. Carol will keep in mind the purposes of the past donors as she works on the layout.

Director Recruitment: postponed until Erin and Nathan Crane can work on this together. Discussion about the possibility of Lynn Lonsdale working as Erin assistant while the staff is feverishly working to get to get to NUCLC. Lynn has a MLS degree and familiar with the day to day operations of the librarian but would only be temp as she lives out of state 50% of the time.

She will be leaving again in August. Erin's salary beginning July 1 will charge the library. Talk about how to approach city. Erin feels she is there to bridge the gap and relations with library and city but is currently swallowed up by double responsibilities.

Scott Smith agrees but concerned about Erin's job with the city. Erin needs an assistant. Especially with cataloging, Records, Acquisitions and the website, financial, Patrons activity, NUCLC reassurance would function as a library specialist to get through a difficult time until someone more permanent can be hired.

We have the budget and possible time frames. Ultimately its and Administrative decision.

Nancy asks if this is a city employee response is no but they would be a part time employee NOT an independent contractor.

Scott Smith says Erin is the ultimate professional but needs some of her burden lifted. Erin agrees to a meeting Monday, Tuesday or Wednesday of the following week.

NUCLC update item count currently at 44,736. With 1732 items left to acquire. There is a need for other items to be cataloged. Items can be purchased not cataloged yet, but all items must be cataloged within 6 months of achieving NUCLC. Kim not sure what to purchase- needs ideas and soliciting ideas from Readers and Teachers. Willing to buy from Seagull Book, Deseret Book and looking for other items. Will request multiple copies of children's books, homeschool books, more Audio books but no eBooks. We don't own the overdrive. Discussion about how overdrive works.

Strategic Long-Range Plan update:

3.1.2.2 Create children's library Additional square footage added to existing building as approved by Highland City Council- **completed**

3.2.1.7 Review results of needs survey and prepare options for presentation to the participating City Council(s) on next steps

Present options to the respective City Councils by May 2018 **—on hold**

1.1.2.1 Organize a Literacy Center for early childhood literacy Resource material purchased by end of second quarter 2018 – **working on currently – acquiring kits**

1.3.3.1 Replace printer/copier with a color copier Purchase by end of first quarter 2018 Library Foundation – **discussion with the Friends of the Library**

1.3.3.2 Replace two computers Purchase by end of first quarter 2018 **—by July 2018 library needs 2 for staff and 1 for cataloging. Cost is about \$1200 per unit.**

Nancy asks for color copier model and price from Les Olsen Company one similar to the city's copier. Talks about using a coin dispenser or a card swipe and options of leasing one.

Action item to get details for Nancy.

Scott thinks Microsoft may have donations for public libraries software, hardware etc.

Erin asks for the possibility of inviting employees to board meeting if they want to attend.

Policy for the Childrens Room tabled until July

Outreach: Claudia took fliers about her summer reading program to schools. Also, Lone Peak during club week needs info there as well.

Highland Fling: Teri Kent will help with the float. A banner is being made with 10th Anniversary on it Wayne has it entered in the lineup. Kurt Ostler wants people to be able to get a library card at the fling. Wayne will check on booth for the Fling and Ed will make sure we can use Venmo and Square to be prepared for payments of any kind.

Carol has ideas for 10 for 10 programming during the anniversary:

Specialized events ideas: mayor help with story time, volunteer appreciations events, celebrate reaching NUCLC, celebrate reaching overdrive

Board replacements: several candidates 5 total applied needed by July 17. Feb 2012 most current bylaws we have. need to review. Roger will need to do electronically to update bylaws for approval by the 30th of June.

Erin asks we be respectful of State and other librarians as we don't want to monopolize their time with our problems currently.

Next meeting July 31

Cindy motions to adjourn Ed Dennis seconds Adjournment 8:40 pm

Highland City Library

Job Description Library Board Members¹

In general, candidates for the Library Board should be familiar with:

- 1) The Bylaws of the Highland City Library Board,
- 2) The Bylaws of the Highland City Library Foundation,
- 3) The Highland City Library Strategic Ten-Year Plan, 2016-2025, and
- 4) The Memorandum of Agreement between the Highland City Library Board, Highland City Library Foundation, and the Friends of the Highland City Library.

Candidates should understand that the Library seeks to achieve three broad goals:

- 1) Provide residents with access to information that educates, inspires, and entertains.
- 2) Provide residents with a gathering place that creates a sense of community and enhances the quality of life.
- 3) Work with other committees and groups to enhance the services all provide to the Highland community.

To implement these goals the Library pursues four strategies:

- 1) Promote lifelong learning in the community;
- 2) Deliver personalized, consistent, high quality service to patrons and protect their privacy;
- 3) Maintain a well-managed community service; and
- 4) Seek to build and maintain a facility that will adequately house the Library and other community functions.

Specific Responsibilities of Library Board Members:²

- 1) Attend all Board meetings; attend Library events as appropriate.
- 2) Review and approve all meeting minutes and reports.
- 3) Understand the bylaws.
- 4) Establish, review, and revise policies that govern the Library.
- 5) Annually review the Library long-range plan and reports from the Library Director.
- 6) Understand local and state laws affecting libraries and ensure Library services conform to Utah statutes.
- 7) Serve on the Library Foundation Board.
- 8) Hold office within the Library Board, the Foundation Board, or both.

Attributes of candidates:

- 1) A lifelong learner.
- 2) Someone who values building the community of Highland.
- 3) Someone who supports the Library as a community asset.
- 4) An objective critical thinker.
- 5) Someone who will commit the time necessary to improve the Library as a community asset.

¹ Note. We do not use the term trustee in our Bylaws. We could change that if we wish. In the meantime, we should stick to the term "member" to avoid confusion.

² Only the responsibilities listed in the Bylaws of the Library Board are listed here.

Officers and Elections

The officers of the Library Board are a Chair, a Vice Chair, and a Secretary. These officers are elected by a ballot vote for a one-year term at the regular meeting in the month of July. The Chair serves no more than two consecutive terms unless by unanimous Library Board consent. In the event of a resignation of an officer, an election to fill the unexpired term of that officer will be conducted by a ballot vote at the next regular Library Board meeting.



HIGHLAND CITY

LIBRARY BOARD AGENDA REPORT ITEM #4b

DATE: August 9, 2019
TO: Library Board Members
FROM: Erin Wells, Interim Library Director
SUBJECT: **ACTION-** Approval of a Test Proctoring Fee

STAFF RECOMMENDATION:

The Library Board approve a \$5 test proctoring fee beginning Monday, August 20.

BACKGROUND:

In the June 5, 2018 City Council Meeting, Council approved the FY2019 Fee Schedule which included a \$5 Library Proctoring Service Fee. My understanding is that the previous Library Director asked the Finance Department to add this. I further understand that this fee was not previously taken to the Library Board for approval. As such, we are formally asking for the Library Board’s approval to begin charging the fee.

Staff would like this fee to begin August 20 when the new school semester starts. We currently do not advertise our proctoring services. We plan to add a link on the website that advertises our proctoring service, states the fee, and gives instructions for test takers. In addition, as students contact us to set up tests, we will communicate this change to them.

The fee is meant to cover the cost of staff time and materials in preparing for proctoring. In looking at NUCLC Libraries neither Lehi nor Pleasant Grove offer proctoring services. See the table below for a comparison of other NUCLC library’s and university’s fees.

Entity	Fee
American Fork Library	\$20
Eagle Mountain Library	\$10
Saratoga Spring Library	\$5 Non-residents and \$5 if less than 48 hour notice
Brigham Young University	\$15
University of Utah	\$23.50 + \$10 per hour after first hour
Utah Valley University	\$20

As you can see, our \$5 would be equal to the lowest fee. We feel that the amount is appropriate and will allow us to provide the service while not being overly burdensome to our patrons. In addition, since we have previously provided this service for free, we did not want the fee to be too dramatic.

ATTACHMENTS:

None

Bylaws of the Highland City Library Board

Approved June 2017

Establishment and Name of the Library Board. The Highland City Library Board is hereby established to institute a public library for the purpose of enhancing the community's educational, cultural and personal interests. The official name of the Library Board is the Highland City Library Board, hereafter referred to as the Library Board.

Regular Meetings. The regular meeting of the Library Board shall be held on the fourth Thursday of each month. The meeting is at the Highland City Building at a time selected by the Library Board.

The meetings are open to the public and must be noticed 24 hour in advance. At the beginning of each calendar year, the Library Board shall specify regular meeting dates and times. The Library Director works with the City Recorder to ensure that (1) the local newspaper is informed of the schedule of regular meetings of the Library Board for the ensuing fiscal year, and (2) post the schedule of meetings in the City building (and library when it opens). Both notices shall have the dates, times, and places of such meetings.

The agenda and/or information packet for the meetings will be distributed to the Library Board by the Secretary of the Library board 48 hours prior to meetings. Any Library Board member wishing to have an item placed on the agenda must call the Secretary in sufficient time preceding the meeting to have the item placed.

Any Library Board member who is unable to attend a meeting shall notify the Chair of the Library Board to indicate that he or she will be absent. Due to the fact that a quorum is required for each meeting, this notice should be placed as far in advance as possible.

Special Meetings. Special Library Board meetings may be held at any time when called by the Chair or Vice Chair, if representing the Chair, or by any three Library Board members, provided that notice with the agenda of the Special Meeting is given at least 24 hours in advance, except in the case of a bona fide emergency, to Library Board members and to any news media which has filed an annual request for notice under the Open Meetings Act; no business except that stated in the notice and agenda shall be transacted. Notice and agenda shall be posted 24 hours in advance in the library except in the case of a bona fide emergency.

Annual Meeting. An annual Library Board meeting will be held in October for the purpose of hearing the annual reports of the librarian and committees. The report should include a summary of the year's work with detailed account of the receipts and expenditures, and other information according to statute. A copy of this report will be forwarded to the Utah State Library by the Library Director in accordance with the law. A copy will also be on file in the library or on the library website.

Library Board Responsibilities. The Library Board shall establish policies, rules, and regulations for governing the library's operations. As necessary, the Library Board shall recommend a qualified Library Director who has responsibility for the day-to-day operations of the library.

Library Board members are not to be compensated pursuant to statute, but will be reimbursed for necessary and related expenses as trustees.

Library Board members must attend most meetings and read materials presented for review.

It is the goal of the Library Board to have each member attend a minimum of one Library System (or other library related) workshop, seminar, or meeting during each calendar year. The Library Director will make the dates of these workshops known to the Library Board in a timely manner. Library Board members using their own vehicle will be reimbursed at the rate allowed by the IRS for travel to and from any Library System (or other library related) workshop, seminar, or meeting. All training, workshops, seminars, or meetings will be paid for through the library budget.

Library Board members are not exempt from late fees, fines, or other library user fees.

Library Board Membership. The Library Board consists of seven members appointed by the Mayor from the residents of Highland with the advice and consent of the City Council. A Library Board member serves a three-year term and may be reappointed once, according to the terms of office as defined by statute and interpreted by the State Library.

The Library Board also constitutes the Board of the Library Foundation. However, the officers of the Foundation may be different from the officers of the Library Board and citizens of surrounding communities may be invited by the Library Board to serve on the Board of Directors of the Library Foundation.

The Library Director serves as an ex-officio Library Board member.

A representative of the Friends of the Library and a representative of the Youth Advisory Council may serve as ex-officio members of the Library Board.

A Library Board member may be removed by a majority vote of the quorum at a regular Library Board meeting. Removal would be based on lack of attendance at Library Board meetings, behavior or statements detrimental to the Library Board, or failure to declare conflicts of interest.

Quorum. A quorum at any Library Board meeting consists of four (4 out of 7) Library Board members.

Officers and Elections. The officers of the Library Board are a Chair, a Vice Chair, and a Secretary. These officers are elected by a ballot vote for one year term at the regular meeting in the month of July. The Chair serves no more than two consecutive terms unless by unanimous Library Board consent. In the event of a resignation of an officer, an election to fill the unexpired term of that officer will be conducted by a ballot vote at the next regular Library Board meeting.

Chair. The Chair shall preside at all board meetings, appoint all standing and special committees, serve as ex-officio member of all committees, and perform all other such duties as may be assigned by the board. The Chair shall be the only spokesperson for the Board of Library Trustees in all advisory or disciplinary action directed to the staff.

Vice Chair. The Vice Chair, in the absence of the Chair, shall assume all duties of the Chair.

Secretary. The Secretary shall keep minutes of all board meetings, record attendance, record a roll call on all votes (except when a ballot vote is taken). The Secretary shall perform all other such clerical duties as may be assigned by the board.

Special Committees. Special committees may be appointed by the Chair, with the approval of the Library Board at a regular meeting, to present reports or recommendations to the Library Board and serve until the completion of the work for which they were appointed.

Order of Business. The following Order of Business shall be followed at regular meetings:

- Call to order.
- Roll call and introductions.
- Approval of minutes of previous meeting.
- Reports, these will vary throughout the year.
- Unfinished business.
- Action Items.
- New business.
- Announcements.
- Adjournment.

Parliamentary Procedure. The latest edition of Robert's Rules of Order, governs the parliamentary procedure of the Library Board, unless otherwise specified in the Bylaws.

Donations. The Highland City Library may establish a foundation that allows the Library to accept donations in the Library's name. The Highland City Library keeps accurate record of such donations and receives regular financial reports from the treasurer of The Highland City Library Foundation.

Amendments to the Bylaws. Amendments to these Bylaws and changes to library policies or any other procedural document may be proposed at any regular meeting of the Library Board and become effective if and as adopted by a majority of those members present providing they represent a quorum.

Bylaws of the Highland City Library Library Board

Revised May 2010, [November 2015](#)

Establishment and Name of the Library Board

The Highland City Library Board is hereby established to institute a public library for the purpose of enhancing the community's educational, cultural and personal interests. The official name of the Library Board shall be the Highland City Library Board, hereafter referred to as the Library Board.

[Highland City Municipal Code \(4.12.060 - Library board\)](#) provides:

A. A library board is created, pursuant to Utah Code Annotated Sections 9-7-401 through 9-7-410, consisting of nine citizens, one of whom shall be a councilmember. The library board shall make recommendations concerning use of the library, the amount of fines and fees, and the operation and care of the library. The board may make rules and regulations concerning day to day use of the library and materials to be made available, which do not need specific council approval, but are consistent with the policies made by the council.

B. The term of each board member shall be for three years, which terms are staggered, such that three appointments are available each year. Board members shall not serve more than two full terms in succession.

Regular Meetings.

The regular meeting of the Library Board shall be on the fourth Wednesday of each month. The meeting shall be at the Highland City Building at a time selected by the Library Board.

The meetings shall be open to the public and noticed in advance. At the ~~end of the preceeding~~ beginning of each calendar year, the Library Board shall specify regular meeting dates and times. The Library Director shall work with the City Recorder to ensure that ~~(1) the local newspaper is informed of~~ the schedule of regular meetings of the Library Board for the ensuing fiscal year is posted to the Utah Public Notice website and to the Library website, and (2) post the schedule of meetings in the City building (and library when it opens). ~~Both n~~ Notices shall have the dates, times, and places of such meetings.

The agenda and/or information packet for the meetings will be distributed to the Library Board by the Library Director at least 48 hours prior to meetings. Any Library Board member wishing to have an item placed on the agenda must call the Library Director in sufficient time preceding the meeting to have the item placed.

Any Library Board member who is unable to attend a meeting will notify the Library Director to indicate that he or she will be absent. Due to the fact that a quorum is required for each meeting, this notice should be placed as far in advance as possible.

Special Meetings

Special Library Board meetings may be held at any time when called by the Chair or Vice Chair, if representing the Chair, or by any three Library Board members, provided that notice with the agenda of the special meeting is given at least 24 hours in advance, except in the case of a bona fide emergency, to Library Board members and to any news media which has filed an annual request for notice under the Open Meetings Act; no business except that stated in the notice and agenda shall be transacted. Notice and agenda shall be posted 24 hours in advance in the library except in the case of a bona fide emergency.

Annual Meeting

An annual Library Board meeting shall be held in ~~October~~[November](#) for the purpose of hearing the annual reports of the librarian and committees. The report should include a summary of the year's work with detailed account of the receipts and expenditures, and other information according to statute. A copy of this report shall be forwarded to the Utah State Library in accordance with the law. A copy should also be on file in the library or on the library website.

Library Board Responsibilities

The Library Board is charged with the responsibility of the governance of the library and shall establish policies, rules, and regulations for governing the library's operations.

The Library Board will recommend a qualified Library Director who will be responsible for the day-to-day operations of the library.

Library Board members are not to be compensated pursuant to statute, but will be reimbursed for necessary and related expenses as trustees.

Library Board members must attend most meetings and read materials presented for review.

It is the goal of the Library Board to have each member attend a minimum of one Library System (or other library related) workshop, seminar, or meeting during each calendar year. The Library Director will make the dates of these workshops known to the Library Board in a timely manner. Library Board members using their own vehicle will be reimbursed at the rate allowed by the IRS for travel to and from any Library System (or other library related) workshop, seminar, or meeting. All training, workshops, seminars, or meetings will be paid for through the library budget.

Library Board members are not exempt from late fees, fines, or other library user fees.

Library Board Membership

The Library Board shall consist of nine members appointed by the Mayor from the residents of Highland and upon advice and consent of the City Council. A Library Board member shall serve a three-year term and may be reappointed once, according to the terms of office as defined by statute and interpreted by the State Library.

The Library Director shall serve as an ex-officio Library Board member and shall appoint a member of the library staff to serve as secretary to the Library Board, who will also serve as an ex-officio member of the Library Board.

~~Other A representatives of the Friends of the library and Youth Advisory Council~~ may serve as an ex-officio members of the Library Board.

A Library Board member may be removed by a majority vote of the quorum at a regular Library Board meeting. Removal would be based on lack of attendance at Library Board meetings, behavior or statements detrimental to the Library Board, or failure to declare conflicts of interest.

Quorum

A quorum at any Library Board meeting shall consist of five (5 out of 9) Library Board members.

Officers and Elections.

The officers of the Library Board shall be a Chair and a Vice-Chair. These officers shall be elected by a ballot vote for one year term at the regular meeting in the month of July. The president shall not serve more than two consecutive terms unless by unanimous Library Board consent. In the event of a resignation of an officer, an election to fill the unexpired term of that officer will be conducted by a ballot vote at the next regular Library Board meeting.

Chair. The Chair shall preside at all Library Board meetings, appoint all standing and special committees, serve as ex-officio member of all committees, and perform all other such duties as may be assigned by the Library Board. The Chair shall be the *only* spokesperson for the Library Board in all advisory or disciplinary action directed to the staff.

Vice Chair. The Vice-Chair, in the absence of the Chair, shall assume all duties of the Chair. If neither the Chair nor the Vice Chair are present at a Library Board meeting, the Library Board may appoint a member to conduct the meeting until the Vice Chair or Chair are present or the meeting is adjourned.

Special Committees.

Special committees may be appointed by the Chair, with the approval of the Library Board at a regular meeting, to present reports or recommendations to the Library Board and shall serve until the completion of the work for which they were appointed.

Parliamentary Procedure

The latest edition of Robert's Rules of Order, shall govern the parliamentary procedure of the Library Board, unless otherwise specified in the Bylaws.

Amendments

Amendments to these Bylaws and changes to library policies or any other procedural document may be proposed at any regular meeting of the Library Board and will become effective if and as adopted by a majority of those members present providing they represent a quorum.

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The Highland City Library will have a foundation that allows the Library to accept donations in the library's name. The Highland City Library shall keep accurate record of such donations.