

Library Board Meeting Agenda

March 23, 2023

Highland City Hall

7:00 pm-Call to Order: Kevin Tams, Board Chair

1. Public Comment

2. Consent

Minutes from 2023.02.23 meeting

3. Reports

Director's Report

4. Action/Policy Items

Library Display Policy

5. Discussion Items

ILL Fee

Library FY 2024 Budget changes

Recertification

6. Future Agenda Items

Approve FY 2024 Budget

7. 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 Board may participate electronically during this meeting.

CERTIFICATE OF POSTING

I, Stephanie Cottle, the duly appointed City Recorder, certify that the foregoing agenda was 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 board, staff and the public.

Posted and dated this agenda on the 22nd day of March, 2023.

Stephanie Cottle, City Recorder

THE PUBLIC IS INVITED TO PARTICIPATE IN ALL LIBRARY BOARD MEETINGS.

**Minutes from a Regular Meeting of the
HIGHLAND CITY PUBLIC LIBRARY BOARD**
Thursday, February 23, 2023 at 7:00 p.m.

IN ATTENDANCE

Board Members

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

Other

Donna Cardon, Library Director and
Board Executive Officer
Stephannie Cottle, City Recorder

Absent Board Members

Kim Rodela, City Council Rep.
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 7:01 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. Open Meetings Training

Pursuant to Utah Code § 52-4-101 et seq., City Recorder Stephannie Cottle presented training on the Utah Open and Public Meetings Act. The Board specifically asked questions about closed sessions and minutes.

*Stephannie Cottle left the meeting.

3. Consent

- a. *Approve 01.26.2023 minutes*

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	Rachel Farnsworth
Yes	Lynn Lonsdale
Yes	Kevin Tams

The motion passed.

4. Reports

a. Director's Report

Donna Cardon gave her report. She reviewed recent statistics and compared them with the same statistics for the previous year. Total patrons are up this year, and program participation is up as well. The winter reading program grew this year from last year, which was the first year. Two Saturday programs, decorating Valentine boxes and a science program on slime were well attended. The tween writer program started this month and is going well. The blind date with a book program was also super popular, especially with the kids.

Coming up, the Friends are having a used a book sale this weekend. The Fairytale Ball is scheduled for March 25. The theme is Sleeping Beauty. The mayor and his wife will be the king and queen. STEM kits are being prepared for circulation. It is a huge project. Another project, a plant clipping and seed exchange center, will be starting in March.

The library has faced a few issues this month. A patron has been viewing inappropriate images, and there was a complaint about a library poster for black history month. Both will be discussed further later in the meeting.

Donna also put together some numbers to consider how the Library's funding has changed over the last ten years and how it compares to other Utah libraries. The Board discussed the numbers.

b. ILS migration to KOHA update

Donna updated the Board on the transition to KOHA. If the Library signs a 5-year contract, the rate will remain the same for the 5 years and then go up no more than 3% per year. The City Council approved the move. The Library Board previously approved the move as well, provided the contract issues could be resolved. Bywater revised the contract to the Board’s satisfaction, so Donna will execute the contract and begin the transition process.

5. Action/Policy Items

a. Library Display Policy amendment

Donna reported that, in the past year, the Library has received various complaints about library displays. The Board discussed the specifics related to the individual complaints. Certain patrons believed the displays were too political or controversial, and it has been difficult to respond to these complaints, because there is no current policy. The Library has a policy called Exhibited, Posted, and Distributed Materials that governs what can be displayed by outside organizations and that can be amended to include policies about library displays.

The Board discussed some of the proposed amendments and whether to address the entire body of proposed amendments in this meeting or to appoint an ad hoc committee.

Jessica Anderson moved to appoint Amy Brinton, Rachel Farnsworth, and Lynn Lonsdale to the ad hoc committee to draft an amendment to the Exhibit, Posted, and Distributed Materials policy to be considered at another meeting of the Library Board. Rachel Farnsworth seconded the motion. The vote was recorded as follows:

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

The motion passed.

b. Patron Behavior Policy amendment

Donna noted that the Library has had a regular patron caught viewing inappropriate material on Library computers three times. Minors were present all three times. Under

the current policy, the only response options are to call the police or to ask the patron to leave. The Library staff have proposed that an additional response be added to deny access to library services in increasing time increments for repeated violations.

The Board discussed various aspects of the issue, including other Library policies and state laws. The Board also specifically discussed the proposed policy amendments and maintaining Library safety.

Jessica Anderson moved to adopt the Patron Behavior Policy as amended. Rachel Farnsworth seconded the motion. The vote was recorded as follows:

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

The motion passed.

c. Meeting Room Policy amendment

Donna noted that there has been an uptick in use of the Library's one small meeting room, possibly because more work and school meetings are being conducted online and the meeting room provides a space where people can conduct these meetings without interruption. Making the room "reservable" may increase its use and value to the community because it will allow people to schedule crucial online or in person meetings with confidence that they will have somewhere suitable to conduct the meeting.

The Board discussed the proposed Meeting Room Policy amendments and made some adjustments.

Jessica Anderson moved to adopt the Meeting Room Policy as amended. Amy Brinton seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
Yes	Amy Brinton
Yes	Rachel Farnsworth
Yes	Lynn Lonsdale

Yes

Kevin Tams

The motion passed.

6. Discussion Items

a. Technology Plan

The Board discussed the new state requirement that the Library have a technology plan, in addition to the strategic plan. Historically, the Library has included technology items in the strategic plan. The Board discussed keeping the technology plan as a section of the strategic plan.

b. Special Refugee Cards

Donna noted that there are several refugee families living in Highland, and it may be difficult for them to show proof of residency. She wondered if the Library would like to consider having special card for refugees. The Board discussed the issue and other related scenarios such as the homeless population. The Board suggested getting some of the Library materials, such as the card application requirements, translated to help without outreach to these populations without changing current policies.

c. Business Needs Survey

LSTA grants are now available in the spring instead of the fall. Donna is thinking through potential grant applications. She has noticed that there are a lot of small businesses in Highland and would like to assess those needs. The Board discussed conducting an informal business needs survey to determine whether a grant could help meet those needs. The Board brainstormed some ideas including a business center in the Library, business books, an audio booth, scanners, light boxes, binding machines, a large format printer, Adobe suite software, technology classes, etc. This kind of grant could include business books and programing and equipment, but not capital improvement or prizes or just books. This assessment could also comply with the new state requirement that the strategic plan be developed with input from stakeholders. The Board will discuss ideas with friends and residents to assess needs.

7. Future Agenda Items

- Certification
- Recruitment
- Library Display Policy ad hoc committee report

The Board's next regular meeting is scheduled for March 23, 2023 at 7:00 p.m.

8. Adjournment

Lynn Lonsdale 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	Rachel Farnsworth
Yes	Lynn Lonsdale
Yes	Kevin Tams

The motion passed.

The meeting adjourned at 9:18 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 February 23, 2023. This document constitutes the official minutes for the Highland City Library Board Meeting.



LIBRARY BOARD AGENDA REPORT ITEM #4

DATE: March 23, 2023
TO: Library Board
FROM: Donna Cardon, Library Director
SUBJECT: Display Policy Amendment

PURPOSE:

The Library Board will consider a new library display policy drafted by an ad hoc committee.

BACKGROUND:

Last month the Library Board considered changing the *Exhibited, Posted, and Distributed Materials* policy to include a paragraph about displays created by the Library. Within the past year the Library has received various complaints about library displays. Certain patrons have believed that library displays were too political or controversial. It has been difficult for me as Director to adequately respond to these complaints because the Library currently has no policy regarding displays created by the Library. My staff has also struggled because they have no clear guidelines about creating Library displays.

In February, the Library Board created an ad hoc committee to draft a new version of the policy. This month we will consider the draft they have created.

FISCAL IMPACT:

No fiscal impact

STAFF RECOMMENDATION:

PROPOSED MOTION:

I propose that we adopt the *Exhibited, Posted, and Distributed Materials* policy as amended.

ATTACHMENTS:

1. Library Display Policy draft

Highland City Library: Library Display Policy

The Highland City Library staff may provide temporary displays that highlight cultural and educational topics or promote the library's collection and services. The Library Display Policy provides guidelines for the creation and management of these displays. The policy is designed to support the library in its primary goal: to provide access to a wide variety of materials and information. It is written in accordance with the American Library Association's Library Bill of Rights and Code of Ethics, and the Highland City Library Collection Development Policy.

I. Display Selection

The Library Director, or her designee, selects and approves display materials. Displays may

- a. highlight library materials and services;
- b. provide cultural or educational information;
- c. serve community needs and interests;
- d. entertain and enlighten; and
- e. present perspectives on historical and current issues.

Displays may contain a variety of materials, including books, articles, posters, photographs, and multimedia resources. The Library will make efforts to ensure that displays are accessible and inclusive.

II. Subject Matter

Library staff seek to create displays that appeal to a diverse range of backgrounds, interests, and needs. The inclusion of an item in a library display is not to be considered an endorsement by the Library: the Library neither approves or disapproves the views expressed in materials displayed in the Library. The Library supports free communication and creative expression, even if some material is unpopular or unorthodox. Some patrons may find some materials offensive; however, no patron has the right to impede another's freedom to information. The Library seeks to protect the freedom to read for all of its patrons.

The library does not display pornography (as defined by the Utah State Code, Title 76-10-1203).

III. Reconsideration of Displayed Materials

If a library patron finds that a display violates these standards, she or he may submit a "Request for Reconsideration of Library Materials" form to the Library Director. The Library Director will review the concern and consult with relevant staff or board

members as needed. A written response will be provided to the individual within 15 business days of receiving the form.

IV. Display Review Process

The Library seeks to uphold the principles of intellectual freedom. While a display is under review, it will not be removed or altered.

The individual who submitted the challenge may appeal the Director's decision to the Library Board within 15 business days of receiving the response. The Board will review the matter and issue a final decision within 30 business days.

V. Policy Review and Revision

This policy will be reviewed periodically by the Library Director and the Library Board to ensure that it remains current and responsive to the changing needs of the community.

Revisions to this policy may be proposed by the Library Director, Library staff, or Library Board members. Proposed revisions will be reviewed and approved by the Library Board.

VI. Implementation and Training

The Library Director will be responsible for implementing this policy and ensuring that all staff members and volunteers are familiar with its provisions. Training on the principles of intellectual freedom, display selection, and display management will be provided to any Library staff members and volunteers as needed.

The Library Director will maintain a record of all challenges to displays and the resolution of those challenges for the purpose of ongoing evaluation and improvement of display practices.