

Library Board Meeting Agenda

September 28, 2023

Highland City Hall

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

1. Public Comment

2. Consent

1. Approve minutes from 07.27.2023

3. Reports

1. Director's Report

4. Action/Policy Items

1. Check-out limits
2. Presenting the Annual Report to Alpine and Cedar Hills
3. Annual Report Committee
4. Flooring Committee

5. Discussion Items

1. Strategic Plan and Technology Plan
2. Mobile shelving
3. City Annual Survey

6. Future Agenda Items

1. Approve Strategic Plan
2. Approve Carpet Bid
3. Approve Presentation to City Council(s)

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 City Council 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 26th day of September 2023

Stephanie Cottle, CMC, 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, July 27, 2023 at 7:00 p.m.

IN ATTENDANCE

Board Members

Jessica Anderson, Secretary
Amy Brinton
Rachel Farnsworth
Lynn Lonsdale, Vice-Chair
Kim Rodela, City Council Rep.
Kevin Tams, Chair
Wesley Warren

Other

Donna Cardon, Library Director and
Board Executive Officer

Absent Board Members

None

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 06.22.2023*

Jessica Anderson moved to approve the consent agenda. Rachel Farnsworth seconded the motion. The vote was recorded as follows:

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

Yes

Wesley Warren

The motion passed.

3. Reports

a. Director's Report

Donna Cardon gave her report. She reviewed recent statistics, including 140 new patrons in June. June and July have been busy with summer reading and summer programming. Teen and adult participation in summer reading has dropped a little, which may be due to the programming team changes or the lowered amounts for prizes or the increased time to fill a card. The local author event went well, and the Library is considering making it an annual event.

The end of summer reading party is part of the Fling and is next week. It will include a dunk tank, a foam machine, face painting, a ball pit, etc. Weekly programs are not held in August and will resume in September. The Library will not have a separate booth at the Fling but will be at the Friends book sale, giving out information.

The Library is preparing to migrate to the new Koha circulation system. The staff has undergone significant training, but there will likely be a rough transition period when it goes live. There are lots of new features, but there are a few features that will no longer be available, including linking family groups. There is also a legal issue with the SirsiDynix original contract, which states that circulation is 45,000 a year, where circulation is close to 200,000. SirsiDynix may charge an additional amount upon cancellation of the contract for the additional circulation. The City is aware of the issue, and the City Attorney is in the loop. The Library has additional funds, which could be used to pay some of the fee. But much of those funds are currently earmarked for the carpet replacement and maybe the ADA compliant doors. The Board discussed the contract issue, the fact that there is no obligation to sign anything, and the possibility that "circulation" was understood to be the physical materials, which have not exceeded 45,000 during the contract term.

4. Action/Policy Items

a. Circulation Policy Revision

The Board discussed the proposed revisions to the Circulation Policy, including reducing the renewals from 3 to 2, reducing the number of checkouts per card, exploring a form for online registration to get library cards, and adding Yoto Players.

The Board requested additional data from Donna about the number of check outs per card and per family and tabled that particular issue. The Board is interested in an online registration system but requested additional information about the security of Koha's system for keeping personally identifiable information secure. The Board discussed including broad categories of materials, rather than having to change the policy every time the Library adds a new item, and having a separate place patrons can determine renewals and fees for individual items.

Jessica Anderson moved to adopt the updated Circulation Policy as amended to reduce renewals from 3 to 2 and to include language to cover the Yoto Players. Rachel Farnsworth seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
Yes	Amy Brinton
Yes	Rachel Farnsworth
Yes	Lynn Lonsdale
Yes	Kim Rodela
Yes	Kevin Tams
Yes	Wesley Warren

The motion passed.

b. Election of Officers

The Board discussed potential officers and their roles for the current fiscal year.

Wesley Warren moved to elect Kevin Tams as Chair, Rachel Farnsworth as Vice-Chair, and Jessica Anderson as Secretary for the 2023-2024 year. Lynn Lonsdale seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
Yes	Amy Brinton
Yes	Rachel Farnsworth
Yes	Lynn Lonsdale
Yes	Kim Rodela
Yes	Kevin Tams
Yes	Wesley Warren

The motion passed.

5. Discussion Items

a. Maximum Checkout

See discussion above under Circulation Policy Revision.

b. Carpet/Flooring Options

The Board presented and discussed various flooring options for the Library. The Board generally liked the idea of modular carpet with colorful accents. Flooring contractors will have suggestions as well. The Board discussed the possibility of painting the walls, furniture options, and light fixtures.

Kim Rodela left the meeting.

Donna noted that Cedar Hills raised the amount they will reimburse for a non-resident library card from \$50 to \$60 for the total \$70 fee.

The Board discussed that the next step is sending out an RFP asking for a carpet only option and an LVT with carpet option.

Kim Rodela returned to the meeting.

6. Future Agenda Items

- Additional circulation policy revisions
- Revising strategic plan
- Preparing annual report to City Council

The Board's next regular meeting is scheduled for August 24, 2023 at 7:00 p.m.

7. Adjournment

Amy Brinton 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	Rachel Farnsworth
Yes	Lynn Lonsdale

Yes	Kim Rodela
Yes	Kevin Tams
Yes	Wesley Warren

The motion passed.

The meeting adjourned at 8:35 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 27, 2023. This document constitutes the official minutes for the Highland City Library Board Meeting.



HIGHLAND CITY

LIBRARY BOARD AGENDA REPORT ITEM #4.1

DATE: September 28, 2023
TO: Library Board
FROM: Donna Cardon, Library Director
SUBJECT: Changing Checkout Limits

PURPOSE:

The Library Board will consider whether it is important to change the checkout limits for patrons.

BACKGROUND:

When the Library used SirsiDynix as their catalog provider they were able to establish family groups in the catalog system. The system was set up to have a limit of 100 items checked out per family. The new system also has a family grouping system, but does not have the capability to limit checkouts for a family group, just for individuals. In the Library Board meeting in July 2023, we considered whether the library should limit checkouts for individuals to prevent family groups from having more than 100 items checked out. At that meeting the Board asked me to provide more detailed statistics about patrons who are near or over the 100-book limit. As I searched, I discovered that there is one family that has checked out over 100 books in the last month, but currently they only have 49 items checked out. There were no families that currently have more than 100 books checked out. Of the top 25 patrons with the most checkouts, only five have other family members with cards, and only one has another family member with something checked out on their card. For juvenile cards, only two have more than 30 items checked out. 17 have more than 10.

It appears that having multiple family members with many checked out items is currently not a problem. Although there could be potential for abuse in the future, the Board should consider whether potential for abuse in the future merits changing the current policy.

FISCAL IMPACT:

There is a potential that someone could abuse checkout limits and run up large fines, but even those would be small compared to the total library materials budget.

STAFF RECOMMENDATION:

Staff recommends that no change in checkout limits be made at this time.

PROPOSED MOTION:

I propose that there be no change in the checkout limits for library patrons.

ALTERNATE MOTION

I propose that juvenile cards be limited to 30 checkouts, while adult cards maintain a checkout limit of 100.



HIGHLAND CITY

LIBRARY BOARD AGENDA REPORT ITEM #4.2

DATE: September 28, 2023
TO: Library Board
FROM: Donna Cardon, Library Director
SUBJECT: Presenting the Annual Report to Other Cities

PURPOSE:

The Library Board will discuss the possibility of presenting the annual report to the Alpine and Cedar Hills City Councils.

BACKGROUND:

Currently Alpine residents hold 638 accounts, or 10%, and Cedar Hills residents hold 421 accounts, or 6%, of total Highland Library accounts. Last year Highland received about \$32,000 or 8% of our total revenue from Cedar Hills and Alpine citizens who pay for nonresident cards. Nonresident card fees are an important part of Library revenue and the Library appreciates the support it receives from the Alpine and Cedar Hills governments in their partial reimbursement of their citizen's nonresident library card fees.

Each year the Library Board prepares an annual report that is presented to the Highland City Council. I am interested in looking into the possibility of the Library Board presenting their annual report to not only Highland, but also Alpine and Cedar Hills City Councils. I believe communicating the worth of library services could encourage the continued support of our neighboring city governments.

FISCAL IMPACT:

No fiscal impact

STAFF RECOMMENDATION:

The Library Board should arrange with Cedar Hills and Alpine a time when we can present our annual report to their city councils.

PROPOSED MOTION:

I move that someone from the Library Board contact Alpine and Cedar Hills to arrange a time for the Library Board to present the annual report to their City Councils.



HIGHLAND CITY

LIBRARY BOARD AGENDA REPORT ITEM #4.3

DATE: September 28, 2023
TO: Library Board
FROM: Donna Cardon, Library Director
SUBJECT: Annual Report Committee

PURPOSE:

The Library Board will consider establishing a committee to prepare the annual report for the City Council.

BACKGROUND:

According to the Library Board Bylaws, one of the responsibilities of the Library Board is to “Present an annual report to the City Council.” (G.2.d). As part of that report the Library Board submits the updates to the Library’s Long-Range Strategic Plan for approval in their next meeting. The Library Board has traditionally presented its annual report to the Council in October or November. As it is too late to approve a report or a strategic plan before either of the October City Council meetings, the most convenient time to give the report will probably be on November 14. That will allow the City Council to review the Library’s Strategic Plan and vote on it in the last Council meeting of the year on December 5.

The Bylaws also state: “Ad hoc committees may be created by the Board at a regular meeting. Ad hoc committees shall present reports or recommendations to the Board and shall serve until the completion of the work for which they were appointed.” (H) It is therefore time to consider appointing an ad hoc committee to prepare a draft of the annual report to the City Council which can be presented in the October Library Board meeting for review and final approval.

FISCAL IMPACT:

No fiscal impact

STAFF RECOMMENDATION:

The Library Board appoint a committee to prepare the annual report for the City Council to be presented on November 14, 2023.

PROPOSED MOTION:

I move that the Library Board appoint a committee consisting of _____ to prepare the annual report for the City Council.



HIGHLAND CITY

LIBRARY BOARD AGENDA REPORT ITEM #4.4

DATE: September 28, 2023
TO: Library Board
FROM: Donna Cardon, Library Director
SUBJECT: Flooring Committee

PURPOSE:

The Library Board will consider forming a committee to choose flooring designs for the Library.

BACKGROUND:

In the June 2023 meeting the Library Board discussed the replacement of the Library carpet in December 2023, and funds for replacement were approved in the FY 2024 Library Budget. At the July Board meeting, the Board members presented concept ideas for carpet replacement.

In August I met with Andy Spencer and Roy Bond from the Public Works department and started the process of getting bids for the replacement. We have met with two vendors who did measurements and promised to prepare bids. One of the bids has been submitted. We will continue the process until the required three bids are submitted.

After talking with installers from the two companies, it seems likely that we will be able to do the carpet replacement in December 2023 as we hoped. After the bids are submitted, someone will have to meet with a vendor and choose the specific flooring we would like to have installed. I would appreciate if one or two of the Library Board members could be part of that selection process. I propose that the Board establish a carpet replacement committee that will help select the flooring for the Library.

FISCAL IMPACT:

The first bid for carpet replacement came in at about 25,000. Subsequent bids will probably be similar. This is within the budget approved by the City Council in June 2023.

STAFF RECOMMENDATION:

The staff recommends that the Board appoint one or two people to help Donna select flooring for the Library

PROPOSED MOTION:

I propose that _____ be appointed to an ad hoc committee to select flooring for the Library.