

Library Board Meeting Agenda

October 27, 2022

Highland City Hall

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

- 1. Public Comment**
- 2. Consent**
 - a. Approve Minutes 09.22.2022
- 3. Reports**
 - a. Director's Report
 - b. Library Foundation Report
- 4. Action/Policy Items**
 - a. Amend Strategic Plan
 - b. Approve 2023 Meeting Schedule
 - c. Library Board Training
- 5. Discussion Items**
 - a. FY 2022 budget adjustments
 - b. Annual Presentation to City Council
- 6. Future Agenda Items**
 - a. Christmas Party
 - b. ILS Contract Renewal
- 7. Closed session**

The Highland City Library Board may temporarily recess the meeting to convene in a closed session to discuss the character, professional competence, or physical or mental health of an individual as provided by Utah Code Annotated §52-4-205
- 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 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 Highland City's website (www.highlandcity.org) and on the Utah Public Notice website (<https://www.utah.gov/pmnn/>). Please note the order of agenda items are subject to change to accommodate the needs of the board, staff, and the public.

Posted and dated this agenda on the 25th day of October, 2022

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, September 22, 2022 at 7:00 p.m.

IN ATTENDANCE

Board Members

Jessica Anderson, Secretary
Rachel Farnsworth
Lynn Lonsdale
Kevin Tams
Wesley Warren

Other

Donna Cardon, Library Director and
Board Executive Officer

Absent Board Members

Claude Jones (Resigned 9/20/2022)
Kim Rodela, City Council Rep.

A quorum of the Board being present, Secretary Jessica Anderson welcomed those in attendance and began the Library Board meeting as a regular meeting at 7:07 p.m. The meeting agenda was posted on the Utah State Public Meeting Website at least 24 hours prior to the meeting.

AGENDA

1. Welcome

The Board welcomed new members, Kevin Tams (reappointed), Wesley Warren, and Rachel Farnsworth and noted the resignation of Chair Claude Jones, effective September 20, 2022.

2. Public Comment

None.

3. Consent

- a. *Approve August 2022 meeting minutes*

Kevin Tams moved to approve the consent agenda. Lynn Lonsdale seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
Yes	Rachel Farnsworth
Yes	Lynn Lonsdale
Yes	Kevin Tams
Yes	Wesley Warren

The motion passed.

4. Reports

a. Director's Report

Donna Cardon gave her report. She reviewed recent statistics. Circulation is up, as are the number of patrons. Programs are back up and running and going well. Story Time has had particularly high attendance. Other current programs include Baby Story Time and Grandparent Story Time. The Board briefly discussed the library's social media.

The Library is observing Banned Book Week with decorations throughout the library. The UVU Chemistry Club is also returning with a special program. Donna and Devin will be giving a presentation about doing summer reading with a small staff. The picture book drive is in full swing, complete with new banks of shelves in the children's room. Donna recently appeared on the Fox13 morning show to promote the Carved in Stone activity. There is approximately a \$20,000 carryover from last year's budget. Donna would like to use it to improve services, specifically by updating the juvenile nonfiction section.

A patron recently became upset about the library's Banned Book Week displays, objecting that a "politically charged" display has no place in the library, particularly in the children's section. She wrote a letter to Donna and the Mayor requesting that the displays be "removed immediately." The Board discussed the current displays, past displays, options for changing the displays. (The Board also toured the library to view the displays after the meeting.) The Board acknowledges this perspective and will keep it in mind.

5. Action/Policy Items

a. Physical Item Circulation Policy Amendment

The Board discussed the addition to the circulation policy that the library may charge a fee for use of a credit or debit card, pursuant to the City's new policy, and the removal of a note that the library would not run a card for under \$2.00.

Kevin Tams moved to adopt the amendment to the Physical Item Circulation Policy as discussed. Rachel Farnsworth seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
Yes	Rachel Farnsworth
Yes	Lynn Lonsdale
Yes	Kevin Tams
Yes	Wesley Warren

The motion passed.

b. Election of Officers

Kevin Tams moved to elect Kevin Tams as Chair, Lynn Lonsdale as Vice-Chair, and Jessica Anderson as Secretary for the 2022-2023 year. Rachel Farnsworth seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
Yes	Rachel Farnsworth
Yes	Lynn Lonsdale
Yes	Kevin Tams
Yes	Wesley Warren

The motion passed.

c. Strategic Plan Updates

The board discussed updates to the strategic plan. The following items were successfully completed: improving displays in the Children's Room, acquiring security gates, and investigating the elimination of fines (deciding it was not economically feasible at this point). The following items were removed: establishing a quarterly bilingual story time (the library purchased Spanish-language books instead), holding a senior services fair annually (the library discovered that the Art Council holds a similar event on a monthly basis), setting up an AV maker-space computer (the City

Survey indicated low interest in this item), and replacing public access computers with laptops (low circulation of adult tablets indicates that interest in this would be low). The financial audit is still in the plan and updated to include the consideration of whether to ask for an increase in the designated tax rate. New items on the plan include creating a biography nook in the Children’s Room, adding science kits for circulation (via grant), gradually updating the juvenile nonfiction section, and holding one major fundraiser each year with the Library Foundation.

Kevin Tams moved to adopt the updated 2022-2027 Long-Range Strategic Plan as discussed and to present it to the City Council for approval. Rachel Farnsworth seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
Yes	Rachel Farnsworth
Yes	Lynn Lonsdale
Yes	Kevin Tams
Yes	Wesley Warren

The motion passed.

6. Discussion Items

a. Presentation to the City Council

Kevin Tams presented a draft slide deck for the presentation to the city council, and the Board discussed. In particular, the Board discussed using the theme of why libraries matter and the value libraries add to the community. Donna highlighted lesser-known things the library does like a monthly special needs adult story time, allowing people to come in to take exams in the study room, and assisting people who need books about helping kids deal with their parents’ divorce. The Board discussed that when family budgets are tight, library services are more valuable.

The date of the presentation to Council will be November 1, 2022.

7. Future Agenda Items

- Annual Library Board training
- Presentation to the City Council

The Board’s next regular meeting is scheduled for October 27, 2022 at 7:00 p.m.

8. Adjournment

Kevin Tams moved to adjourn the Library Board meeting. Wesley Warren seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
Yes	Rachel Farnsworth
Yes	Lynn Lonsdale
Yes	Kevin Tams
Yes	Wesley Warren

The motion passed.

The meeting adjourned at 8:55 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 September 22, 2022. This document constitutes the official minutes for the Highland City Library Board Meeting.



LIBRARY BOARD AGENDA REPORT ITEM #4a

DATE: October 27, 2022
TO: Library Board
FROM: Donna Cardon, Library Director
SUBJECT: Small Adjustment to the Strategic Plan

PURPOSE:

The Library Board will consider adjusting the Strategic Plan to say that the Library will acquire 150 JNF books each year for the next 5 years.

BACKGROUND:

Last month the Library Board approved a Highland City Library Strategic Plan for 2022-2027. In that plan it states that the Library would “update Juvenile Nonfiction Section” by purchasing “250 books each year for 4 years.” Since that meeting the collection development team has been looking for current replacement books for our state and country report books. It has taken more time than we anticipated, and the cost for the 50 state and 50 country books we wish to purchase is about \$3000. The JNF section currently contains 7% of the physical books in the library, and \$3000 represents 7.5% of the collection budget. When we realized how much time and cost it has taken us this month to find and order appropriate state and country books, we decided that ordering 250 juvenile nonfiction books each year, at an estimated cost of \$8500 or 20% of our budget, would be over ambitious considering our current budget and staffing levels.

After consulting with Kim Bergeson, our collection development manager, we have decided that 150 new JNF books each year is a more realistic goal.

FISCAL IMPACT:

There will be no change in the Library’s overall budget, but the percent of budget spent on the JNF section will be lower.

STAFF RECOMMENDATION:

The Board accept a small adjustment to the Long-Range Strategic Plan

PROPOSED MOTION:

I propose we adjust the Long-Range Strategic Plan as outlined.

ATTACHMENTS:

1. Library Long-Range Strategic Plan

Highland City Library: Long-Range Strategic Plan 2022-2027

Introduction

Public libraries have long been an important aspect of American life. From the early days of the Republic, libraries were valued by Americans. Benjamin Franklin founded the first subscription library in Philadelphia in 1732 with fifty members to make books more available for citizens of the young nation. From that time to the present, public libraries have been valued because they allow equal access to information and educational resources regardless of social or economic status.

Library service has long been important to the residents of Highland. From 1994 to 2001, residents of Highland and Alpine were served by a joint-use facility at Mountain Ridge Junior High School. That arrangement was eventually terminated and in 2001 the entire library collection was relocated to the old Highland City building for storage. In 2008, Highland City built a new city hall and dedicated a portion of the building for a city library. In 2016, the Library received permission to convert a public meeting room into a Children's Room for the Library. The new Children's Room was opened in spring of 2018.

The Library joined the North Utah County Library Cooperative (NUCLC) on April 1, 2012 as an associate member. NUCLC is a reciprocal borrowing system that allows library card holders from participating libraries to check out materials from other participating libraries. It is not a county library system. Each participating library maintains its own policies, budget, administration, non-resident fees, etc. In 2018, the Library reached the required collection size and was accepted as a full NUCLC member.

The Library is supported by three constituent bodies: the Library Board, the Friends of the Library, and the Library Foundation.

1. The Library Board oversees the operation of the Library. It consists of seven persons: six volunteers appointed for three-year terms, and a representative from the City Council. All meetings are held in the Highland City Hall or electronically using a video meeting platform. Records of the Library Board meetings are available on the City website.
2. The Friends of the Library is an independent non-profit organization that supports the library in the following ways: raising funds through used book sales and other endeavors, creating community connections through programs and events, and increasing volunteerism to support and supplement Library resources.
3. The Library Foundation is a nonprofit, tax-exempt foundation dedicated to assisting the Highland City Library with fund-raising and additional support. The Foundation administers larger donations, particularly those targeted at capital improvement.

Vision Statement

The Highland City Library seeks to be a valued resource in the community that evolves with changes in society while meeting learning, information, and entertainment needs.

Mission Statement

The Highland City Library provides materials, programs, tools, and space that strengthen the community by informing, educating, and entertaining community members of all ages.

Long-Range Strategic Plan, 2022-2027

The elements of the Strategic Plan support the goals and values expressed in the Library Mission Statement. Most of the goals listed below are expected to be accomplished within the current annual budgets for the Library. Capital improvement goals involve fundraising by the Library Foundation.

Materials:

Plan	Value	Metric	Date Initiated/ Completed	Responsible Party
Grow physical collection back to 50,000 items	Provide Materials	Simple count of physical materials	Ongoing/ December 2026	Collection Development Team
Expand picture book section	Provide Materials	Add additional shelving to accommodate up to 8,000 picture books	Ongoing/ December 2026	Collection Development Team
Add Science Kits for circulation	Provide Materials	Use grant money to add 20 Science Kits for circulation	Winter 2023	Collection Development Team.
Update Juvenile Nonfiction Section	Provide Materials	Purchase <u>at least 250150</u> books each year for <u>4-5</u> years.	Fall 2022-Fall 2026 2027	Collection Development

Programs

Plan	Value	Metric	Date initiated/ Completed	Responsible Party
Continue providing educational	Educate	Offer weekly children's programs, and monthly	Fall 2022-ongoing	Programming Team

programs for each age group		adult/teen programs		
Maintain working relationship with all local schools	Inform/ Educate/ Community	Quarterly contact with representative from each school	August 2022-ongoing	Public Relations Team/ Library Director
Increase number of current library card holders	Inform	Number of card holders will increase 5% each year	August 2022-December 2025	Library Director/ Public Relations Team
Maintain Summer Reading participation and increase completion	Educate/ Entertain	Have 1000 + participants and 35% completion each year	Summer 2023-Summer 2027	Library Director/ Public Relations Team/ Programming Team
Improve Adult Programing	Educate/ Inform	Hold an in-person adult program quarterly	Fall 2022-onward	Library Director/ Public Relations Team/
Continue programs for special needs	Educate/ Inform/ Entertain	Hold monthly story time for HIVES	Fall 2022- onward	Library Director/ Programming Team

Training

Plan	Value	Measure	Date initiated/ Completed	Responsible Party
Send at least one staff member to a national conference each year	Train	Staff member attends a national conference	Spring 2022, and continuing forward	Library Director
Send at least three staff members to state training sessions	Train	Three staff members attend state training each year	Fall-2022, and continuing forward	Library Director
Have a staff member complete "Uplift Training"	Train	Staff member receives Uplift	Already initiated/ Fall 2023	Library Director/

		Training Certificate		Participating Staff Member
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Space

Plan	Value	Measure	Date initiated/ Completed	Responsible Party
Replace Library carpet	Community Space	Get a bid, figure out funding, contact a vendor, have carpet installed	Bid by June 2023 / Jan 2024	Library Director
Replace Library upholstered furniture	Community Space	Purchase 2 love seats and 6 chairs	Jan 2024/ Dec 2025	Library Director
Conduct a survey about public interest in an addition to the Library	Space	Question added to the City's annual survey about the interest in an addition to the Library	Spring 2025	Library Director
Create Biography Nook in the Children's Room	Space	Take out dividers and make a space for more biography books	Fall 2023	Library Director

Financial Oversight

Plan	Value	Measure	Date initiated/ Completed	Responsible Party
Conduct a financial audit of the Library Fund and investigate need for an increase in the dedicated tax rate	Community Resource	Engage a professional financial audit of the Library Fund	Fall 2022/Winter 2023	Library Director
Hold one major fund raiser each year with Library Foundation.	Community Resource	The Foundation with work with the Library to do one major	Fall 2022 and onward.	Library Foundation and Library Director

		fundraiser event each year		
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LIBRARY BOARD AGENDA REPORT ITEM #4b

DATE: October 27, 2022
TO: Library Board
FROM: Donna Cardon, Library Director
SUBJECT: Library Board Meeting Schedule

PURPOSE:

The Library Board will consider a meeting schedule for 2023.

BACKGROUND:

Each year the Board is required to submit a meeting schedule to the city recorder to satisfy open meeting requirements. The meetings have been held on the fourth Thursday of each month except when that conflicts with a holiday. I have drawn up a tentative schedule for 2023 (attached).

The Library Board Bylaws state that additional meetings can be called if needed “at any time when called by the Chair or by any three board members.” (F.3) The Board can also cancel a scheduled meeting if there are no action items to be considered.

FISCAL IMPACT:

No fiscal impact

STAFF RECOMMENDATION:

The Library Board approve a schedule and submit it to the city recorder.

PROPOSED MOTION:

I propose that the Library Board approve the schedule as outlined and submit it to the city recorder.

ATTACHMENTS:

1. Tentative Library Board Schedule 2023

Tentative Library Board Meeting Schedule
2023

We meet at the City Hall at 7:00 pm

January 27

February 23

March 23

April 27

May 25 ? (day before the last day of school)

June 22

July 27

August 24

September 28

October 26

November 16 ? (week early because of Thanksgiving)



LIBRARY BOARD AGENDA REPORT ITEM #4c

DATE: October 27, 2022
TO: Library Board
FROM: Donna Cardon, Library Director
SUBJECT: Library Board Training

PURPOSE:

The Library Board will discuss how to meet the annual Library Board training requirement for FY 2022.

BACKGROUND;

The Utah State Library has set up standards of certification for Utah libraries. Standard 5 states:

“All Board members have had formal training or orientation within the last twelve months. This training may include sessions led by the library director or local government representative, a Utah State Library consultant, or through attendance at relevant workshops. The purpose of this training is to ensure that every Board member has a clear understanding of their roles as Board members. Training topics may include but are not limited to:

- Legal responsibilities of the library board
- Utah’s Open Meetings Law
- Internet and Online Access Policy
- Code of Ethics
- Finances of the library
- Advocacy opportunities
- Differences in the roles, powers and responsibilities between the Library Board, Library Director and local governmental entity.”

The last Library Board training was given by a State Library consultant in November of 2021. Other years Library Board members have viewed online trainings offered by the State Library. The State Library has recently added new options for quality online trainings that would meet the training requirements including such topics as “Equitable Service and Access” “Intellectual Freedom” “Building fundable strategic plans” and others.

The members of the Library Board can decide if they would like to attend a live training, or if they would like to each pick one or more of the online training videos to watch and discuss to meet the training requirement.

FISCAL IMPACT:

No fiscal impact

STAFF RECOMMENDATION:

I can easily arrange either of the kinds of training, so this decision is entirely up to the Board members' preference.

PROPOSED MOTION:

I propose that the Library Board Members participate in training a live training on _____.

ALTERNATE MOTION:

I propose that the Library Board members watch one of the online trainings before our January 2023 meeting.

ATTACHMENTS:

1. None