

Library Board Meeting Agenda

November 18, 2021

Highland City Hall

7:00 pm-Call to Order: Edgar Tooley, Board Chair

1. Public Comment

2. Consent

Approve Minutes from October 28, 2021 Meeting

3. Reports

Training by Rachel Cook, from the Utah State Library
Director's Report

4. Action/Policy Items

5. Discussion Items

Christmas party

6. Future Agenda Items

No meeting in December

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 Library Board may participate electronically via telephone, Skype, or other electronic means 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, at the Lone Peak Fire Station and Lone Peak Police Station, 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 the public.

Posted and dated this agenda on the 17TH day of November, 2021.

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, October 28, 2021 at 7:00 p.m.

IN ATTENDANCE

Board Members

Jessica Anderson, Secretary
Roger Dixon
Briawna Hugh, Co-Chair
Kim Rodela, City Council Rep.
Edgar Tooley, Chair

Other

Donna Cardon, Library Director and
Board Executive Officer
Erin Wells, Assistant City
Administrator

Absent Board Members

Claude Jones
Lynn Lonsdale

A quorum of the Board being present, Chair Edgar Tooley welcomed those in attendance and began the Library Board meeting as a regular meeting at 7:16 p.m. The meeting agenda was posted on the Utah State Public Meeting Website at least 24 hours prior to the meeting.

Edgar Tooley read the following legal declaration aloud:

I Edgar Tooley, Highland City Library Board Chair, hereby declare that due to the COVID-19 pandemic, holding a Library Board meeting with a physical anchor location presents a substantial risk to the health and safety of those who may be present at the anchor location due to health concerns with Board members and their family members. Members of the public are invited to participate in the electronic means which are detailed in the Board Meeting agenda. This declaration is dated October 28, 2021.

AGENDA

1. Welcome

1. *Lynn Lonsdale*

Lynn was not present, so the Board skipped this item.

2. Public Comment

None.

3. Consent

1. Approve Minutes for Meeting in September 2021

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

Yes	Jessica Anderson
Yes	Roger Dixon
Yes	Briawna Hugh
Yes	Edgar Tooley

The motion passed.

4. Reports

1. Director's Report

Donna Cardon gave her report. The Library had 117 new patrons in September. There were incentives throughout the month. The Library is 5 new patrons away from breaking even with patrons lost. This has been a huge goal for the Library this year. Digital circulation has continued to be high.

The *Go Science!* event from the UVU chemistry club had a large attendance with over 200 people. The Friends represented the Library at the Trick or Treat Street last week; they promoted the Library and the upcoming signing by Brandon Mull on November 1, which is likely to draw a large crowd.

The Library will be adding one more stand of shelves in the Children's room. The State Library is sending us kits that focus on dealing with stress for school aged kids.

Edgar did a great job with the presentation to the City Council.

Donna attended the Utah State Public Library Director's summit. She discovered that the way that she has been counting "registered users" is different and more restricted than the state standard. Donna will adjust the number accordingly, up by about 120

users. She also discussed what she learned from attending a training about advocacy focused on interacting with elected officials and showing them how the library satisfies their goals and ideologies.

2. Foundation Report

Briawna Hugh and Jessica Anderson reported on behalf of the library Foundation. The Foundation is working on preparing for the financial issues facing the library, on strategizing for a potential expansion, and on getting their website live with a domain.

5. Action/Policy Items

1. Circulation Policy Change: Tablets

The Board discussed the proposed changes to the circulation policy to address the issues of tablets and Kindles. The Board specifically addressed the replacement of parts and the no-renewal provisions and ultimately agreed with the proposed language.

Jessica Anderson moved to approve the circulation policy as amended. Briawna Hugh seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
Yes	Roger Dixon
Yes	Briawna Hugh
Yes	Edgar Tooley

The motion passed.

2. Meeting Schedule 2022

The Board further discussed the proposed meeting schedules for 2022. The Board could adopt an annual calendar that matches the Board's current practice of meeting every month or, given the current workload of the Board, adopt an annual calendar that scheduled meetings on a bimonthly basis. The Board discussed the pros and cons of each approach. The Board also discussed another approach where meetings would be bi-monthly and the off-months work sessions.

The Board ultimately decided to adopt the following schedule 2022, generally meeting on the fourth Thursday of each month at 7:00 p.m.:

- January 27, 2022
- February 24, 2022
- March 24, 2022
- April 28, 2022
- May 26, 2022
- June 23, 2022
- July 28, 2022
- August 25, 2022
- September 22, 2022
- October 27, 2022
- November 17, 2022 (3rd Thursday due to Thanksgiving)
- December 2022 (No meeting)

Roger Dixon moved to approve the meeting schedule as set forth above. Briawna Hugh seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
Yes	Roger Dixon
Yes	Briawna Hugh
Yes	Edgar Tooley

The motion passed.

3. Strategic Plan Adjustments

The Board discussed potential adjustments to the proposed strategic plan before it is submitted to the City Council for final approval. The City Council has received it twice and has not submitted any suggestions.

Roger Dixon moved to approve the strategic plan as presented without further change and to submit it to the City Council for final approval. Jessica Anderson seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
Yes	Roger Dixon
Yes	Briawna Hugh

Yes Edgar Tooley

The motion passed.

6. Discussion Items

1. Christmas Party

The Board discussed having a Christmas party in December. Donna will look at possible dates and send them out to the Board. Donna also proposed combining the party with the Friends. The Board liked the idea.

7. Future Agenda Items

1. Training in November

Donna confirmed that training will occur in November. Our state library board representative, Rachel Cook, will be presenting on advocacy. It may be live or via Zoom; she will let us know.

The Board's next regular meeting is scheduled for November 18, 2021 at 7:00 p.m.

Kim Rodela joined the meeting.

8. Closed Session

At 8:11 p.m., Jessica Anderson moved to convene in closed session to discuss the character, professional competence, or physical or mental health of an individual as permitted by Utah Code 52-4-205. Briawna Hugh seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
Yes	Roger Dixon
Yes	Briawna Hugh
Yes	Kim Rodela
Yes	Edgar Tooley

The motion passed.

Donna Cardon left the meeting.

The Board convened in closed session.

Jessica Anderson moved to leave the closed session. Roger Dixon seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
Yes	Roger Dixon
Yes	Briawna Hugh
Yes	Kim Rodela
Yes	Edgar Tooley

The motion passed.

The Board returned from closed session at 8:33 p.m.

9. Adjournment

Roger Dixon moved to adjourn the Library Board meeting. Kim Rodela seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
Yes	Roger Dixon
Yes	Briawna Hugh
Yes	Kim Rodela
Yes	Edgar Tooley

The motion passed.

The meeting adjourned at 8:34 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 October 28, 2021. This document constitutes the official minutes for the Highland City Library Board Meeting.