

Library Board Meeting Agenda

August 25, 2022

Highland City Hall

7:00 pm-Call to Order: Claude Jones, Board Chair

1. Public Comment

2. Consent

- a. Approve 2022 05 19 Minutes
- b. Approve 2022 07 27 Minutes

3. Reports

Director's Report

4. Action/Policy Items

- a. Election of Officers
- b. Annual Council Report Ad Hoc Committee

5. Discussion Items

- a. Delay of credit card fee collection policy change
- b. New Carpet for the Library
- c. Updating the Strategic Plan

6. 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

7. Future Agenda Items

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 City Council 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, 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 25th day of August, 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, May 19, 2022 at 7:00 p.m.

IN ATTENDANCE

Board Members

Roger Dixon
Claude Jones, Chair
Lynn Lonsdale
Kim Rodela, City Council Rep.
Kevin Tams

Other

Donna Cardon, Library Director and
Board Executive Officer

Absent Board Members

Jessica Anderson, Secretary
Briawna Hugh, Vice-Chair

A quorum of the Board being present, Chair Claude Jones welcomed those in attendance and began the Library Board meeting as a regular meeting. 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

1. *Approve minutes from 04/2022 meeting*

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

Yes	Roger Dixon
Yes	Claude Jones
Yes	Lynn Lonsdale
Yes	Kim Rodela
Yes	Kevin Tams

3. Reports

1. Director's Report

Donna Cardon gave her report. She noted that patron numbers are up for the fourth month in a row. Both physical and digital circulation numbers are high. Regular weekly programs are suspended in May to get ready for summer reading. There was a successful author visit by Brian Russo. Eighteen poems were submitted for the poetry contest this year, for children, teens, and adults; they are posted on the website. Donna would like to make a book of the winners for the past three years and put it in the collection. There was a grandparent story time, and the library had a table at the city open house to promote summer reading. There was a bitcoin class, and 28 people attended. Next week is the summer reading kickoff, which will start with a magic show. Then all week, when people pick up their summer reading logs, they get an extra prize. Summer programs will start the first week of June, many of which will be outside on the lawn. There is a teen writer group and a new group for kids/teens to volunteer to help in the library - mostly to help them get volunteer hours for college applications. This summer will have extra educational classes in June, including paint with the director, a Chinese lantern craft class, sewing for children, stuffed animal sleep over. Friends of the Library will be representing the library at the Cedar Hills parade, but there will not be a booth at the festival.

The library has a new hire who is doing well. Donna has been working on getting the staff a raise, and the city council has now approved it. It brings the library up to the city base rates. The starting rate is \$14 an hour. Donna was able to afford the increase by reducing the number of staff by one. This is designed to, hopefully, reduce turnover. The state library will be offering a collections grant, and the library asked for \$10,000. We will see what we get. Donna also submitted the final grant application for STEM kits. Donna also submitted another unplanned grant for \$1,500 for foreign language materials. This is to get ESL materials, and Chinese books to support the Chinese programs at Alpine Elementary. Donna has been working on the children's reading nook, painting it to match the ocean theme for summer reading. Donna also noted how Shelly's work has been distributed among the staff, including social media accounts, website updates, and school outreach.

4. Action/Policy Items

1. Internet and Online Access Policy

The Board discussed the Internet and Online Access Policy and the related Administrative Procedures and the proposed changes and updates that circulated among the board since the last meeting. The Board went through the policy line by line and addressed issues such as the ability to unblock websites upon request, usage of flash drives, liability for damage to the computers, including viruses, and issues with violent materials.

Roger Dixon moved to approve the Internet and Online Access Policy as amended. Lynn Lonsdale seconded the motion. The vote was recorded as follows:

Yes	Roger Dixon
Yes	Claude Jones
Yes	Lynn Lonsdale
Yes	Kim Rodela
Yes	Kevin Tams

The motion passed.

5. Discussion Items

1. Recruitment

Donna noted that she has advertised for new members but has not gotten a lot of response. Roger's position will be open in July, and Briawna has resigned her Board position, due to her new teaching position, but will remain on the Foundation board. The Board members should think about any friends or acquaintances who would be interested.

6. Future Agenda Items

- New board member applications
- Election of new officers

The Board's next regular meeting is scheduled for June 23, 2022 at 7:00 p.m.

7. Adjournment

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

Yes	Roger Dixon
Yes	Claude Jones
Yes	Lynn Lonsdale
Yes	Kim Rodela
Yes	Kevin Tams

The motion passed.

The meeting adjourned.

I, Jessica Anderson, Highland City Library Board Secretary, hereby certify that the foregoing minutes, made from a recording after the meeting, represent a true, accurate, and complete record of the meeting held on May 19, 2022. This document constitutes the official minutes for the Highland City Library Board Meeting.

**Minutes from a Regular Meeting of the
HIGHLAND CITY PUBLIC LIBRARY BOARD**
Wednesday, July 27, 2022 at 7:00 p.m. via Zoom

IN ATTENDANCE

Board Members

Jessica Anderson, Secretary
Claude Jones, Chair
Lynn Lonsdale (via audio only)
Kim Rodela, City Council Rep.

Other

Donna Cardon, Library Director and
Board Executive Officer
Kevin Tams, former and prospective
member

Absent Board Members

None

A quorum of the Board being present, Chair Claude Jones welcomed those in attendance and began the Library Board meeting as a regular meeting at 7:14 p.m. The meeting agenda was posted on the Utah State Public Meeting Website at least 24 hours prior to the meeting.

I, Claude Jones, 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 July 27, 2022.

AGENDA

1. Public Comment

None.

2. Consent

None.

3. Reports

1. Director's Report

Donna Cardon emailed the Board her written report. The Board briefly discussed the high program attendance and high circulation rates. Donna also received and completed ordering for the foreign language grant, spending 1/3 of the funds on Chinese books and 2/3 of the funds on Spanish books.

4. Action/Policy Items

None.

5. Information Items

1. Recognizing Roger Dixon at the 08-02 City Council Meeting

Donna asked the mayor for permission to recognize Roger at the next city council meeting for his service on the Board. Board members are invited to attend to show support. Kim Rodela will present the award. Donna bought a nice engraved award.

2. Adopt a Book Campaign

The Foundation is holding a fall fundraiser. It will kick off after Labor Day. We will discuss that more at the next meeting. And we will make sure to note that the donations may be tax deductible.

3. Back to School Night

Members of the library staff will be attending the back-to-school nights of all of the local elementary schools to promote the library. They are all on the same night this year, so if any Board members can go, that would be helpful. The Friends may also be able to help.

4. Credit Card Fee

The City Council voted to start charging the processing fee to people who use credit cards to pay fines and fees. The circulation policy will need to be adjusted accordingly. The technology will need to be figured out as well.

6. Closed Session

At 7:26 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. Kim Rodela seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
Yes	Lynn Lonsdale
Yes	Claude Jones
Yes	Kim Rodela

The motion passed. The Board convened in closed session.

At 7:32 p.m., Jessica Anderson moved to adjourn the closed session. Kim Rodela seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
Yes	Lynn Lonsdale
Yes	Claude Jones
Yes	Kim Rodela

The motion passed. The Board returned from closed session at 7:32 p.m.

7. Future Agenda Items

- Circulation policy adjustment concerning credit card use
- Appoint a committee to prepare the annual report to City Council

The Board’s next regular meeting is scheduled for August 25, 2022 at 7:00 p.m.

8. Adjournment

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

Yes	Jessica Anderson
Yes	Lynn Lonsdale
Yes	Claude Jones

Yes

Kim Rodela

The motion passed.

The meeting adjourned at 7:34 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 July 27, 2022. This document constitutes the official minutes for the Highland City Library Board Meeting.



LIBRARY BOARD AGENDA REPORT ITEM #4a

DATE: August 25, 2022
TO: Library Board
FROM: Donna Cardon, Library Director
SUBJECT: Library Board Officer Elections

PURPOSE:

In accordance with the Bylaws, the Library Board will elect officers for the coming year.

BACKGROUND:

The Bylaws of the Highland City Library Board state, “The elected officers of the Board shall include a Chair, Vice-Chair, and Secretary. These officers shall be elected, by majority vote, to one-year terms at the regular meeting in July.” (E.1) The Bylaws also describe the duties of each officer:

1. The Chair shall:
 - a. Preside at all the Board meetings.
 - b. Serve as the spokesperson, presenting the position of the majority of the Board in all official communications.
2. The Vice-Chair shall:
 - a. In the absence of the Chair, assume all duties of the Chair.
 - b. Serve as the presumptive chair-elect, subject to the Board’s regular voting procedures.
3. The Secretary shall:
 - a. Take official minutes at the meetings and send them to the City Recorder.

Officers for 2020-2021 have been:

- President: Claude Jones (who replaced Edgar Tooley who moved away from Highland in January 2022)
- Vice-Chair: Briawna Hugh
- Secretary: Jessica Anderson

At the Library Board meeting in July 2022, the Board decided to postpone the election of officers until two members, Kevin Tams and Wesley Warren, could be officially appointed to the Board. That appointment was made by the City Council on August 16, 2022, so the Board felt it could go forward with elections in this meeting.

FISCAL IMPACT:

None

STAFF RECOMMENDATION:

The Library Board should choose among their members new Board officers.

PROPOSED MOTION:

I propose that _____ serve as Board Chair, _____ serve as Vice-Chair, and _____ serve as Secretary for the 2021-2022 year.

ATTACHMENTS:



LIBRARY BOARD AGENDA REPORT ITEM #4b

DATE: August 25, 2022
TO: Library Board
FROM: Donna Cardon, Library Director
SUBJECT: City Council Report Committee

PURPOSE:

The Library Board will establish a committee to work with the Library Director to prepare the Board’s annual report to 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). The Library Board has traditionally presented its annual report to the Council in October.

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 appoint an ad hoc committee to prepare a draft of the annual report to the City Council which can be presented in the September Library Board meeting for review and final approval.

FISCAL IMPACT:

No fiscal impact

STAFF RECOMMENDATION:

The Board appoint 2-3 members to work with the Library Director to prepare the annual report to the City Council.

PROPOSED MOTION:

I propose that _____ and _____ (and _____) be appointed to an ad hoc committee to prepare the Board’s annual report to the City Council.

ATTACHMENTS:

No attachments