

**Minutes from a Regular Meeting of the  
HIGHLAND CITY PUBLIC LIBRARY BOARD**

Thursday, January 26, 2023 at 7:00 p.m.

IN ATTENDANCE

**Board Members**

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

**Other**

Donna Cardon, Library Director and  
Board Executive Officer  
Erin Wells, City Administrator  
Wayne Tanaka, President of the  
Friends of the Library

**Absent Board Members**

Kim Rodela, City Council Rep.

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 7:04 p.m. The meeting agenda was posted on the Utah State Public Meeting Website at least 24 hours prior to the meeting.

AGENDA

**1. Closed Session**

At 7:04 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. 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
Yes	Wesley Warren

The motion passed. The Board convened in closed session.

At 7:22 p.m., Lynn Lonsdale moved to adjourn the closed session. 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
Yes	Wesley Warren

The motion passed. The Board returned from closed session at 7:22 p.m.

\*Erin Wells left the meeting.

## **2. Public Comment**

None.

## **3. Consent**

- a. *Approve Minutes from October 2022*

Amy Brinton noted a typo: "returned from closed session at 7:26" should be 8:27.

Amy Brinton moved to approve the minutes 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
Yes	Wesley Warren

The motion passed.

## **4. Reports**

- a. *Director's Report*

Donna Cardon gave her report. She reviewed recent statistics, including year-end totals for 2021 and 2022. Circulation is up overall, especially digital. Programs have been going well. In November, the Library celebrated National Picture Book Week with a scavenger hunt and a visit from picture book author Gale Holdman. In December, the Mayer put on a Christmas Story Time with Donna playing the part of the Grinch. The Winter Reading program is in full swing and had a successful kickoff event in January with a live animal show. Lots of fun programs are coming up in February, including Valentine's boxes and a new tween writer's group.

The Library has processed 60 new large print books and has put them out together with the 120 it had already. The Library currently has an intern who is studying library science and has been a big help to the library. The Library has also set up a new Instagram account.

*b. Foundation Report*

Jessica Anderson reported on behalf of the Highland City Library Foundation. The Adopt a Book drive went well, with about 100 books donated. The Foundation is looking at fundraising options for 2023 and in the future, to hopefully establish a tradition. Also, the Foundation is in need of additional members if anyone is interested or knows someone who might be.

*a. FY 2024 Preliminary Budget Review*

Donna reviewed the preliminary budget for FY 2024. She highlighted an anticipated additional 2% in tax revenue and an anticipated drop in ARPA grant money connected to Covid, which has been \$10,000 and \$12,000 in the last two years respectively. She also noted that the City is considering an 8% COLA and a possible 3% merit pay increase for all City employees, which would mean a \$22,500 increase in library staff wages and benefits. The Library spent \$42,848 on books and circulating materials in 2022, \$12,000 of which was a grant funds. The Library's funding is from property taxes, which do not keep up with inflation. From here on out, until taxes are raised, every time the staff gets a raise, we will be taking from programs and circulating materials. The question is whether to reduce the book budget or to dip into the unallocated "rainy day" funds. Other options include a tax increase or fundraising from the Friends and the Foundation.

The Board discussed the various options. Ultimately, the Board would like err on the side of fiscal responsibility and not draw down the unallocated funds just yet (outside of the planned carpet and furniture replacement). The Board would also like to pursue the fund study and put together rough, high-level numbers for the library's next few years, including comparisons with other Utah libraries like how much each city spends per capita on the library.

## **5. Action/Policy Items**

### *a. Online Bill-Pay*

Donna reported that the Library looked into offering patrons the option of paying library fees via Xpress Bill Pay. It will cost about \$1,000 to set it up (with no ongoing cost) and will require some amount of minimal staff time to bring the information into the Library's system. The Library has sufficient funds in the current budget and does not anticipate the staff time being higher than it currently requires to process credit cards. The Board discussed what the anticipated uses would be and how a system would protect the Library from handling credit cards directly.

Jessica Anderson moved to allow the Library to work with the City to establish an online bill payment form through Xpress Bill Pay. Lynn Lonsdale seconded the motion. The vote was recorded as follows:

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

The motion passed.

### *b. Changing ILS to Koha*

Donna presented information about moving the Library's database from SirsiDynix to an open-source platform called Koha, with support from a company called Bywater. The Library's contract with Sirsi expires in September. SirsiDynix has a complex interface, charges extra for training and support, and retains ownership of the Library data. Koha is open-source, has great trainings (both free and paid), a beautiful interface, and libraries retain ownership of their database. In addition, Bywater

provides transition and technical support for Koha and an addition called Aspen Discovery. Several libraries in Utah have this system, including Spanish Fork, Orem, and UVU. The fact that Koha is open source means it has a likelihood of longevity.

The initial set up of Koha and Aspen via Bywater would be \$10,600, along with staff training time. The annual cost of Koha and Aspen via Bywater would be \$8,095 per year, which is about \$3,000 less than SirsiDynix, with an anticipated savings over the next 10 years of about \$25,000.

The Board discussed the transition process and proposed contract with Bywater.

Rachel Farnsworth moved that, provided contract issues and concerns are resolved, the Library begin the process of migrating to the Koha/Aspen ILS system with Bywater support, and include a \$10,600 budget adjustment, taken from the PY Carryover account, to cover the cost of the migration. Jessica Anderson seconded the motion. The vote was recorded as follows:

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

The motion passed.

*c. Budget Adjustments for FY 2023*

Donna reviewed the FY 2023 budget adjustments, highlighting increases in revenue and expenditures. The Board discussed the adjustments, including the \$10,600 for the Koha transition and the \$1,000 for Xpress Bill Pay.

Jessica Anderson moved to approve the FY2023 library budget midyear adjustments and any final budget adjustments less than 10% of the original budget amount. 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
Yes	Wesley Warren

The motion passed.

## **6. Discussion Items**

### *a. Carpet*

Donna reported that, in order to replace the carpet, all of the books and shelves will need to be removed first and that will require the help of the Public Works department. Public Works would only be available to assist from November to March, which means the project will need to be completed in November or December 2023.

The anticipated cost for carpet would be about \$4 a square foot or \$16,000, for LVT it would be about \$6 a square foot or \$24,000.

The Board discussed the timing and flooring options, including polished concrete. The Board discussed giving the City a heads up about the decisions. While it may take until the end of the year to get the replacement done, Rachel Farnsworth noted that there is an immediate concern about ADA accessibility – the shelves are too close together for wheelchair access.

The Library will tentatively schedule the flooring replacement for November or December 2023 and will begin to involve the City now to ensure staff support.

### *b. New Standards for Certification*

The Library goes through an annual certification process required by the Utah State Library. This year, there are some changes to the requirements:

- Creation of the Library's strategic plan with "the active participation of stakeholders including members of the community and community organizations"
- Additional library staff training on Utah's Online Public Library
- Requirement of a technology plan similar to but separate from the strategic plan

The Board briefly discussed the changes, including whether the community participation requirement could be met by the City survey.

*c. Library Board Training*

The Board members briefly reported on the trainings they viewed on the Niche Academy platform.

**7. Future Agenda Items**

- Open Meetings Training
- Technology Strategic Plan

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

**8. Adjournment**

Jessica Anderson 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
Yes	Wesley Warren

The motion passed.

The meeting adjourned at 9:20 p.m.

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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 January 26, 2023. This document constitutes the official minutes for the Highland City Library Board Meeting.