

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

Thursday, January 27, 2022 at 7:00 p.m. via Zoom

IN ATTENDANCE

**Board Members**

Jessica Anderson, Secretary  
Roger Dixon  
Briawna Hugh, Vice-Chair  
Lynn Lonsdale  
Kim Rodela, City Council Rep.

**Other**

Donna Cardon, Library Director and  
Board Executive Officer  
Stephannie Cottle, City Recorder

**Absent Board Members**

Edgar Tooley, Chair (Resigned)  
Claude Jones

I, Briawna Hugh, Highland City Library Board Vice 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 January 27, 2022.

A quorum of the Board being present, Vice-Chair Briawna Hugh welcomed those in attendance and began the Library Board meeting as a regular meeting at 7:18 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. Presentations**

1. *Open and Public Meeting Training – Stephannie Cottle, City Recorder*

Stephannie Cottle gave the Board training about open and public meetings.

- All public bodies have to be done openly where the public can choose to participate or observe.
- A meeting requires a quorum. It can be in-person or virtual. Social gatherings or coincidental gatherings do not count.
- Closed sessions can only be done if there is a 2/3 majority vote to do so. And they can only be done to discuss certain things like personnel issues, litigation, property sales, security, etc.
- Agendas are required and have to be posted 24-hours before the meeting and include the date, time, and place, and if necessary, information to join electronically. If we want to take action on an item, it has to be on the agenda. We can discuss things outside of the agenda.
- We are the only board that has done fully electronic meetings on a regular basis. And do well at it, reading the required notice, etc.
- Minutes have to be taken and then posted three days after they are approved.

Stephannie Cottle left the meeting.

### **3. Consent**

1. *Approve minutes from 11/21/2021 meeting*

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	Kim Rodela

The motion passed.

### **4. Reports**

1. *Director's Report*

Donna Cardon gave her report. She noted various statistics for November and December 2021, including that the Library added about 1,000 items during the course of the year. More are actually added, since things are weeded out during the year. The programs went on a break after December 13, 2021, but after there was the Jingletoes the Elf and the make and takes. The winter reading program goes from

January through February. The fairy tale ball is coming up on March 19<sup>th</sup>, with Belle and Beast, plus Cogsworth will be played by the mayor. There will be two sessions, and if Covid numbers are still high, registration will be limited to allow for distancings. The Friends will be holding a big book sale in February, and the library will be doing food for fines as well.

The Library continues to have staffing issues. They lost two staff members in November, hired two new members, but then one of those quit. Kirsten came in to help until another staff member can return. Shelley, the Library's PR person, recently gave notice. Donna would like to raise the library staff rates to the City's level, but it will take a great deal of money. Unless they do not replace Shelley and try to distribute her duties throughout the staff.

The Library is undergoing a financial audit with Fred Philpot. He has asked for a list of asks. Donna's main goal is to keep the Library funded with current staff without cutting hours. The next level of asks include extended Saturday hours, replacement of carpets, adding a full-time staff member. Not much else can be done without additional space.

Donna put together some comparative stats comparing 2019 (pre-pandemic) to 2021. Ebook use has skyrocketed. Digital circulation exceeds physical circulation for adults. The number of households in Highland (54%) that have library cards have gone down, though number of users in Cedar Hills and Alpine have gone up. This will be the focus this year. The Board further discussed ways to increase awareness of the Library's resources.

## *2. Foundation Report*

The Highland City Library Board Foundation reported on their January 2022 meeting. Jessica Anderson reported that the Foundation is looking to gear up its fundraising efforts, starting with a children's book drive via an Amazon wish list. One family is already looking to donate \$250 worth of the books. Jessica also noted that the Foundation's website is live at [highlandlibraryfoundation.org](http://highlandlibraryfoundation.org).

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

- 1. Elect a Library Board Chair and other officers as needed*

The Board discussed the Chair vacancy due to Edgar Tooley's move to Orem. The new chair will simply fill the remainder of Edgar's term, which runs through June 2022.

Roger Dixon moved to elect Claude Jones as Chair to fulfill the current term of office. Jessica Anderson seconded the motion. The vote was recorded as follows:

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

The motion passed.

## **6. Discussion Items**

### *1. New community assessment initiative*

Donna proposed a new community assessment initiative that the Board could undertake to determine the effective use of funds, drive innovation in the Library to meet the needs of the community, build library use, and to promote the future viability of the library. She proposed a systematic way: gather information about the community, generate ideas, make a plan, do a test, assess. We won't just rely on what other libraries have done; we need to tailor it specifically to the needs of Highland.

We can gather information from demographics, surveys, interviews, casual conversations. Donna has gathered demographics from the most recent census. She highlighted some of the numbers, including the high numbers of kids from 6-18 and the high number of women who do not work outside the home. She compared those numbers with the numbers of participants in the Library's programs.

Lynn Lonsdale joined the meeting.

Other ways to gather information are from interviews and observations. What are the challenges people are facing? What do they want that is hard to get? How do they spend their time/money? What would make their lives better? How can the Library meet their needs? This is where the Board comes in.

Once we gather information, we can generate ideas - tons of ideas. Then we make a plan. Is it something the Library can reasonably do? Then we do an assessment. Take

the ideas back to the public (ask people in the target demographic), do a trial run, ask for suggestions for improvement. Take the suggestions, revise the idea, ask for more feedback, consider scaling up. Donna gave an example about a test sending library cards to a neighborhood to see if they would come in to activate it. It was not an effective strategy, but it was a small test. Then we can use this process and research to seek funding, from either grants or elected officials. And finally, we launch the program.

The Board discussed the next steps. Donna requested that we pay attention in our daily interactions. Make notes about problems people are facing. Donna is going to try to attend the elementary school PTA meetings to observe. Donna, in particular, would like to determine what kind of maker's space would be useful.

Briawna noted that there are two needs currently facing local schools that the library could help with: dealing with the learning loss from the pandemic and supporting teachers. Briawna said she would write up her ideas and set up a Google doc we can all edit. The Board discussed other categories of potential needs such as arts, birding, service projects, family history, a sister library and the idea of coordinating with the school libraries. The Board also discussed ways to create more of a community in Highland. Kim Rodella noted that the library could help with the City's emphasis on parks.

## *2. Board self-evaluation*

Pursuant to the training the Board received in November 2021, the Board discussed the self-evaluation form created by the State Library. The Board decided to individually fill out the form and bring it back to discuss at the next meeting.

## **7. Closed Session**

At 8:45 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. Lynn Lonsdale seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
Yes	Roger Dixon
Yes	Briawna Hugh
Yes	Lynn Lonsdale

Yes            Kim Rodela

The motion passed. The Board convened in closed session.

At 8:58 p.m., Jessica Anderson moved to adjourn the closed session. Roger Dixon seconded the motion. The vote was recorded as follows:

Yes            Jessica Anderson  
Yes            Roger Dixon  
Yes            Briawna Hugh  
Yes            Lynn Lonsdale  
Yes            Kim Rodela

The motion passed. The Board returned from closed session at 8:58 p.m.

## **8. Future Agenda Items**

- Budget preview
- Board self-assessment discussion
- Community assessment report

The Board's next regular meeting is scheduled for February 24, 2022 at 7:00 p.m.

## **9. Adjournment**

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

Yes            Jessica Anderson  
Yes            Roger Dixon  
Yes            Briawna Hugh  
Yes            Lynn Lonsdale  
Yes            Kim Rodela

The motion passed.

The meeting adjourned at 8:59 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 January 27, 2022. This document constitutes the official minutes for the Highland City Library Board Meeting.