

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

Thursday, January 28, 2021 at 7:00 p.m. via Zoom

IN ATTENDANCE

**Board Members**

Roger Dixon, Chair  
Mike Burns  
Briawna Hugh  
Claude Jones  
Becky Lewis  
Natalie Reed, Vice-Chair  
Edgar Tooley

**Other**

Donna Cardon, Library Director and  
Board Executive Officer  
Unnamed Highland City Intern

**Absent**

Jessica Anderson, Secretary  
Kim Rodela, City Council Rep.

A quorum of the Board being present, Board Chair Roger Dixon 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.

Roger read the following legal declaration aloud:

I Roger Dixon, 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 Thursday, January 28, 2021.

AGENDA

**1. Public Comment**

None.

**2. Consent Agenda**

None.

### **3. Reports**

#### *1. Director's Report*

Donna Cardon spoke about the library statistics from the past couple of months. Things are starting to feel like they are getting back to normal. In December, all programs were virtual. There were mixed results, but some successes. Elf on the Shelf was hugely popular, as were the craft take-and-makes for both kids and adults. In January, the winter reading program started, and it has been very popular. Over 250 kids took the reading logs, and the library has given out 2000 scratch cards. The Friends helped to buy some of the bigger prizes. The program will go through February and is for kids up to 18 years old.

The Kindles for Battles of the Books are ready to circulate. They have the print and audio versions of many of the books on the lists.

The Friends finished refurbishing the book drop for book donations, and it is in place outside the library.

The library is trying to increase library card holders by 5% this year. One of the methods the library is trying is sending little gift baskets with library cards and information about the library to new residents with a library card; they then have to come in and register the card. Twenty-two were delivered this month to people who moved in in December. Other methods of trying to increase card holders are to set up booths at the city festivals and to attend back to school nights. Briawna Hugh suggested putting flyers up in the schools when the schools hold book sales.

Donna discussed giving staff raises to be consistent with market levels. This will require about \$11,000 in the budget on an ongoing basis. Donna is exploring ways to find that in the budget. One of the ways is to switch collection management companies. The current company, Sirsi, charges about \$11,000 a year for a collection of 40,000 books. The new company, Koha, Donna has been researching charges about \$3,800 per year. Other libraries (including Spanish Fork) who have switched prefer Koha. However, there is a one-time charge of \$12,000 to migrate the data. It has to be done fast before the annual fee for Sirsi is due in August. Donna has the budget to do the migration, but she has to get City Council approval.

#### *2. Feasibility Study Report*

The Board discussed the results so far of the survey that went out. Donna was encouraged by how many people have responded to the survey. About 927 people have taken the survey, most of whom are from Highland. People are generally interested in more community space, indoor and outdoor. However, there is not a lot of support for raising taxes for that purpose. The survey will end on Sunday, January 31, 2021, and the feasibility study company will take the data and create a report. The purpose of the feasibility study is to get the parameters and costs, gauge interest, and get the idea of a community center in front of people.

### 3. *Standing Committee Reports*

See discussion item below.

### **4. Action/Policy Items**

None.

### **5. Discussion Items**

#### 1. *How can the Board support the library?*

#### Current Committees and Chairs

Library Fund: Claude Jones

Policy: Jessica Anderson

Reports: Edgar Tooley

Outreach: Briawna Hugh

Strategic Planning: Mike Burns

Strategic Planning: Donna noted that we would need to start thinking about the strategic plan soon, since it has to be updated each year.

Outreach: Briawna noted that outreach is currently tricky because contact is limited during the pandemic. As COVID-19 subsides, maybe toward the end of this school year or the beginning of the next, we should be able to get into schools to promote programs like the summer reading program, etc. Educators who work in Highland schools can get a resident library card. Briawna has contacts at all of the local schools. For example, she emailed all of the school librarians about the CARES money. Donna noted that for the 12,000 books that circulated in December 2020, 9,000 were children's books. Donna is in contact with the schools via email about Tumble Books usage. This month she will include information about the Battle of the Books Kindles.

Those check out for three weeks, cannot be renewed, and count as circulating one item.

Donna noted that someone from the Board will need to come in and do the safety walkthrough for the State certification process.

**7. Future Agenda Items**

- 1. *FY 2022 budget*
- 2. *Open Meetings Training*

The Board’s next regular meeting is scheduled for January 25, 2020 at 7:00 p.m.

**8. Adjournment**

Natalie Reed moved to adjourn the Library Board meeting. Briawna Hugh seconded the motion. The vote was recorded as follows:

Yes	Roger Dixon, Chair
Yes	Mike Burns
Yes	Briawna Hugh
Yes	Claude Jones
Yes	Becky Lewis
Yes	Natalie Reed
Yes	Edgar Tooley

The motion passed. The meeting adjourned.

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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 28, 2021. This document constitutes the official minutes for the Highland City Library Board Meeting.