

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

Thursday, March 23, 2023 at 7:00 p.m.

IN ATTENDANCE

**Board Members**

Jessica Anderson, Secretary  
Amy Brinton  
Rachel Farnsworth  
Kim Rodela, City Council Rep.  
Kevin Tams, Chair

**Other**

Donna Cardon, Library Director and  
Board Executive Officer

**Absent Board Members**

Lynn Lonsdale, Vice-Chair  
Wesley Warren

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 7:01 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. Consent**

*a. Minutes from 2023.02.23 meeting*

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

Yes	Jessica Anderson
Yes	Amy Brinton
Yes	Rachel Farnsworth
Yes	Kim Rodela
Yes	Kevin Tams

The motion passed.

### **3. Reports**

#### *a. Director's Report*

Donna Cardon gave her report. She reviewed recent statistics and noted that the library is consistently grows across the different categories. Digital books are particularly in demand. The Board briefly discussed how to ascertain active users that don't necessarily visit the physical library but use the digital resources. The Board also discussed the mechanics of digital book purchasing.

The Friends winter book sale was very successful, bringing in about \$1,000. They also paid \$1,000 for Winter Reading prizes. Attendance at Story Times have been particularly high, and Find Larry the Leprechaun was also really popular. The Fairy Tale Ball tickets sold out, and the additional tickets are also almost sold out. In April, there will be the usual programs, along with a Paint with the Director and a poetry competition. In May, there are no programs to get ready for Summer Reading.

The Propagation Station is up and running and has been popular. The STEM kits are done and circulating. There is a new puppet area in the children's room, which Donna built herself. The Koha migration will kick off on March 31<sup>st</sup>.

The STEM kits essentially wrap up the LSTA grant, and the Library finished spending the CLEF \$4,900 grant. FY2024 LSTA grant applications open in April. Donna is working to prepare a grant proposal to help small businesses, including by preparing a survey. The Board discussed potential items and adjustments to help small businesses and ways to tailor the survey to get good responses.

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

#### *a. Library Display Policy*

The ad hoc committee, consisting of Amy Brinton, Rachel Farnsworth, and Lynn Lonsdale, reported on its draft policy. The Board decided to keep it as a separate policy rather than incorporated it into the Exhibited, Posted, and Distributed Materials policy. The Board discussed particular language and made modifications, including putting in the Library's mission statement, limiting the definition of what the Library will not post, clarifying the Library Board review process, and removing the general policy provisions.

Amy Brinton moved to adopt the Library Policy Display as amended. Rachel Farnsworth seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
Yes	Amy Brinton
Yes	Rachel Farnsworth
Yes	Kim Rodela
Yes	Kevin Tams

The motion passed. The Board commended the ad hoc committee for their work on the policy.

## **5. Discussion Items**

### *a. ILL Fee*

Donna noted that the ILL may need to be raised from \$3.00. The fee is supposed to cover the mailing costs to return the book. Shipping costs are now above that amount, between \$4 and \$5. The Board agreed the matter should be considered.

### *b. Library FY 2024 Budget changes*

Donna noted some changes to the proposed FY2024 budget. The financial manager has reassessed and raised his estimate of how much will come in through property tax. The Library previously paid 10% of the assistant city manager's salary, and that has been reduced to 5%. The City is also likely looking at a 5% COLA instead of an 8% COLA. These changes substantially help the Library balance the budget.

### *c. Recertification*

Donna noted that recertification with the State is coming up in May and the following items need to be addressed: a Board member needs to come to the Library for the inspection, and every Board member needs to complete the training requirement.

## **6. Future Agenda Items**

- Approve FY 2024 Budget
- ILL Fee

The Board's next regular meeting is scheduled for April 27, 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	Kim Rodela
Yes	Kevin Tams

The motion passed.

The meeting adjourned at 8:07 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 March 23, 2023. This document constitutes the official minutes for the Highland City Library Board Meeting.