

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

Thursday, April 27, 2023 at 7:00 p.m.

IN ATTENDANCE

**Board Members**

Jessica Anderson, Secretary  
Amy Brinton  
Rachel Farnsworth  
Kevin Tams, Chair

**Other**

Donna Cardon, Library Director and  
Board Executive Officer

**Absent Board Members**

Lynn Lonsdale, Vice-Chair  
Kim Rodela, City Council Rep.  
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 7:05 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**

Wayne Tanaka, president of the Friends of the Library, thanked the Board for their support of the Library.

**2. Consent**

*a. Minutes from 2023.03.23 meeting*

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

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

The motion passed.

### **3. Reports**

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

Donna Cardon gave her report. She highlighted some statistics, including a jump in physical circulation and passing 6,000 total registered patrons. Storytime participation is huge, up to 70 people per program, and there are currently four a week. Donna highlighted the Fairy Tale Ball, which was a huge success. The Board discussed the possibility of getting a corporate sponsor for the event. Summer reading is coming up, starting on May 26. There will not be a kickoff event. (The Library takes posters about summer reading to the local elementary schools to advertise.) In the summer, there will be two Storytimes a week, one in the morning outside with crafts and one in the afternoon inside with a science project that will promote the STEM kits. The Library is trying out a local authors festival on June 24. The Yoto players and STEM kits are circulating and are very popular. Donna is working on the grant to support local businesses. After talking with people and doing a survey, the grant will cover a computer station (with video and photo editing software) and printer and scanner, a circulating camera and green screen, and six classes. The Board discussed the tech details and the possibility of getting the Adobe software for free. The Board discussed analytics for digital circulation. Donna was able to find the number of unique users using the digital collection: about 2,300.

#### *b. Foundation Report*

Jessica Anderson and Donna Cardon reported on behalf of the Foundation. The Foundation is doing a summer adopt-a-book fundraiser during summer reading, physically in the Library. The Foundation is also looking at installing a vending machine and a coin funnel to raise funds throughout the year.

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

#### *a. Increase ILL fee*

Donna reminded the Board of the discussion from the March meeting about the need to increase the ILL fee to keep up with actual costs of mailing the books back. The fee is currently \$3 and the actual cost starts at over \$4. The staff recommends an increase of the fee to \$5 to cover the actual costs. The Board also reviewed the Library's ILL policy but determined that it needed a full review.

Jessica Anderson moved to amend the Interlibrary Loan Policy to reflect an increase of the Interlibrary Loan Fee to \$5. Rachel Farnsworth seconded the motion. The vote was recorded as follows:

- Yes            Jessica Anderson
- Yes            Amy Brinton
- Yes            Rachel Farnsworth
- Yes            Kevin Tams

The motion passed. Amy Brinton and Kevin Tams will work on a revision to the ILL policy as a whole for consideration at the next meeting.

*b. Approve tentative budget for FY 2024*

Donna Cardon presented the tentative budget for FY 2024. She highlighted major changes in revenue such as an increase in property tax revenue, a decrease in grant revenue, and a transfer from the carryover fund to help pay for the carpet replacement. She also highlighted major changes in expenses such as a decrease in Library Board expenses since the library fund study is being postponed, an increase in books and materials to compensate for decreased grant funds, a decrease in software expenses due to the savings from switching to Kona, the decrease in grant expenditures to match the decrease in grant funds, and the increase in capital outlay for the carpet replacement. Finally, Donna noted that the employee salaries, benefits, and part-time wages will not be finalized until the City's wage study is completed. Any additional funds needed to cover those expenses will be transferred from the carryover fund. The Board discussed various budget line items and the potential wage increases on the City level. The Library is planning to do the carpet replacement in December, with the help of the Public Works department to move books and shelves.

Jessica Anderson moved to approve the Library Budget understanding that the expenditures for Library staff wages and the amount to be transferred from carryover are yet to be determined. Amy Brinton seconded the motion. The vote was recorded as follows:

- Yes            Jessica Anderson
- Yes            Amy Brinton
- Yes            Rachel Farnsworth
- Yes            Kevin Tams

The motion passed.

## **5. Discussion Items**

### *a. May meeting?*

The Board discussed whether to hold a May meeting. The general consensus was to cancel the meeting due to a light agenda and that it falls on the last day of school. Donna noted that a board member needs to come to the Library to do the annual safety inspection for recertification. Jessica volunteered to do it next week.

## **6. Future Agenda Items**

- ILL policy review
- ADA compliant doors

The Board's next regular meeting is scheduled for June 22, 2023 at 7:00 p.m.

## **8. Adjournment**

Amy Brinton 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	Kevin Tams

The motion passed.

The meeting adjourned at 8:14 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 April 27, 2023. This document constitutes the official minutes for the Highland City Library Board Meeting.