

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

Thursday, April 28, 2022 at 7:00 p.m.

IN ATTENDANCE

Board Members

Jessica Anderson, Secretary
Roger Dixon (via Zoom)
Claude Jones, Chair (via Zoom)
Lynn Lonsdale
Kevin Tams

Other

Donna Cardon, Library Director and
Board Executive Officer

Absent Board Members

Briawna Hugh, Vice-Chair
Kim Rodela, City Council Rep.

A quorum of the Board being present, Chair Claude Jones welcomed those in attendance and began the Library Board meeting as a regular meeting at 7:10 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

1. *Approve minutes from 03/2022 meeting*

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

Yes	Jessica Anderson
Yes	Roger Dixon
Yes	Claude Jones
Yes	Lynn Lonsdale
Yes	Kevin Tams

3. Reports

1. Director's Report

Donna Cardon gave her report. There were 94 new patrons in March, and this is the fourth month or so in a row that that number has gone up. Circulation is good. The library spent a lot of money on books in March and April to help finish spending grant money.

Kim Rodela briefly joined the meeting from Disney World and then left again.

The library put together some activities to celebrate National Poetry Month, including a poetry walk, a poet tree, and a poetry competition. Coming up, Brian Russo is coming to do an author visit for his book, *A Friend for Yoga Bunny*. In May, most regular programming will be paused to prepare for Summer Reading. But there will be an adult education class about Bitcoin on May 18. The Summer Reading kickoff will be at the end of May, including a magic show. The library has also started to receive letters from the school in Guatemala for the cultural exchange for Summer Reading.

The donation of cake pans has stalled. A page quit and a new page has been hired and is doing well. Another staff member has given notice, and the job is posted, though response has been limited, likely due to the \$13 per hour starting pay. Donna is preparing to go the City Council to ask to raise the starting rates to \$14 per hour.

Donna submitted a grant proposal to acquire 20 STEM kits for circulation. The pre-application has been accepted and the final application is due next month. Donna is also working on recertification with the state.

2. Foundation report

Jessica Anderson and Donna Cardon reported on behalf of the Foundation, which had its quarterly meeting earlier this month. The Foundation is primarily focused on a fall fundraiser to buy 1,000 new picture books for the library. The main idea will be to have donors purchase books from an Amazon wish list.

4. Action/Policy Items

1. Internet and Online Access Policy

The Board discussed the Internet and Online Access Policy and the proposed changes and updates. Kevin Tams submitted proposed changes just prior to the

meeting, and Donna had draft changes as well. After some discussion, the Board determined that the policy and the proposed changes deserve further review and discussion.

Kevin Tams moved to postpone the approval of the Internet and Online Access Policy to May’s meeting. Lynn Lonsdale seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
Yes	Roger Dixon
Yes	Claude Jones
Yes	Lynn Lonsdale
Yes	Kevin Tams

The motion passed.

2. FY 2023 Budget

The Board discussed the fiscal year 2023 budget. Donna went into some detail about the budgeting process. Each January a preliminary budget is due, in April a revised preliminary budget is due, and in June the final budget due. The previous year doesn’t close out until January, and then the tax income projections don’t come in until late April. So, two versions of the budget have to be submitted before it is clear what the revenue will be. In addition, there is a law that the budget submitted must be within the (projected) revenue. The other challenge with budgeting is that the projected revenue is often less than the actual revenue. This results in carryover, which is currently at \$55,000. These funds are currently in a reserve that represents 14% of the budget. (The City keeps a 25% reserve.) The problem is that the City Council doesn’t approve of using the carryover money for an ongoing cost, such as staff pay. The carryover can be used for one-time expenses such as new carpet and new furniture. This is the plan in the next couple of years, with some of the budget remaining as reserve. The library is expecting about \$10,000 in additional carryover funds this year.

A general tax increase does not include an increase to the dedicated library tax. When the City is considering increasing taxes, the Library has to be ready to say “us too.” This means that the library needs to prioritize the library fund study that was approved last year but postponed. Grants typically don’t allow for capital improvements or employee salaries.

The Board reviewed the projected revenue and proposed budgeted expenses. The increases include a 6% raise across the board for staff, and Donna is going to ask for even more for her staff. The books and materials amount is higher because it was lowered in the budget last year due to a \$12,000 book grant, so the total money spent on books this year will be lower. Some of this difference will be made up by the fundraiser planned by the Foundation. The programming budget is lower, with the difference to be made up with help from the Friends. The IT costs have gone up by \$5,000 this year. The library is charged a flat service rate and by computer. Also Donna reviewed the staff budget numbers if the starting wage stays at \$13 per hour or if goes to \$14 per hour. The change does not impact the budget substantially.

The library budget should be fine for the next three years due to the property tax revenue increase from the new subdivision. The outlook for 4-10 years out is not as good. This where the fund study comes in. Inflation will substantially impact the outlook. Donna reviewed funding options: (1) ask for property tax increase; (2) move from dedicated tax to general fund (the benefit is that sales tax is included, but downside is that then the library is competing with other city departments); and (3) close the library and pay for residents to get cards at other libraries. Having a library in our community gives our residents an educational resource that they actually use. (Compare 15% of households in Cedar Hills with a library card to 40% of Highland households with a library card.) At some point, in order to keep the library, we will have to ask for more money. To prepare for this, Donna proposes that we build support by (1) having great programs and services, (2) eliminating fines, and (3) expanding the library space.

Kevin noted that a way to reduce expenditure and increase value is to look into donations from software companies like Microsoft and Adobe. Donna noted that this can be an arduous process. This is something we can look into.

Jessica Anderson moved that the Board approve the preliminary budget and give Donna the ability to make minor adjustments totaling 1% or less of the total budget as needed without further approval. Roger Dixon seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
Yes	Roger Dixon
Yes	Claude Jones
Yes	Lynn Lonsdale

Yes

Kevin Tams

The motion passed.

5. Discussion Items

1. New Library Board Members

Donna noted that she will start advertising for new board members for the coming year. The Board members should also reach out to any friends or acquaintances who would be interested.

2. Library Recertification Building Inspection

The Board discussed the need to have a board member conduct a building inspection with Donna for the library's state recertification. Lynn Lonsdale volunteered to do it.

3. Automatic Renewal Policy

The Board discussed the potential of having an automatic renewal policy. As the Board has previously discussed, this would be the first step to going fine free, and Donna is very in favor of it in principle. But this year it doesn't make sense, because the library brought in \$14,000 in fines last year. That is a big chunk of the budget, and the library is seeking staff raises. At this point, only 38% of the libraries in Utah are fine free. Going fine free could be a nice addition to the pitch when we ask to raise taxes for the library. We can also look into the idea of asking for a donation in lieu of a fine. For now, though, the discussion is tabled.

6. Future Agenda Items

- New board members
- Approve Internet and Online Access Policy

The Board's next regular meeting is scheduled for May 26, 2022 at 7:00 p.m. Due to scheduling conflicts, the Board discussed moving the May meeting up a week to May 19, 2022 at 7:00 p.m.

7. Adjournment

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

Yes	Jessica Anderson
Yes	Roger Dixon
Yes	Claude Jones
Yes	Lynn Lonsdale
Yes	Kevin Tams

The motion passed.

The meeting adjourned at 8:33 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 April 28, 2022. This document constitutes the official minutes for the Highland City Library Board Meeting.