

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

Thursday, May 19, 2022 at 7:00 p.m.

IN ATTENDANCE

**Board Members**

Roger Dixon  
Claude Jones, Chair  
Lynn Lonsdale  
Kim Rodela, City Council Rep.  
Kevin Tams

**Other**

Donna Cardon, Library Director and  
Board Executive Officer

**Absent Board Members**

Jessica Anderson, Secretary  
Briawna Hugh, Vice-Chair

A quorum of the Board being present, Chair Claude Jones 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.

AGENDA

**1. Public Comment**

None.

**2. Consent**

1. *Approve minutes from 04/2022 meeting*

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

Yes	Roger Dixon
Yes	Claude Jones
Yes	Lynn Lonsdale
Yes	Kim Rodela
Yes	Kevin Tams

### **3. Reports**

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

Donna Cardon gave her report. She noted that patron numbers are up for the fourth month in a row. Both physical and digital circulation numbers are high. Regular weekly programs are suspended in May to get ready for summer reading. There was a successful author visit by Brian Russo. Eighteen poems were submitted for the poetry contest this year, for children, teens, and adults; they are posted on the website. Donna would like to make a book of the winners for the past three years and put it in the collection. There was a grandparent story time, and the library had a table at the city open house to promote summer reading. There was a bitcoin class, and 28 people attended. Next week is the summer reading kickoff, which will start with a magic show. Then all week, when people pick up their summer reading logs, they get an extra prize. Summer programs will start the first week of June, many of which will be outside on the lawn. There is a teen writer group and a new group for kids/teens to volunteer to help in the library - mostly to help them get volunteer hours for college applications. This summer will have extra educational classes in June, including paint with the director, a Chinese lantern craft class, sewing for children, stuffed animal sleep over. Friends of the Library will be representing the library at the Cedar Hills parade, but there will not be a booth at the festival.

The library has a new hire who is doing well. Donna has been working on getting the staff a raise, and the city council has now approved it. It brings the library up to the city base rates. The starting rate is \$14 an hour. Donna was able to afford the increase by reducing the number of staff by one. This is designed to, hopefully, reduce turnover. The state library will be offering a collections grant, and the library asked for \$10,000. We will see what we get. Donna also submitted the final grant application for STEM kits. Donna also submitted another unplanned grant for \$1,500 for foreign language materials. This is to get ESL materials, and Chinese books to support the Chinese programs at Alpine Elementary. Donna has been working on the children's reading nook, painting it to match the ocean theme for summer reading. Donna also noted how Shelly's work has been distributed among the staff, including social media accounts, website updates, and school outreach.

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

#### *1. Internet and Online Access Policy*

The Board discussed the Internet and Online Access Policy and the related Administrative Procedures and the proposed changes and updates that circulated among the board since the last meeting. The Board went through the policy line by line and addressed issues such as the ability to unblock websites upon request, usage of flash drives, liability for damage to the computers, including viruses, and issues with violent materials.

Roger Dixon moved to approve the Internet and Online Access Policy as amended. Lynn Lonsdale seconded the motion. The vote was recorded as follows:

Yes	Roger Dixon
Yes	Claude Jones
Yes	Lynn Lonsdale
Yes	Kim Rodela
Yes	Kevin Tams

The motion passed.

## **5. Discussion Items**

### *1. Recruitment*

Donna noted that she has advertised for new members but has not gotten a lot of response. Roger's position will be open in July, and Briawna has resigned her Board position, due to her new teaching position, but will remain on the Foundation board. The Board members should think about any friends or acquaintances who would be interested.

## **6. Future Agenda Items**

- New board member applications
- Election of new officers

The Board's next regular meeting is scheduled for June 23, 2022 at 7:00 p.m.

## **7. Adjournment**

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

Yes	Roger Dixon
Yes	Claude Jones
Yes	Lynn Lonsdale
Yes	Kim Rodela
Yes	Kevin Tams

The motion passed.

The meeting adjourned.

---

I, Jessica Anderson, Highland City Library Board Secretary, hereby certify that the foregoing minutes, made from a recording after the meeting, represent a true, accurate, and complete record of the meeting held on May 19, 2022. This document constitutes the official minutes for the Highland City Library Board Meeting.