

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

Thursday, May 27, 2021 at 7:00 p.m.

IN ATTENDANCE

**Board Members**

Roger Dixon, Chair  
Mike Burns  
Briawna Hugh  
Natalie Reed, Vice-Chair  
Edgar Tooley

**Other**

Donna Cardon, Library Director and  
Board Executive Officer

**Absent Board Members**

Jessica Anderson, Secretary  
Claude Jones  
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 at 7:00 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 Agenda**

1. *Approve minutes for meeting 03.25.2021.*

Briawna Hugh moved to approve the minutes from the March 25, 2021 meeting. Natalie Reed seconded the motion. The vote was recorded as follows:

Yes	Roger Dixon, Chair
Yes	Mike Burns
Yes	Briawna Hugh
Yes	Natalie Reed
Yes	Edgar Tooley

The motion passed.

### **3. Reports**

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

Donna Cardon gave her report for the last two months. March was an amazing month for physical items circulation. The library is back on track with circulation and library visits. The board discussed ebook purchases and circulation. In April, the library added two additional story time slots. In May, the programs paused to get ready for summer reading. In May, there was a Mother's Day take and make, the Friends' used book sale, and the summer reading kickoff. The summer reading kickoff has been very successful and patrons are excited. Summer story times start next week outside.

During May, the library completed its certification. It happens every other year now and makes the library eligible for CLEF grants. Natalie Reed came to do the safety walkthrough. The state also had an application for an award for an outstanding COVID library. Donna applied.

One of the library's current goals is to increase library card holders. Going forward, they are going to be strict about participation in programs. To participate, you need a library card. Roger proposed appointing a sub-committee to review the issue of the substantial decrease in library card holders. Donna only keeps six months of user data, because the data will otherwise clog the database and slow it down. However, there are statistics from prior periods. Some data about the demographics of the patrons at the time of obtaining the library cards is available, but it is limited. The Board assigned the reports committee (Edgar and Kim) to look further into this issue of how demographic changes might have impacted the decrease in library card holders and to report back.

Donna discussed a summary of national statistics for 2019 for all of different states and how their libraries are doing. It includes Utah's averages on key factors. Utah's average revenue for libraries per capita is \$40 per resident. Ours is \$20. Our library is also substantially behind state averages on library size and amount spent on collection per capita. Within a year, Highland will likely be the smallest library, per capita, in the state. Despite this, our circulation per capita is higher than average. Due to weeding, we have room for about 10,000 more books, but then the library will be at capacity. This information should be included in the Board's report to the City Council in the fall. Modern libraries are offering maker spaces, sewing spaces, green screen recording spaces, checkout of appliances, etc. Highland cannot even think about offering services to due space and money constraints. Because Highland taxes

have not been raised in 10 years, every City department has to do with less and less each year.

Donna reported on the Koha contract issue. The library appears to have been able to get out of the contract without penalty and will definitely consider returning to them when the Sirsi contract expires. Sirsi recently contacted the library about a new, free interface, and the fact that the current contract has not expired.

## *2. Feasibility Study Report*

The Board discussed the results of the feasibility study. It included the library and the arts council, even though the library foundation paid for it. The two entities had different wish lists, so the renderings include proposed Phase 1 (multi-use space, meeting rooms, storage space, bathrooms, and lobby, etc.) and Phase 2 (theatre, green room, dressing rooms, loading dock, amphitheater, etc.). The position of the building was shifted slightly but could not be shifted as far north as Donna wanted due to code restrictions. Roger noted the possible lack of sufficient parking in the proposed plans. These renderings are good to use to start inspiring public opinion on a public multi-use space.

The Board discussed the potential benefit of the community space to the library and the library's other needs. The main benefit of the community space would be for programming space. But the community space does not include additional collection space and having programs away from the library is not ideal, as programs are partially designed to get people to come in and borrow books. What may serve the library's needs the best is an expansion of the existing space. The library could feasibly expand its existing space to double the size, which would still be relatively small but better. It is unclear how much the cost would be, but it is likely cheaper than the community space option and is something the City Council might fund in the future.

It would be nice to have a community space in Highland, like the Provo Library or other public, downtown spaces. The community space, if it was designed for rentals, could be a good source of income. There is a cultural, PR challenge in getting residents to invest money long-term in the community.

There is one more step in the feasibility study. They will provide cost estimates for each of the two phases.

### 3. *Friends of the Library Report*

Donna noted that the Friends have been very active. They earned \$1,200 this month, \$800 via the book sale and the rest via online book sales. Tiffany recently resigned as treasurer of the Friends. They are sponsoring entries in the parades in Cedar Hills, Alpine, and Highland and featuring patrons of the year in each city.

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

#### 1. *Approve final version of FY 2022 Budget*

The Board discussed the final version of the 2021-2022 budget. Donna noted changes from the preliminary budget, such as an additional \$10,000 in a COVID grant (while will be used for books) and higher than predicted income via taxes. Donna is predicting a \$25,000 carryover for next year, which will be key to covering increasing payroll costs. The amount on internal IT is going up, because the library is putting the public access computers on the same replacement schedule the City uses for employee computers. A city department can keep up to 35% of their budget unallocated for reserve. Given the realities of the budget predictions over the coming years, Donna is hoping to keep putting aside money each year. The library previously had a large reserve (for potential use on a bigger building), which the City Council did not approve of and made the library spend. The Board discussed the issue of keeping a reserve.

Mike Burns moved to approve the final version of the budget as proposed. Briawna Hugh seconded the motion. The vote was recorded as follows:

Yes	Roger Dixon, Chair
Yes	Mike Burns
Yes	Briawna Hugh
Yes	Natalie Reed
Yes	Edgar Tooley

The motion passed.

#### 2. *Circulation Policy Handicap Exemption*

The Board discussed the proposed addition to the circulation policy to allow disabled patrons to request an extended checkout period of up to six weeks. The Board discussed various checkout period scenarios. The system attaches the circulation time

by type of material (books, DVDs, etc.) not by section (children's, adult, etc.). However, the due date can be manually changed when the item is checked out. Asking for information about disabilities can be tricky. But opening the policy to any patron could open it to abuse. The extension "up to six weeks" seems appropriate. The language as written will allow the library to extend checkouts as needed.

Briawna Hugh moved to adopt the circulation policy as proposed. Natalie Reed seconded the motion. The vote was recorded as follows:

Yes	Roger Dixon, Chair
Yes	Mike Burns
Yes	Briawna Hugh
Yes	Natalie Reed
Yes	Edgar Tooley

The motion passed.

## **5. Discussion Items**

### *1. New Member Recruitment*

The Board discussed the issue of new members. Donna spoke with a patron about serving on the Board, but he lives in Alpine, so he cannot be on the Library Board but can be on the Foundation Board and/or a member of the Friends. Nancy, who previously served on the Library Board, agreed to be on the Foundation Board. No other applications for the Library Board have come in. The Board discussed the idea of going back to a 7-person board. Doing so would require a bylaw amendment and would make the quorum size smaller. Natalie announced that she is moving to Idaho shortly. (She was posed to be the next chair.) So, even with a 7-person board, we need to recruit one new member, due to Becky and Mike leaving.

### *2. Help at Cedar Hills Family Fair*

The library scheduled a booth at the fair, even though the Friends are not doing one. Donna will be there all day. She would love some help, so she can get lunch or have company. Briawna and Edgar noted that they could help.

## **6. Future Agenda Items**

- Recommend new members

- Officer election

The Board's next regular meeting is scheduled for June 24, 2021 at 7:00 p.m.

## **7. Adjournment**

Edgar Tooley 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	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 May 27, 2021. This document constitutes the official minutes for the Highland City Library Board Meeting.