

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

Thursday, June 22, 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

Donna Cardon, Library Director and
Board Executive Officer

Absent Board Members

Lynn Lonsdale, Vice-Chair
Wesley Warren

Other

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 7:04 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. *Approve Minutes from 2023.04.27*

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	Kim Rodela
Yes	Kevin Tams

The motion passed.

3. Reports

a. Director's Report

Donna Cardon gave her report. She reviewed recent statistics, including passing 43,000 for the total collection, climbing back since the major weed during Covid, and exceeding 8,000 in total digital circulation in May. Last year at this time digital circulation was at 6,000.

Donna noted that program participation was strong through April. The poetry competition had more entries than ever. Programs were paused in May to prepare for the summer reading program. Summer reading is going very well, with 1060 reading charts handed out so far. Summer story times and children's programs started June 7th, with two story times each week instead of one a week, a STEM kit science class, and summer crafts classes. Attendance has been high. The Friends of the Library organized an entry in the Cedar Hills Parade on June 10th.

Coming up, there is a Local Author's event, a Korean Lotus Lantern craft program, a Stuffed Animal Sleepover, an author talk on "She Did," and the end of summer reading party.

Two librarians recently resigned, Devin Hart, Program Manager, and Allison Hart, on the program team. This was stressful, coming just before the start of summer reading. The recruiting and hiring process took time, and the Library has not had a full staff until this week. The staff has been working extra shifts for the last six weeks. Kirsten Leavitt, who has worked for the Library off and on for years, is the new Program Manager. The Library hired two new replacement librarians, Angela and Sonia. The Board discussed the ramifications of the change, including postponing the Library Foundation fundraiser.

The LSTA supporting small business grant was accepted. Funds can start being spent starting on July 1.

4. Action/Policy Items

a. Interlibrary Loan Policy Revisions

The Board discussed the proposed revisions to the Interlibrary Loan Policy. The ad hoc committee, Amy Brinton and Kevin Tams, reported and presented the revised policy. The Board reviewed the policy and discussed specific provisions.

Jessica Anderson moved to adopt the updated Interlibrary Loan Policy 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.

b. Creation of Library Carpet Replacement committee

Donna would like the Board’s help to research types and styles of flooring, as well as research vendors and solicit at least three bids for the replacement carpet for the Library. The replacement is tentatively scheduled for December, to allow the Public Works department to assist with moving the shelves.

The Board discussed the carpet issues. The Library will likely need to prepare a RFP, with Jay or Erin from the City. Once the RFP is issued, the bids will likely come in. The proposed committee may be more useful in helping determine design and materials.

Donna noted that we could just do a standard carpet replacement or use it as an opportunity to make the Library special. Donna does not want a neutral gray or beige, especially in the children’s room. The entry visual is good and could be an opportunity as well.

The Board discussed a variety of flooring options, including a vinyl laminate in the children’s room and carpet everywhere else. Donna would like two or three possible options to come back and vote on them. The Board decided to hold off on forming a committee and have each Board member come to the next meeting with some design ideas.

Amy Brinton moved to table the issue of the ad hoc Library Carpet Replacement committee. Rachel Farnsworth seconded the motion. The vote was recorded as follows:

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

The motion passed.

c. Technology Checklist

Donna noted that, for state certification, there is a new Library Technology Checklist requirement that needs to be completed by the end of the month. The Board decided to review the checklist together.

Rachel Farnsworth moved to approve the Library Technology Checklist as compiled by the Board. Amy Brinton 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 discussed possible future actions based on the checklist, including offering Library sponsored internet access outside the library.

5. Discussion Items

a. Changes to circulation policy due to migration of ILS

Donna updated the Board on the migration plans with Koha. There will be some things that are different that may require policy changes. For example, one change may be limiting renewals to two instead of the current three.

b. Certification

Donna noted additional certification issues and requirements, including adding a technology section to the strategic plan when we put it together in the fall. Donna reported that certification is going well.

6. Future Agenda Items

- Circulation policy changes
- Election of officers
- Carpet replacement mood boards
- Obtaining Library sponsored internet for places outside the Library
- Policy provisions for new grant equipment

The Board's next regular meeting is scheduled for July 27, 2023 at 7:00 p.m.

7. Closed Session

At 8:22 p.m., Rachel Farnsworth moved to convene in closed session to discuss the character, professional competence, or physical or mental health of an individual as permitted by Utah Code § 52-4-205. Amy Brinton 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.

Jessica Anderson left the meeting. Rachel Farnsworth recorded voting information.

The Board convened in closed session.

At 8:24 p.m., Rachel Farnsworth moved to adjourn the closed session. Kim Rodella 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 returned from closed session at 8:25 p.m.

Jessica Anderson returned to the meeting.

8. Adjournment

Rachel Farnsworth moved to adjourn the Library Board meeting. Jessica Anderson 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 8:26 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 June 22, 2023. This document constitutes the official minutes for the Highland City Library Board Meeting.