

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

Thursday, July 22, 2021 at 7:00 p.m.

IN ATTENDANCE

**Board Members**

Jessica Anderson, Secretary  
Briawna Hugh  
Kim Rodela, City Council Rep.  
Edgar Tooley

**Other**

Donna Cardon, Library Director and  
Board Executive Officer

**Absent Board Members**

Roger Dixon, Chair  
Claude Jones

A quorum of the Board being present, Secretary Jessica Anderson welcomed those in attendance and began the Library Board meeting as a regular meeting at 7:08 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 June meeting*

Briawna Hugh moved to approve the consent agenda. Edgar Tooley seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
Yes	Briawna Hugh
Yes	Kim Rodela
Yes	Edgar Tooley

The motion passed.

### **3. Reports**

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

Donna Cardon gave her report. Total circulation for June was over 20,000 physical items, which is amazing. June had 162 new patrons. That includes renewals, resident new cards, and non-resident new cards. The registered summer reading participants are now over 1,500, which is 500 more than the previous record. Registration is easy, with just handing out the reading log and confirming that they have a current library card. There is no way to track participants, as there was with online registration, but it makes it a lot easier on the patrons. Engagement with the library is very high. Wednesday programs out on the lawn are going great. 70-80 participants for story time and 30-40 for crafts.

There is a lot going on with the Highland Fling. The library has taken over the children's party, which the library intends to do for the foreseeable future. The theme is "Reach for the Magic." Expected participants should be 300-500. There will also be a Friends float entry in the parade and a book sale afterwards. The library will have a separate booth to promote the library.

The library is now in a new fiscal year. There will be 12 circulating book baskets, which can be checked out just like a book, that can hold library books. It's a crowd pleaser. The library will buy more if they are as popular as they expect them to be. There is a little bit more money to spend on books this year due to grants. The library will increase the amount spent on e-books and e-audiobooks.

There will be a few changes to programs in the fall. Baby Bookworms will become Sami's Songs and Stories and InBeTween will become Adventurer's Club. There will also be a new Grandparent's Story Time each month. The library will also be interviewing for a new page.

The library passed certification last month. Recertification will not have to happen again until 2023. Our state representative was impressed with how much the library does with few resources. Donna briefly reviewed the benchmark report from FY2020.

#### *2. Foundation Report*

Briawna, Jessica, and Donna reported on the Foundation July meeting. The Foundation elected new officers, established their 2021-2022 meeting schedule, and established a mission statement. Donna also noted at that meeting that CRSA had

some pending issues. Donna has since contacted them to ask for the cost estimate of the community center and to ask them to create a bid for a plan for an expansion of the library's existing space. Briawna noted that she asked the current City Council candidates about support for a library expansion versus the community center. The consensus was that an addition was more viable in the near-term. The way the library is currently built, it cannot support a second story. The expansion could potentially be two stories, though an elevator would be required.

The Foundation also needs to have three of its directors appointed by the Library Board.

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

##### *1. Elect Officers*

The Board discussed the issue of electing officers. The roles of each officer were discussed.

Kim Rodela moved to elect Edgar Tooley as chair, Briawna Hugh as vice-chair, and Jessica Anderson as secretary. Jessica Anderson seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
Yes	Briawna Hugh
Yes	Kim Rodela
Yes	Edgar Tooley

The motion passed.

##### *2. Committee Bylaw Change*

The Board discussed the current status of the five standing committees. Due to the decreased size of the Board and the current workload of the Board, it does not make sense to have five standing committees or really any standing committees. Ad hoc committees make more sense and can be crafted to meet the needs of the Board. The Board also discussed its appointees to the Foundation Board: Briawna Hugh, Jessica Anderson, and Claude Jones.

Jessica Anderson moved that the bylaws and operating procedures be amended to remove all of the standing committees and to include the 2021-2022 appointees to

the Foundation. Briawna Hugh seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
Yes	Briawna Hugh
Yes	Kim Rodela
Yes	Edgar Tooley

The motion passed.

## **5. Discussion Items**

### *1. Going Fine Fee*

Donna presented her report about going fine free. The American Fork Library recently went fine free, and the Lehi Library and the Eagle Mountain Library have been fine free for a while. Of the NUCLC libraries, only Highland and Pleasant Grove are not fine free. This is a trend in libraries at the moment, because fines affect the most at-risk patrons. This is not as big of an issue in Highland, but there are patrons that struggle financially. There is a lot of documentation that people still return their books, and libraries tend to tighten their policies for lost items.

The Highland Library has considered going fine free in the past but did not do so because of the income from fines. However, now that the other NUCLC libraries are also going fine free, there is more incentive for non-residents to get cards at those libraries. That could result in a loss of income from those non-resident patrons, but library use is also often tied to location. Last year, the library collected \$9,500 in overdue fees. (With lost material fees, it was \$15,000.) In the same time period, we collected about \$27,000 in non-resident fees from 309 patrons. In addition, dealing with fees takes library staff time. This year, the budget is in a really solid place, so we can afford it. But it could be an issue in the future.

The change would necessitate modifying a number of policies and would require City Council approval. Plus, there is really no going back if the change is made. We should undertake a review of policies libraries have put in place to manage this change. American Fork made the transition in steps, because their budget comes out of the general fund. Jessica volunteered to do some research about how other libraries have gone fine free. The Board discussed whether the City Council would support going fine free. We could include this as a point in our annual presentation to the City Council.

## 2. *Feasibility Study Extension*

See above in Foundation report.

## 6. **Future Agenda Items**

- Preparing presentation for the City Council
- Kim Rodela noted that Cedar Hills reached out and noted that they have set aside \$15,000 for literacy that they are considering giving to the Highland Library to offset library cards for their residents

The Board's next regular meeting is scheduled for August 26, 2021 at 7:00 p.m.

## 7. **Adjournment**

Jessica Anderson moved to adjourn the Library Board meeting. Edgar Tooley seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
Yes	Briawna Hugh
Yes	Kim Rodela
Yes	Edgar Tooley

The motion passed.

The meeting adjourned at 8:18 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 July 22, 2021. This document constitutes the official minutes for the Highland City Library Board Meeting.