

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

Wednesday, July 27, 2022 at 7:00 p.m. via Zoom

IN ATTENDANCE

Board Members

Jessica Anderson, Secretary
Claude Jones, Chair
Lynn Lonsdale (via audio only)
Kim Rodela, City Council Rep.

Other

Donna Cardon, Library Director and
Board Executive Officer
Kevin Tams, former and prospective
member

Absent Board Members

None

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 7:14 p.m. The meeting agenda was posted on the Utah State Public Meeting Website at least 24 hours prior to the meeting.

I, Claude Jones, Highland City Library Board Chair, hereby declare that due to the COVID-19 pandemic, holding a Library Board meeting with a physical anchor location presents a substantial risk to the health and safety of those who may be present at the anchor location due to health concerns with Board members and their family members. Members of the public are invited to participate in the electronic means which are detailed in the Board Meeting agenda. This declaration is dated July 27, 2022.

AGENDA

1. Public Comment

None.

2. Consent

None.

3. Reports

1. Director's Report

Donna Cardon emailed the Board her written report. The Board briefly discussed the high program attendance and high circulation rates. Donna also received and completed ordering for the foreign language grant, spending 1/3 of the funds on Chinese books and 2/3 of the funds on Spanish books.

4. Action/Policy Items

None.

5. Information Items

1. Recognizing Roger Dixon at the 08-02 City Council Meeting

Donna asked the mayor for permission to recognize Roger at the next city council meeting for his service on the Board. Board members are invited to attend to show support. Kim Rodela will present the award. Donna bought a nice engraved award.

2. Adopt a Book Campaign

The Foundation is holding a fall fundraiser. It will kick off after Labor Day. We will discuss that more at the next meeting. And we will make sure to note that the donations may be tax deductible.

3. Back to School Night

Members of the library staff will be attending the back-to-school nights of all of the local elementary schools to promote the library. They are all on the same night this year, so if any Board members can go, that would be helpful. The Friends may also be able to help.

4. Credit Card Fee

The City Council voted to start charging the processing fee to people who use credit cards to pay fines and fees. The circulation policy will need to be adjusted accordingly. The technology will need to be figured out as well.

6. Closed Session

At 7:26 p.m., Jessica Anderson 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. Kim Rodela seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
Yes	Lynn Lonsdale
Yes	Claude Jones
Yes	Kim Rodela

The motion passed. The Board convened in closed session.

At 7:32 p.m., Jessica Anderson moved to adjourn the closed session. Kim Rodela seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
Yes	Lynn Lonsdale
Yes	Claude Jones
Yes	Kim Rodela

The motion passed. The Board returned from closed session at 7:32 p.m.

7. Future Agenda Items

- Circulation policy adjustment concerning credit card use
- Appoint a committee to prepare the annual report to City Council

The Board's next regular meeting is scheduled for August 25, 2022 at 7:00 p.m.

8. Adjournment

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

Yes	Jessica Anderson
Yes	Lynn Lonsdale
Yes	Claude Jones

Yes Kim Rodela

The motion passed.

The meeting adjourned at 7:34 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 July 27, 2022. This document constitutes the official minutes for the Highland City Library Board Meeting.