

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

Thursday, July 27, 2023 at 7:00 p.m.

IN ATTENDANCE

Board Members

Jessica Anderson, Secretary
Amy Brinton
Rachel Farnsworth
Lynn Lonsdale, Vice-Chair
Kim Rodela, City Council Rep.
Kevin Tams, Chair
Wesley Warren

Other

Donna Cardon, Library Director and
Board Executive Officer

Absent Board Members

None

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 7:03 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 06.22.2023*

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	Lynn Lonsdale
Yes	Kim Rodela
Yes	Kevin Tams

Yes

Wesley Warren

The motion passed.

3. Reports

a. Director's Report

Donna Cardon gave her report. She reviewed recent statistics, including 140 new patrons in June. June and July have been busy with summer reading and summer programming. Teen and adult participation in summer reading has dropped a little, which may be due to the programming team changes or the lowered amounts for prizes or the increased time to fill a card. The local author event went well, and the Library is considering making it an annual event.

The end of summer reading party is part of the Fling and is next week. It will include a dunk tank, a foam machine, face painting, a ball pit, etc. Weekly programs are not held in August and will resume in September. The Library will not have a separate booth at the Fling but will be at the Friends book sale, giving out information.

The Library is preparing to migrate to the new Koha circulation system. The staff has undergone significant training, but there will likely be a rough transition period when it goes live. There are lots of new features, but there are a few features that will no longer be available, including linking family groups. There is also a legal issue with the SirsiDynix original contract, which states that circulation is 45,000 a year, where circulation is close to 200,000. SirsiDynix may charge an additional amount upon cancellation of the contract for the additional circulation. The City is aware of the issue, and the City Attorney is in the loop. The Library has additional funds, which could be used to pay some of the fee. But much of those funds are currently earmarked for the carpet replacement and maybe the ADA compliant doors. The Board discussed the contract issue, the fact that there is no obligation to sign anything, and the possibility that "circulation" was understood to be the physical materials, which have not exceeded 45,000 during the contract term.

4. Action/Policy Items

a. Circulation Policy Revision

The Board discussed the proposed revisions to the Circulation Policy, including reducing the renewals from 3 to 2, reducing the number of checkouts per card, exploring a form for online registration to get library cards, and adding Yoto Players.

The Board requested additional data from Donna about the number of check outs per card and per family and tabled that particular issue. The Board is interested in an online registration system but requested additional information about the security of Koha's system for keeping personally identifiable information secure. The Board discussed including broad categories of materials, rather than having to change the policy every time the Library adds a new item, and having a separate place patrons can determine renewals and fees for individual items.

Jessica Anderson moved to adopt the updated Circulation Policy as amended to reduce renewals from 3 to 2 and to include language to cover the Yoto Players. Rachel Farnsworth seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
Yes	Amy Brinton
Yes	Rachel Farnsworth
Yes	Lynn Lonsdale
Yes	Kim Rodela
Yes	Kevin Tams
Yes	Wesley Warren

The motion passed.

b. Election of Officers

The Board discussed potential officers and their roles for the current fiscal year.

Wesley Warren moved to elect Kevin Tams as Chair, Rachel Farnsworth as Vice-Chair, and Jessica Anderson as Secretary for the 2023-2024 year. Lynn Lonsdale seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
Yes	Amy Brinton
Yes	Rachel Farnsworth
Yes	Lynn Lonsdale
Yes	Kim Rodela
Yes	Kevin Tams
Yes	Wesley Warren

The motion passed.

5. Discussion Items

a. Maximum Checkout

See discussion above under Circulation Policy Revision.

b. Carpet/Flooring Options

The Board presented and discussed various flooring options for the Library. The Board generally liked the idea of modular carpet with colorful accents. Flooring contractors will have suggestions as well. The Board discussed the possibility of painting the walls, furniture options, and light fixtures.

Kim Rodela left the meeting.

Donna noted that Cedar Hills raised the amount they will reimburse for a non-resident library card from \$50 to \$60 for the total \$70 fee.

The Board discussed that the next step is sending out an RFP asking for a carpet only option and an LVT with carpet option.

Kim Rodela returned to the meeting.

6. Future Agenda Items

- Additional circulation policy revisions
- Revising strategic plan
- Preparing annual report to City Council

The Board's next regular meeting is scheduled for August 24, 2023 at 7:00 p.m.

7. Adjournment

Amy Brinton moved to adjourn the Library Board meeting. Lynn Lonsdale seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
Yes	Amy Brinton
Yes	Rachel Farnsworth
Yes	Lynn Lonsdale

Yes	Kim Rodela
Yes	Kevin Tams
Yes	Wesley Warren

The motion passed.

The meeting adjourned at 8:35 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, 2023. This document constitutes the official minutes for the Highland City Library Board Meeting.