

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

Thursday, August 25, 2022 at 7:00 p.m.

IN ATTENDANCE

Board Members

Jessica Anderson, Secretary
Lynn Lonsdale
Kim Rodela, City Council Rep.
Kevin Tams

Other

Donna Cardon, Library Director and
Board Executive Officer

Absent Board Members

Claude Jones, Chair
Wesley Warren

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 7:04 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 2022 05 19 Minutes*
- b. *Approve 2022 07 27 Minutes*

Lynn Lonsdale moved to approve the consent agenda. Kim Rodela seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
Yes	Lynn Lonsdale
Yes	Kim Rodela
Yes	Kevin Tams

The motion passed.

3. Reports

a. Director's Report

Donna Cardon postponed her report to get to action items to accommodate members who need to leave.

4. Action/Policy Items

a. Election of Officers

Kevin Tams moved to table the election of officers to next month to allow more members to be present. Lynn Lonsdale seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
Yes	Lynn Lonsdale
Yes	Kim Rodela
Yes	Kevin Tams

The motion passed.

b. Annual Council Report Ad Hoc Committee

The board discussed moving the presentation to the City Council from the traditional first meeting in October to the first meeting in November. The first meeting in November is scheduled for November 1, 2022. The presentation is usually short, no more than 10 minutes, with an accompanying slide deck. Donna highlighted the importance of the meeting as the only chance the library has to tell its story to the council and the city at large. The board also discussed whether to update the strategic plan and what kind of narrative to tell in the presentation. Donna had hoped that the fund study would be done prior to the presentation, but it will not.

Kevin Tams moved to appoint Kevin Tams and the board member elected as chair to serve as the annual council report ad hoc committee for the purpose of preparing the Library Board's annual presentation to the City Council. Lynn Lonsdale seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
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Yes	Lynn Lonsdale
Yes	Kim Rodela
Yes	Kevin Tams

The motion passed.

5. Discussion Items

The Board delayed discussing these items to move into a closed session to accommodate members that need to leave.

- a. Delay of credit card fee collection policy change*
- b. New Carpet for the Library*
- c. Updating the Strategic Plan*

6. Closed Session

At 7:19 p.m., Kim Rodela 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. Kevin Tams seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
Yes	Lynn Lonsdale
Yes	Kim Rodela
Yes	Kevin Tams

The motion passed. The Board convened in closed session.

At 7:26 p.m., Kim Rodela moved to adjourn the closed session. Kevin Tams seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
Yes	Lynn Lonsdale
Yes	Kim Rodela
Yes	Kevin Tams

The motion passed. The Board returned from closed session at 7:26 p.m.

7. Future Agenda Items

- Credit card fee update to collection policy
- Election of officers
- Review of presentation for the City Council

The Board's next regular meeting is scheduled for September 22, 2022 at 7:00 p.m.

8. Adjournment

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

Yes	Jessica Anderson
Yes	Lynn Lonsdale
Yes	Kim Rodela
Yes	Kevin Tams

The motion passed.

The meeting adjourned at 7:28 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 August 25, 2022. This document constitutes the official minutes for the Highland City Library Board Meeting.