

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

Thursday, August 26, 2021 at 7:00 p.m.

IN ATTENDANCE

Board Members

Jessica Anderson, Secretary
Roger Dixon
Briawna Hugh, Co-Chair
Claude Jones
Kim Rodela, City Council Rep.
Edgar Tooley, Chair

Other

Donna Cardon, Library Director and
Board Executive Officer
Erin Wells, Assistant City
Administrator

Absent Board Members

None

A quorum of the Board being present, Chair Edgar Tooley welcomed those in attendance and began the Library Board meeting as a regular meeting at 7:16 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. Reports

1. Director's Report/Friends of the Library Report

Donna Cardon gave her report. August was an amazingly intense month for the Library. The summer reading library program ended up with 1,611 registrants and 464 challenges completed. The completion number can likely be raised next year via advertising about final prizes. The children's party for the fling had 1,300 attendees, where 400-500 were expected. The Friends had an entry in the parade and made over \$800 from their used book sale. The Library also had an independent booth at the Fling. The next book sale will be in February. Leftover books will be donated periodically to clear stock. The Friends paid for the teen and adult prizes for summer reading. The Library decided to attend eight community Back to School Nights. They talked to over 1,000 people about programs, Libby, and Tumble Books.

Fall programs start next week. The programs include story times, after school programs, the parent/child book club, and a new grandparent story time. With the grant funds for the grandparent story time, the Library has purchased tablets with books for the grandparents and a link to TumbleBooks. There will be an in-Library survey about what kind of books people want on those tablets. The Library bought a small display case for book displays. The Library will buy another one eventually to have program displays.

Donna has started the process of doing the annual state statistical report. And she received national library statistical reports from FY 2019. There are many things the Library does well, like number of physical items, circulation, and program attendance. We lag behind on square footage per capita and percentage of registered users.

Kim Rodela arrived.

During the Fling, one of the questions asked most often was "Where is the Library"? The Library is going to ask the City to change the signs for the City Center to include the Library.

3. Action/Policy Items

1. Policy about proof of ID

Donna discussed the issue of patrons that want a Library card but are living with a family member or friend without a formal rental document. The Library currently requires both a government-issued ID and proof of residency via specific formats like a current lease agreement or utility bill. Other libraries require proof of residency but allow it to come in a variety of forms. The current policy does not state the current practice as a requirement.

The Board discussed the various options available for showing proof of address. There have been issues with serial thieves in the county, who check out a bunch of books and then sell them. The Library still wants to require some form of proof of residency in Highland. Either government or school ID would be appropriate in combination with some form of a mail addressed to the patron.

Highland residents must show a government or school issued photo ID and proof of residence to obtain a card. Proof of residence may be one of the following issued within the last 90 days: a bank statement, utility bill, rental

agreement, or mail with a canceled postmark with the applicant's name and address.

Claude Jones moved to amend the Physical Item Circulation Policy as discussed. Jessica Anderson seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
Yes	Roger Dixon
Yes	Briawna Hugh
Yes	Claude Jones
Yes	Kim Rodela
Yes	Edgar Tooley

The motion passed.

2. City Council presentation committee

The Board is scheduled to give its annual report to the City Council on October 5, 2021. We therefore need a committee to prepare the report and present it for approval at the September board meeting. Jessica, Edgar, Roger volunteered to be the ad hoc committee.

Jessica Anderson moved that the ad hoc committee be established with Jessica, Edgar, and Roger as the members. Briawna Hugh seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
Yes	Roger Dixon
Yes	Briawna Hugh
Yes	Claude Jones
Yes	Kim Rodela
Yes	Edgar Tooley

The motion passed.

3. Strategic Plan review committee

The Board discussed the need to update the strategic plan. Donna noted that, even though it was updated last year, much of the strategic plan has been accomplished.

The question is whether a committee is needed or whether Donna should come to the next meeting with a proposal for the update.

Briawna Hugh moved that Donna prepare a draft updated strategic plan to be presented at the September Board meeting. Roger Dixon seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
Yes	Roger Dixon
Yes	Briawna Hugh
Yes	Claude Jones
Yes	Kim Rodela
Yes	Edgar Tooley

The motion passed.

4. Discussion Items

1. City Council Presentation

The Board discussed what content should be included in the presentation to the City Council. It could go in two directions: highlighting what the Library accomplished last year or a more strategic look forward. The presentation should likely include both and be short and peppy. It could include some of the following:

- Use the national statistic comparisons as a jumping off point
- The findings of the feasibility study
- Potential of going fine free
- Highest circulation year ever
- Community engagement (program attendance, Fling party)
- Grants (work of the Library but not long-term, one-time funds)
- COVID response
- Possibility of hiring financial analyst

2. Engaging a Financial Consultant

Donna discussed the financial challenges facing the Library going forward as Highland reaches buildout and as personnel expenses quickly outpace property tax growth. Income is not keeping up with inflation. Other City departments have engaged a financial consultant to make a plan. Erin Wells joined the meeting via

telephone and spoke about Fred Philpot with Lewis and Young Consulting. She noted that other City funds, like the cemetery fund, IT, etc., have engaged this consultant. He will tell us exact numbers for when, if things remain the same, expenses will exceed income. Once we have this information, we can start to address the problem via other sources of revenue, such as an endowment fund. The fee for the last study, for the entire fund, was \$12,000. The estimate for the Library would be around \$3,000. Meetings with the Board and the Council would be involved. The Library currently has the money. This can be included as part of the Board's presentation to the Council. Council does not need to officially vote on it but should be aware.

Erin Wells left the meeting.

3. Update on Cedar Hills proposal about paying for Library cards

Donna had a phone conference with Cedar Hills and proposed a few options to allow the City Council to pre-pay for Library cards for Cedar Hills residents. Now the Cedar Hills City Council will consider the proposals and vote. Once they get back to us, the Board will consider it as well as the Highland City Council. The current budget is \$15,000. It is unclear what would happen if those funds are exhausted and more Cedar Hills residents sought Library cards or if those funds were not completely used. Such a program would likely increase the number of Cedar Hills residents who obtain Highland City Library cards.

5. Future Agenda Items

- Approval of City Council presentation
- Approval of strategic plan update
- Library Board training
- Approval of financial consultant

The Board's next regular meeting is scheduled for September 23, 2021 at 7:00 p.m.

6. Closed Session

At 8:25 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. Briawna Hugh seconded the motion. The vote was recorded as follows:

Yes	Roger Dixon
Yes	Jessica Anderson
Yes	Briawna Hugh
Yes	Claude Jones
Yes	Kim Rodela
Yes	Edgar Tooley

The motion passed.

The Board convened in closed session. The Board returned from closed session at 8:27 p.m.

7. Adjournment

Roger Dixon moved to adjourn the Library Board meeting. Claude Jones seconded the motion. The vote was recorded as follows:

Yes	Roger Dixon
Yes	Jessica Anderson
Yes	Briawna Hugh
Yes	Claude Jones
Yes	Kim Rodela
Yes	Edgar Tooley

The motion passed.

The meeting adjourned at 8:27 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 26, 2021. This document constitutes the official minutes for the Highland City Library Board Meeting.