

**Minutes from a Regular Meeting of the  
HIGHLAND CITY PUBLIC LIBRARY BOARD**  
Thursday, September 22, 2022 at 7:00 p.m.

IN ATTENDANCE

**Board Members**

Jessica Anderson, Secretary  
Rachel Farnsworth  
Lynn Lonsdale  
Kevin Tams  
Wesley Warren

**Other**

Donna Cardon, Library Director and  
Board Executive Officer

**Absent Board Members**

Claude Jones (Resigned 9/20/2022)  
Kim Rodela, City Council Rep.

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 7:07 p.m. The meeting agenda was posted on the Utah State Public Meeting Website at least 24 hours prior to the meeting.

AGENDA

**1. Welcome**

The Board welcomed new members, Kevin Tams (reappointed), Wesley Warren, and Rachel Farnsworth and noted the resignation of Chair Claude Jones, effective September 20, 2022.

**2. Public Comment**

None.

**3. Consent**

- a. *Approve August 2022 meeting minutes*

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

Yes	Jessica Anderson
Yes	Rachel Farnsworth
Yes	Lynn Lonsdale
Yes	Kevin Tams
Yes	Wesley Warren

The motion passed.

#### **4. Reports**

##### *a. Director's Report*

Donna Cardon gave her report. She reviewed recent statistics. Circulation is up, as are the number of patrons. Programs are back up and running and going well. Story Time has had particularly high attendance. Other current programs include Baby Story Time and Grandparent Story Time. The Board briefly discussed the library's social media.

The Library is observing Banned Book Week with decorations throughout the library. The UVU Chemistry Club is also returning with a special program. Donna and Devin will be giving a presentation about doing summer reading with a small staff. The picture book drive is in full swing, complete with new banks of shelves in the children's room. Donna recently appeared on the Fox13 morning show to promote the Carved in Stone activity. There is approximately a \$20,000 carryover from last year's budget. Donna would like to use it to improve services, specifically by updating the juvenile nonfiction section.

A patron recently became upset about the library's Banned Book Week displays, objecting that a "politically charged" display has no place in the library, particularly in the children's section. She wrote a letter to Donna and the Mayor requesting that the displays be "removed immediately." The Board discussed the current displays, past displays, options for changing the displays. (The Board also toured the library to view the displays after the meeting.) The Board acknowledges this perspective and will keep it in mind.

#### **5. Action/Policy Items**

##### *a. Physical Item Circulation Policy Amendment*

The Board discussed the addition to the circulation policy that the library may charge a fee for use of a credit or debit card, pursuant to the City's new policy, and the removal of a note that the library would not run a card for under \$2.00.

Kevin Tams moved to adopt the amendment to the Physical Item Circulation Policy as discussed. Rachel Farnsworth seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
Yes	Rachel Farnsworth
Yes	Lynn Lonsdale
Yes	Kevin Tams
Yes	Wesley Warren

The motion passed.

*b. Election of Officers*

Kevin Tams moved to elect Kevin Tams as Chair, Lynn Lonsdale as Vice-Chair, and Jessica Anderson as Secretary for the 2022-2023 year. Rachel Farnsworth seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
Yes	Rachel Farnsworth
Yes	Lynn Lonsdale
Yes	Kevin Tams
Yes	Wesley Warren

The motion passed.

*c. Strategic Plan Updates*

The board discussed updates to the strategic plan. The following items were successfully completed: improving displays in the Children's Room, acquiring security gates, and investigating the elimination of fines (deciding it was not economically feasible at this point). The following items were removed: establishing a quarterly bilingual story time (the library purchased Spanish-language books instead), holding a senior services fair annually (the library discovered that the Art Council holds a similar event on a monthly basis), setting up an AV maker-space computer (the City

Survey indicated low interest in this item), and replacing public access computers with laptops (low circulation of adult tablets indicates that interest in this would be low). The financial audit is still in the plan and updated to include the consideration of whether to ask for an increase in the designated tax rate. New items on the plan include creating a biography nook in the Children’s Room, adding science kits for circulation (via grant), gradually updating the juvenile nonfiction section, and holding one major fundraiser each year with the Library Foundation.

Kevin Tams moved to adopt the updated 2022-2027 Long-Range Strategic Plan as discussed and to present it to the City Council for approval. Rachel Farnsworth seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
Yes	Rachel Farnsworth
Yes	Lynn Lonsdale
Yes	Kevin Tams
Yes	Wesley Warren

The motion passed.

## **6. Discussion Items**

### *a. Presentation to the City Council*

Kevin Tams presented a draft slide deck for the presentation to the city council, and the Board discussed. In particular, the Board discussed using the theme of why libraries matter and the value libraries add to the community. Donna highlighted lesser-known things the library does like a monthly special needs adult story time, allowing people to come in to take exams in the study room, and assisting people who need books about helping kids deal with their parents’ divorce. The Board discussed that when family budgets are tight, library services are more valuable.

The date of the presentation to Council will be November 1, 2022.

## **7. Future Agenda Items**

- Annual Library Board training
- Presentation to the City Council

The Board’s next regular meeting is scheduled for October 27, 2022 at 7:00 p.m.

## 8. Adjournment

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

Yes	Jessica Anderson
Yes	Rachel Farnsworth
Yes	Lynn Lonsdale
Yes	Kevin Tams
Yes	Wesley Warren

The motion passed.

The meeting adjourned at 8:55 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 September 22, 2022. This document constitutes the official minutes for the Highland City Library Board Meeting.