

**Minutes from a Regular Meeting of the
HIGHLAND CITY PUBLIC LIBRARY BOARD**
Thursday, September 23, 2021 at 7:00 p.m.

IN ATTENDANCE

Board Members

Jessica Anderson, Secretary
Claude Jones
Edgar Tooley, Chair
Kim Rodela, City Council Rep.

Other

Donna Cardon, Library Director and
Board Executive Officer

Absent Board Members

Roger Dixon
Briawna Hugh, Co-Chair
Lynn Lonsdale

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 7:03 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

1. *Approve Minutes for Meeting on July 22, 2021*
2. *Approve Minutes for Meeting on August 26, 2021*

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

Yes	Jessica Anderson
Yes	Claude Jones
Yes	Kim Rodela
Yes	Edgar Tooley

The motion passed.

3. Reports

3. Director's Report

Donna Cardon gave her report. The Library is doing well. Story time has been very well attended. The after-school programs are ramping up. The first grandparent story time was held and was a success. September is "National Library Card Sign-Up Month." Everyone who signs up or renews their card during the month gets a water bottle with the Library's logo and is entered in a drawing. The Library is trying a number of strategies to get card holder numbers up. So far, the most effective strategy has been being diligent in requiring library cards for program participation, especially for summer reading.

October will be a busy month. All the regular programs are scheduled, along with some self-directed programs. Elf on the Shelf in December and a leprechaun in March have been popular, so they are adding in Georgie the Ghost in October. The Library will hold an adult pumpkin decorating contest where participants will be encouraged to decorate the pumpkin like a book character. On October 22, the Go Science program, put on by the UVU Chemistry Club, will be held for all ages.

The Library passed pre-approval for a grant to get security gates. The final grant proposal is due in October, with notifications in November. The book basket totes are out and ready for circulation. Tablets for the grandparents are almost ready for circulation. They will have a selection of popular titles and a link to TumbleBooks.

Donna also noted that the Friends have been working to donate books leftover from their book sales to places in the community. These places include senior centers, an ESL program, and the prison library.

4. Action/Policy Items

1. Strategic Plan

The Board discussed the strategic plan draft prepared by Donna. Donna highlighted items like building the collection back up to 50,000 items, including 8,000 picture books, improving book displays, continuing robust programming, strengthening relationships with local schools, increasing number of card holders, increasing number of people who complete the summer reading program, improving adult

programing, acquiring security gates, replacing public access desktop computers with laptops, continuing staff training, and replacing the carpet and upholstered furniture. The Board discussed future options for library expansion.

Jessica Anderson moved to approve the strategic plan. Claude Jones seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
Yes	Claude Jones
Yes	Kim Rodela
Yes	Edgar Tooley

The motion passed.

2. Engaging a Financial Auditor

The Board further discussed engaged a financial auditor to review the Library's finances and determine what can be done to prevent budget shortages and a full-blown financial crisis. The Library has the funds in its current budget to cover the cost. The recommendation can be part of our presentation to the City Council.

Claude Jones moved to approve the Library engaging Fred Philpot to do a financial audit of the Library Fund. Jessica Anderson seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
Yes	Claude Jones
Yes	Kim Rodela
Yes	Edgar Tooley

The motion passed.

5. Discussion Items

1. City Council Presentation

The Board discussed a draft of the presentation to the City Council prepared by Edgar Tooley. The Board reviewed Utah Code § 9-7-406 and then discussed highlighting items like statistical comparison, non-resident cards, activities, grants,

etc. The Board then discussed the flow of the presentation and the addition of items to the strategic plan.

Kim Rodela moved to amend the motion to approve the strategic plan to include items for considering going fine free and conducting a financial audit and investigating alternative ways to fund the library. Claude Jones seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
Yes	Claude Jones
Yes	Kim Rodela
Yes	Edgar Tooley

The motion passed.

The Board discussed finalizing the plan. The presentation to the City Council is scheduled for Tuesday, October 5, 2021 at 7:00 p.m.

6. Future Agenda Items

- Annual training

The Board's next regular meeting is scheduled for October 28, 2021 at 7:00 p.m.

7. Adjournment

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

Yes	Jessica Anderson
Yes	Claude Jones
Yes	Kim Rodela
Yes	Edgar Tooley

The motion passed.

The meeting adjourned at 8:41 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 September 23, 2021. This document constitutes the official minutes for the Highland City Library Board Meeting.