

**Minutes from a Regular Meeting of the
HIGHLAND CITY PUBLIC LIBRARY BOARD**
Thursday, September 28, 2023 at 7:00 p.m.

IN ATTENDANCE

Board Members

Jessica Anderson, Secretary
Amy Brinton
Rachel Farnsworth, Vice-Chair
Lynn Lonsdale
Kevin Tams, Chair
Wesley Warren

Other

Donna Cardon, Library Director and
Board Executive Officer
Wayne Tanaka, President of the
Friends of the Library

Absent Board Members

Kim Rodela, City Council Rep.

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 7:10 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

Wayne Tanaka, President of the Friends of the Highland City Library, made a comment about the activity of the Friends. They are very active each month in supporting the Library and are selling donated books to vendors to raise money for the Library. The used book sale at the Fling brought in \$1,000. They are also holding a 15-year birthday party for the Library in January.

2. Consent

- a. *Approve Minutes from 07.27.2023*

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

Yes Jessica Anderson

Yes	Amy Brinton
Yes	Rachel Farnsworth
Yes	Lynn Lonsdale
Yes	Kevin Tams
Yes	Wesley Warren

The motion passed.

3. Reports

a. Director's Report

Donna Cardon gave her report on both August and September. She highlighted the summer reading party, which was interrupted by rain, but came off well, and the Friends' book sale at the Fling. Fall programs started after Labor Day. Story times are going well, the young writer's group is averaging 15+ kids a week, and there is a slate of adult programs as well. Coming up is an Eclipse Party.

The migration to the Koha system was a bit bumpy, which resulted in hundreds of calls from patrons. Things have calmed down though, and the system is working pretty well. The carpet replacement is moving forward and should be able to occur in December.

At the annual Utah Library Director's Summit in September, the Library was recognized as a Quality Unit. Of the 140 public libraries in Utah, 18 received the award. The library had to meet 6 of 10 stringent criteria. Staff member Kim Bergeson also finished Uplift training via the State.

Donna finished up the STEM grant from last year and has been working on the local business LSTA grant. Donna also included results of the STEM kit survey she conducted on the kits.

4. Action/Policy Items

a. Check-out Limits

At the July meeting, the Board discussed whether to modify the checkout limits for individual cards, because there is no longer a way to set a limit for a family. Donna did some further investigation into the current checkout statistics and discovered that there is only one family that has checkout over 100 books in the last month but currently had only 49 items checked out. And, of the top 25 patrons with checkouts,

only 5 had attached family cards and only 1 had a family member with items checked out on their card. There is not currently a problem with people abusing the checkout limits. The Board discussed the issue further.

Jessica Anderson moved to make no change to the current checkout limits. Rachel Farnsworth seconded the motion. The vote was recorded as follows:

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

The motion passed.

b. Presenting the Annual Report to Alpine and Cedar Hills

The Board discussed whether to present its annual report to the city councils of Alpine and Cedar Hills. Donna noted that both Alpine and Cedar Hills city councils discussed libraries this year, that their residents currently hold 10% and 6% of the Library's accounts respectively, and that nonresident card fees are an important source of revenue for the Library. She believes that communicating the value of the Library to those city councils could encourage their continued support of the Library via reimbursements, etc. The Board discussed presenting the annual report versus a separate report more tailored to each city versus communicating in another way.

Jessica Anderson moved to work with Alpine and Cedar Hills staff to get on the city council meeting agendas for a presentation. Rachel Farnsworth seconded the motion. The vote was recorded as follows:

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

The motion passed. Donna will make contact with the city staff to see about getting on the agendas.

c. Annual Report Committee

The Board discussed who should serve on the ad hoc committee to create the Annual Report. The presentation will be on the city council agenda for their November 14, 2023 meeting. The Board also discussed some of the potential content and the purpose for the report, including funding issues, a potential expansion for meeting space, and the criteria for the Quality Unit award. Donna will compile photos and stories from the Library's year to the committee.

Jessica Anderson moved to appoint Kevin Tams, Amy Brinton, and Rachel Farnsworth to a committee to prepare the Annual Report for the City Council. Rachel Farnsworth seconded the motion. The vote was recorded as follows:

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

The motion passed.

d. Flooring Committee

The Board discussed who should serve on the ad hoc committee to help select the new flooring for the Library.

Jessica Anderson moved to appoint Amy Brinton and Lynn Lonsdale to a committee to select the Library's new flooring. Lynn Lonsdale seconded the motion. The vote was recorded as follows:

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

The motion passed.

5. Discussion Items

a. Strategic Plan and Technology Plan

The Board reviewed and discussed the draft strategic plan Donna prepared. The Board particularly focused on the items from the previous plan that have been accomplished, the technology plan, and the community assessment plan. The Board would like to add replacing the Library doors to be ADA accessible.

b. Mobile Shelving

Donna discussed replacing the center shelves in the Library from bolted shelves to mobile shelving, because those shelves have moved several times, it is difficult to get machinery past them to replace the lights, and it would be nice to move them out of the way for events. The cost would be substantial, between \$10,000 and \$15,000. The Board determined that those shelves should not be carpeted around. The Board further discussed potential funding for the carpet replacement, including lifting the shelves rather than carpeting around them, ADA accessible doors, and the mobile shelves.

c. City Annual Survey

The Board discussed crafting a survey question for the annual survey. One possible option is: "From your perspective, do you believe that libraries play a valuable role in a community?"

6. Future Agenda Items

- Approve strategic plan
- Approve carpet bid
- Approve presentation to City Council

The Board's next regular meeting is scheduled for October 26, 2023 at 7:00 p.m. The Board discussed moving the meeting to the October 25, 2023 at 7:00 p.m. to accommodate conflicts from several members.

7. Adjournment

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

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

The motion passed.

The meeting adjourned at 8:42 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 28, 2023. This document constitutes the official minutes for the Highland City Library Board Meeting.