

Library Board Meeting Agenda

January 25, 2024

Highland City Hall

7:00 pm-Call to Order: Kevin Tams, Board Chair

1. Welcome: New Member, Ron Campbell

2. Public Comment

3. Open Meetings Training

Stephannie Cottle, City Recorder

4. Consent

Approve Minutes from 2023.10.25

5. Reports

Director's Report

6. Action/Policy Items

1. Physical Item Circulation Policy
2. Background Check Policy Ad Hoc Committee
3. Presenter Policy Ad Hoc Committee

7. Discussion Items

1. Library Board Training with AF
2. Budget Adjustments

8. Future Agenda Items

1. Presenter Policy
2. Background Check Policy
3. Library Board Training
4. FY 2025 budget

9. Adjournment

In accordance with Americans with Disabilities Act, Highland City will make reasonable accommodations to participate in the meeting. Requests for assistance can be made by contacting the City Recorder at (801) 772-4505 at least three days in advance of the meeting.

ELECTRONIC PARTICIPATION

Members of the City Council may participate electronically via telephone, Skype, or other electronic means during this meeting.

CERTIFICATE OF POSTING

I, Stephannie Cottle, the duly appointed City Recorder, certify that the foregoing agenda was posted at the principal office of the public body, on the Utah State website (<http://pmn.utah.gov>), and on Highland City's website (www.highlandcity.org).

Please note the order of agenda items are subject to change in order to accommodate the needs of the board, staff and the public.

Posted and dated this agenda on the 23th day of January, 2024

Stephannie Cottle, CMC City Recorder

THE PUBLIC IS INVITED TO PARTICIPATE IN ALL LIBRARY BOARD MEETINGS.

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

Thursday, October 25, 2023 at 7:00 p.m.

IN ATTENDANCE

Board Members

Jessica Anderson, Secretary
Amy Brinton
Kim Rodela, City Council Rep.
Kevin Tams, Chair
Wesley Warren

Other

Donna Cardon, Library Director and
Board Executive Officer

Absent Board Members

Lynn Lonsdale
Rachel Farnsworth, Vice-Chair

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 7:09 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 Minutes from 09.28.2023*

Amy Brinton moved to approve the consent agenda. Wesley Warren seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
Yes	Amy Brinton
Yes	Kevin Tams
Yes	Wesley Warren

The motion passed.

3. Reports

a. Director's Report

Donna Cardon gave her report. She noted that the numbers are lower compared to a year ago, but it may be that the new system calculates certain statistics and handles certain tasks differently. The Board discussed the importance of communication with the local schools and specifically using Alpine School District's PeachJar.

For programs, the solar eclipse party was a big success, as was the Halloween bat craft. The adult programs were less successful this month. The adult classes coming up include a creative lettering class and working with ADHD children. There will also be a road safety day presentation for kids.

Kim Rodela joined the meeting.

The Library has obtained all three necessary bids for the carpet replacement and will be moving forward with one of them before selecting the actual flooring with the ad hoc carpet committee. Also, someone is willing to come paint the accent walls, donating the labor, and the Friends will cover the supplies.

The Library is moving forward with the small business LSTA grant. The classes will be held once a month from January to June 2024. And everything is ready to be installed in the work station and to be input for circulation.

The City has a new texting service to text questions and receive answers. There is an entity that is willing to send libraries blood pressure monitors for free. There is a page position open for someone 16+.

4. Action/Policy Items

a. Strategic Plan

The Board reviewed the current draft of the long-range strategic plan, updated after the review at the last meeting. Donna reviewed items that had been completed in the last year and items that have been added, including staff training, ADA doors, and moveable bookshelves. Donna created a document reviewing progress on some of the bigger and more long-term goals like collection development. The Board specifically discussed the picture book collection goal in depth, setting the goal to increase to a total of 6,000 picture books by 2025.

Jessica Anderson moved to adopt the 2023-2028 Long-Range Strategic plan as amended. Amy Brinton seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
Yes	Amy Brinton
Yes	Kim Rodela
Yes	Kevin Tams
Yes	Wesley Warren

The motion passed.

b. Carpet Bid Recommendation

The Board reviewed and discussed the three bids for the replacement Library flooring. One of the bids includes lifting the shelves, so the books do not need to be removed prior to carpeting. The Board took a field trip into the Library to review the shelf placement and ADA issues. The shelves themselves are the right distant apart, but the end caps cut into that space, making them non-compliant. Donna has put out a request for a bid for new end cpas.

The Board compared and reviewed the bids. The highest bid, which includes lifting the shelves and carpeting underneath, only charges \$3,000 for lifting but is much higher on carpet costs. The Spectra bid would carpet around the existing shelves, which would not require staff time or the lift cost. And the lower bid would open up some funds for replacing the end caps.

Jessica Anderson moved to accept the bid for carpet replacement by the Spectra company and submit it to the City Council for approval and to approve end cap replacement up to \$10,000. Kim Rodela seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
Yes	Amy Brinton
Yes	Kim Rodela
Yes	Kevin Tams
Yes	Wesley Warren

The motion passed.

c. Presentation to Councils

The Board is scheduled to present the annual report to the City Council on November 7. The Board will also present a modified version of the presentation at Cedar Hills (on November 7) and Alpine (on November 14).

The Kevin Tams and Amy Brinton from the ad hoc committee on the annual report, presented their draft presentation. The Board reviewed and discussed the presentation. The committee noted that the additional piece that needs to be added is fiscal responsibility. The Board also discussed adaptations to make for the presentations to Alpine and Cedar Hills. The presentation is well done and highlights the amazing year the Library had.

Jessica Anderson moved to adopt the annual report presentations for the Highland, Cedar Hills, and Alpine City Councils as revised. Kim Rodela seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
Yes	Amy Brinton
Yes	Kim Rodela
Yes	Kevin Tams
Yes	Wesley Warren

The motion passed.

d. 2024 Meeting Schedule

The Board discussed the 2024 meeting schedule. The Board generally meets on the fourth Thursday of the month and reviewed the following dates:

January 25, 2024
February 22, 2024
March 28, 2024
April 25, 2024
May 23, 2024
June 27, 2024
July 25, 2024
August 22, 2024

September 26, 2024
October 24, 2024
November 21, 2024* (third Thursday due to Thanksgiving)
December 2024 (no meeting)

Kim Rodela moved to approve the 2024 Library Board Meeting Schedule as outlined. Amy Brinton seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
Yes	Amy Brinton
Yes	Kim Rodela
Yes	Kevin Tams
Yes	Wesley Warren

The motion passed.

5. Discussion Items

- a. *Meeting Schedule for November/December*
- b. *Holiday Party*

The Board discussed whether and when to meet during the remainder of 2023. The Board decided to cancel the November meeting. The Board decided to tentatively plan on having a holiday party on January 6, 2024 from 5:00 p.m. to 7:00 p.m.

6. Future Agenda Items

- Background check policy
- Library Board training

The Board's next regular meeting is scheduled for January 25, 2024 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	Amy Brinton
Yes	Kim Rodela

Yes Kevin Tams
Yes Wesley Warren

The motion passed.

The meeting adjourned at 8:54 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 October 25, 2023. This document constitutes the official minutes for the Highland City Library Board Meeting.



HIGHLAND CITY

LIBRARY BOARD AGENDA REPORT ITEM #6.1

DATE: January 26, 2024
TO: Library Board
FROM: Donna Cardon, Library Director
SUBJECT: Revision of Circulation Policy

PURPOSE:

The Library Board will consider a revision to the Physical Item Circulation Policy that allows the Library to take credit card information when someone checks out an expensive item.

BACKGROUND:

In 2023 the Library was given a grant to obtain, among other things, a video camera for circulation. The cost of the camera and its case is about \$250 and the staff is afraid someone will get a library card, check out the camera and then never return it. The staff would like to collect credit card information as a kind of assurance, so if the camera is not returned, the card can be charged to pay for replacement.

The city has long required a deposit when people rent rooms at the community center. The deposit is returned when the citizen vacates the room and staff determines that no damage occurred to the facility. They use a third-party service to manage the transaction. It is possible to use the same service to store credit card information securely, but the transaction would have to take place at the city service desk and therefore the item would have to be checked out while the city service desk is open.

FISCAL IMPACT:

No significant fiscal impact

STAFF RECOMMENDATION:

The Library Board approves a revision to the physical item circulation policy allowing the library to collect credit card information when checking out expensive items.

PROPOSED MOTION:

I move that we approve the Physical Item Circulation Policy as revised.

ATTACHMENTS:

1. Physical Item Circulation Policy (track changes)

Highland City Library: Physical Item Circulation Policy

I. Basic Rules

- A. Borrowers must ~~present~~ have a valid Library card to check out Library materials. Patrons may present their card at the circulation desk or in electronic format or enter their library card number and pin into self-checkout stations to check out materials. ~~from a smart phone once identity is verified and noted in their account.~~
- B. A patron may be required to submit valid credit card information to check out expensive or rare items. The card will not be charged unless the item is not returned in a timely manner or is returned damaged. When the item is returned in good condition, the record of the patron's credit card information will be deleted.
- B. A fine will be assessed on each item loaned which is not returned according to the rules below.
- C. Repair or replacement costs for damage to materials beyond normal wear and tear will be determined by a librarian.
- D. Account holders will be held responsible for all materials checked out to their Library accounts and for all fines accrued on their account. Patrons are responsible to protect their cards from unauthorized use by others.
- E. Parents or guardians are responsible to monitor the accounts of their minor children, whether their child's card is attached to the parent's or not. Parents are responsible for all materials checked out on their children's cards and to pay fines, fees or replacement costs that accrue.
- F. Patrons may reserve circulating materials. Hold notices will be sent by email or text to patrons who provide valid electronic addresses. No printed hold notices will be sent.

II. Loan Period

- A. All circulating materials will be loaned for a period of three weeks. Items are considered overdue if returned or renewed after the close of business the day they are due.
- B. Patrons with disabilities may request a longer initial loan period of up to six weeks. After this initial loan period, the standard circulation rules will apply.
- C. Due dates will not be set for days the Library is closed.
- D. Specialized library materials cannot be renewed. All other materials that are not on hold for another patron may be renewed up to two times. Borrowers with delinquent accounts may renew materials if no other patron has requested them.
- E. Borrowers may not have more than 100 items checked out on their account at any given time. The Library Director may authorize additional items to be checked out on each account.

III. Fines and Fees

- A. Fines of \$1.00 per day will be charged for overdue videos (any format) and specialized library materials. Fines on other overdue materials will be \$0.10 per day.
- B. Fines will stop at \$10.00 for each overdue item.
- C. Borrowers will be assessed a replacement fee for individual items lost or damaged equal to the current retail price of the material plus a \$5.00 fee to cover the cost of ordering and processing. No refunds for lost or damaged materials will be issued. Items are considered “lost” if they are 60 days overdue.
- D. Borrowers will be assessed a replacement fee for items that are parts of specialized library materials that are lost or damaged equal to the current retail price of the material plus a \$5.00 fee. If the individual part cannot be replaced, the borrower will be assessed the cost of the specialized library material.
- G. Replacement cost of rare or valuable material will be assessed on an individual basis as determined by the Library Director.
- H. A minimum fee of \$20.00 will be assessed for each returned check.
- I. Patrons with delinquent accounts will not be allowed to check out any materials until all fines are paid in full and materials are returned, or all replacement fees are paid in full. Patron accounts are delinquent if the following conditions exist:
 - 1. They owe fines or fees of more than \$10.00.
 - 2. They have any items more than 8 weeks (56 days) overdue.
- J. The Library reserves the right to seek appropriate and reasonable action to recover materials, fines, replacement costs or fees through the use of courts, law enforcement, or collection agencies. If the amount owed for unreturned materials and processing fees is \$100.00 or over, the patron will be referred to a collection agency. Patrons referred to a collection agency shall be assessed a recovery fee in addition to all other costs or fees allowed by law to defray the cost of recovering delinquent accounts.
- K. Patrons who wish to appeal fine or replacement cost assessments may appeal to the Library Director. Patrons not satisfied with this disposition may then appeal to the Library Board through the Library Director, who will forward the request to the Board along with staff recommendations. The Library Board shall make final determination of the matter. The patron shall be notified of this action in a timely manner.
- L. The Library may charge a fee for credit or debit card use.

IV. Borrower Categories

- A. Residents of Highland shall be provided accounts free of charge. 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. Resident accounts are renewed every 3 years.

1. Cards for children 12 and under will be attached to a parent's/legal guardian's account. All checked out items, fines, costs, holds, and charges accrued with the child's card will appear on the adult's account and will be the responsibility of the adult account holder.
 2. Minors ages 13-18 may have their own Library account with their parent's/guardian's permission, or they may have a card attached to their parent/guardian's account.
 3. When minors turn 18, they may open an adult account. Fees and fines from their previous account will still be the responsibility of the parent/guardian. Any fines or fees incurred under the new account will be the responsibility of the account holder, not the parent/guardian.
- B. Employees of Highland City shall be provided accounts free of charge and shall be held to the same rules as indicated in Library policies.
- C. Non-residents of Highland may purchase a Library account for \$70 per year and shall be held to the same rules as indicated in Library policies. Non-residents may receive multiple cards for use by immediate family that reside in the same household (no matter what age), but they will all be attached to one non-resident account. The holder of the account will be responsible for all fees, fines, costs and items checked out by all cards attached to their account.
- D. Alpine School District certified teachers and media specialists in schools within Highland, Alpine, and Cedar Hills city limits who do not reside in Highland City qualify for free non-resident cards. Educators are personally responsible for the account, not their school nor their school district. Those with educator accounts are not eligible for additional attached cards.
- E. Registered users of any North Utah County Library Cooperative (NUCLC) library shall be provided non-resident accounts free of charge, provided their account at their "home" library is in good standing. Registered users of junior NUCLC members will be charged a reduced non-resident fee of \$40. If the registration of a NUCLC member's "home" library card expires in less than a year, their Highland card will have the same expiration date as their home library card. NUCLC patrons may not request interlibrary loans or participate in programs which require registration. NUCLC patrons who are under 18, will require a parent signature in order to open an account with the Highland Library.

Approved by Highland City Library Board July 9, 2008

Revised by the Highland City Library Board, March 25, 2009, September 23, 2009, November 18, 2009, July 28, 2010, September 22, 2010, September 28, 2011, September 25, 2013, May 28, 2014, February 28, 2019, May 23, 2019, October 24, 2019, February 27, 2020, February 25, 2021, May 27, 2021, August 26, 2021, October 28, 2021, September 22, 2022, July 28, 2023, [January 26, 2024](#)



HIGHLAND CITY

LIBRARY BOARD AGENDA REPORT ITEM #6.2

DATE: January 25, 2024
TO: Library Board
FROM: Donna Cardon, Library Director
SUBJECT: Background Check Policy Ad Hoc Committee

PURPOSE:

The Library Board will consider establishing a committee to create a background check policy.

BACKGROUND:

In the 2023 general session of the Utah State Congress, H.B. 284 was ratified that requires libraries to obtain background checks for all employees and for any adult volunteers who have “significant contact with minors” (9-7-2018 line 100). In addition, Library Boards must certify every three years that they have a current background check policy in order to qualify for any state money (9-7-218 line 105-109).

Highland City already has a policy that requires background checks for any adult employee. (Personnel Policy Manual 5.9). They do not, however, have any policy requiring volunteers to get a background check. The Library Board needs to, therefore, draft and approve a policy that will meet the requirements of H.B. 284. The first step to approving the policy will be to establish an ad hoc committee to create a draft that we can discuss in our next library board meeting.

FISCAL IMPACT:

There is no cost to creating a policy, but there will be a minimal cost associated with submitting volunteers to a background check. The library will easily be able to cover the cost with existing funds.

STAFF RECOMMENDATION:

The Library Board should establish an ad hoc committee of two or three people to draft a background check policy.

PROPOSED MOTION:

I move that _____, _____ and _____ be appointed to an ad hoc committee to draft a background check policy.

ATTACHMENTS:

1. Utah H.B. 284
2. Highland City policy excepts about background checks and volunteers.

PUBLIC LIBRARY BACKGROUND CHECK REQUIREMENTS

2023 GENERAL SESSION

STATE OF UTAH

Chief Sponsor: Dan N. Johnson

Senate Sponsor: Chris H. Wilson

LONG TITLE

General Description:

This bill provides for criminal background checks of public library employees.

Highlighted Provisions:

This bill:

- ▶ defines terms;
- ▶ prohibits a public library from receiving state funds unless the library implements a policy providing for criminal background checks of prospective employees;
- ▶ provides for the scope, content, and dissemination of a library's criminal background check policy;
- ▶ provides for fiscal assistance to smaller counties and municipalities to conduct criminal background checks;
- ▶ requires the State Library Division to report annually to the Legislature regarding compliance with the criminal background check policy requirements; and
- ▶ makes technical and conforming changes.

Money Appropriated in this Bill:

None

Other Special Clauses:

This bill provides a special effective date.

Utah Code Sections Affected:

AMENDS:

9-7-101, as last amended by Laws of Utah 2019, Chapter 221

9-7-216, as last amended by Laws of Utah 2004, Chapter 193

30 9-7-217, as last amended by Laws of Utah 2014, Chapter 371

31 ENACTS:

32 9-7-218, Utah Code Annotated 1953

33

34 *Be it enacted by the Legislature of the state of Utah:*

35 Section 1. Section 9-7-101 is amended to read:

36 **9-7-101. Definitions.**

37 As used in this chapter:

38 (1) "Board" means the State Library Board created in Section 9-7-204.

39 (2) "Division" means the State Library Division.

40 (3) "Internet policy" means the public library online access policy required in Section
41 9-7-215.

42 [~~3~~] (4) "Library board" means the library board of directors appointed locally as
43 authorized by Section 9-7-402 or 9-7-502 and which exercises general policy authority for
44 library services within a city or county of the state, regardless of the title by which the board is
45 known locally.

46 [~~4~~] (5) "Physical format" means a transportable medium in which analog or digital
47 information is published, such as print, microform, magnetic disk, or optical disk.

48 [~~5~~] ~~"Policy" means the public library online access policy adopted by a library board~~
49 ~~to meet the requirements of Section 9-7-215.]~~

50 (6) "Political subdivision" means a county, city, town, school district, public transit
51 district, redevelopment agency, or special improvement or taxing district.

52 (7) "State agency" means:

53 (a) the state; or

54 (b) an office, department, agency, authority, commission, board, institution, hospital,
55 college, university, or other instrumentality of the state.

56 (8) (a) "State publication" means a book, compilation, directory, document, contract or
57 grant report, hearing memorandum, journal, law, legislative bill, magazine, map, monograph,

58 order, ordinance, pamphlet, periodical, proceeding, public memorandum, resolution, register,
59 rule, report, statute, audiovisual material, electronic publication, micrographic form and tape or
60 disc recording regardless of format or method of reproduction, issued or published by a state
61 agency or political subdivision for distribution.

62 (b) "State publication" does not include correspondence, internal confidential
63 publications, office memoranda, university press publications, or publications of the state
64 historical society.

65 Section 2. Section **9-7-216** is amended to read:

66 **9-7-216. Process and content standards for Internet policy.**

67 (1) (a) Each library's Internet policy shall be developed under the direction of the
68 library board, adopted in an open meeting, and have an effective date.

69 (b) The library board shall review the policy at least every three years~~[-, and a footnote~~
70 ~~shall be added to the policy indicating the effective date of the last review].~~

71 ~~[(b)]~~ (c) (i) Notice of the availability of the policy shall be posted in a conspicuous
72 place within the library for all patrons to observe.

73 (ii) The library board may issue any other public notice [it] the library board considers
74 appropriate to inform the community about the policy.

75 (2) The Internet policy shall include the following information:

76 (a) ~~[state]~~ a statement indicating:

77 (i) that [it] the library restricts access to Internet or online sites that contain material
78 described in Section **9-7-215**; and

79 (ii) how the library board intends to meet the requirements of Section **9-7-215**;

80 (b) ~~[inform]~~ a statement informing patrons that administrative procedures and
81 guidelines for the staff to follow in enforcing the policy have been adopted and are available
82 for review at the library; ~~[and]~~

83 (c) ~~[inform]~~ a statement informing patrons that procedures for use by patrons and staff
84 to handle complaints about the policy, ~~[its]~~ the policy's enforcement, or about observed patron
85 behavior have been adopted and are available for review at the library~~[-]; and~~

86 (d) a footnote indicating the effective date of the last review of the policy under
87 Subsection (1)(b).

88 Section 3. Section 9-7-217 is amended to read:

89 **9-7-217. Reporting.**

90 The division shall submit a report to the department regarding the compliance of library
91 boards with the provisions of ~~[Section]~~ Sections 9-7-215 and 9-7-218 for inclusion in the
92 annual written report described in Section 9-1-208.

93 Section 4. Section 9-7-218 is enacted to read:

94 **9-7-218. Criminal background check policy required -- Scope and content --**
95 **Dissemination.**

96 (1) As used in this section:

97 (a) "Minor" means an individual who is under 18 years old.

98 (b) "Public library" means a library established under Section 9-7-402 or 9-7-501.

99 (c) "Qualifying position" means any paid or unpaid employment position with a public
100 library, including a volunteer position, that involves significant contact with minors, as
101 determined by the public library's library board.

102 (d) "Qualifying prospective employee" means an individual who:

103 (i) is 18 years old or older; and

104 (ii) applies for a qualifying position with a public library.

105 (2) State funds may not be provided to a public library unless the public library
106 implements a criminal background check policy that:

107 (a) meets the requirements of Subsection (3); and

108 (b) is adopted by:

109 (i) the library board in an open meeting; or

110 (ii) the county or city in which the public library is located.

111 (3) The criminal background check policy shall:

112 (a) identify each qualifying position with the public library;

113 (b) require each qualifying prospective employee to submit to a criminal background

114 check as a condition of employment in a qualifying position;
115 (c) establish procedures for:
116 (i) gathering, submitting, and reviewing criminal background checks for qualifying
117 prospective employees before making any offer of employment;
118 (ii) disqualifying a qualifying prospective employee from employment based on
119 information received as a result of a criminal background check; and
120 (iii) allowing a qualifying prospective employee to respond to information received as
121 a result of a criminal background check;
122 (d) ensure that a qualifying prospective employee who is disqualified from
123 employment because of information obtained through a criminal background check receives:
124 (i) written notice of the reasons for the disqualification; and
125 (ii) an opportunity to respond to the reasons following the procedures established under
126 Subsection (3)(c)(iii); and
127 (e) include an effective date that is stated in the criminal background check policy.
128 (4) (a) The criminal background check policy shall be distributed to qualifying
129 prospective employees and posted in a prominent location in the public library.
130 (b) A criminal background check policy adopted by a library board shall be reviewed
131 by the library board at least every three years.
132 (5) Within appropriations made by the Legislature for this purpose, the State Library
133 Board shall reimburse a county of the fourth, fifth, or sixth class, and a city of the fourth, fifth,
134 or sixth class, for the costs of conducting criminal background checks under this section.
135 **Section 5. Effective date.**
136 This bill takes effect on July 1, 2024.

Highland City policies excerpts related to background checks and volunteers.

From Highland City Personnel Policy Manual. (underline added)

5. PLACEMENT

A. Job Offers. After a job applicant is selected, the City Administrator, or designee, shall notify the successful job applicant of his or her conditional selection through a written conditional job offer letter. The written conditional job offer letter shall clearly state the job description, salary conditions, and any provisional conditions of employment (i.e., successfully passing drug/alcohol tests). Additionally, the written conditional job offer letter may state that the offer is not accepted until the candidate signs the written conditional job offer letter and returns it to Highland City by the requested date. The original job offer letter should be filed in the employee's file and a copy should be given to the new employee during orientation. Written conditional Job Offer Letters should also include the following:

(1) A clear statement of the job description.

(2) The employee's starting salary. Starting salary offers for exempt positions shall state that the position is exempt and specify the salary for a specified period, such as a two (2) week period. Starting salary offers for non-exempt positions shall specify an hourly wage.

(3) The employee's job title.

(4) The employee's supervisor.

(5) Any relocation commitments, if applicable.

(6) Highland City's at-will employment policy.

(7) The employee's starting date.

(8) The length of the employee's probationary period.

(9) Notice of any condition employment is contingent upon, such as passing a background examination, drug tests, medical/physical examinations, etc.

...

6. VOLUNTEERS.

A. "Court Ordered" Community Service Volunteer Labor may, at the discretion of the City Administrator, or designee, be accepted at Highland City.

B. The City Administrator, with approval of the Mayor and City Council, may establish volunteer programs.

C. The City Administrator shall develop guidelines for the use of volunteers.

D. Prior to accepting any volunteer services, the City Administrator and the volunteer shall sign an agreement defining the nature and terms of the volunteer services.

E. A volunteer shall be provided similar protections that an employee of Highland City is provided for:

(1) Workers compensation benefits for compensable injuries sustained by the volunteer while acting in the scope of volunteer services.

(2) Operating Highland City owned vehicles or equipment when the volunteer is properly licensed to do so.

(3) Liability insurance coverage offered employees.

F. A person's volunteer service experience may be considered when determining whether a person has the minimum qualifications for an employment position with Highland City.

290 MEETING ROOMS

Defines the nature and location of public meeting spaces in the Library and details the process and fees for reserving and using auditoriums and other meeting rooms, including compliance with local fire codes.

General

1. Davis County Library maintains the following types of rooms for public use. Seating and participant capacity varies by location.
 - a. Multi-purpose meeting rooms, sometimes referred to as auditoriums, have a seating capacity greater than 20 individuals. For the purposes of this policy, auditoriums are considered multi-purpose meeting rooms.
 - b. Conference rooms are meeting room spaces intended for groups. Seating varies, generally between 4-10 individuals. Conference rooms are considered an extension of the Library's public space.
 - c. Study rooms contain spaces intended for individual study with a capacity unique to each location. Study rooms are also considered an extension of the Library's public space, but are not considered meeting rooms.
2. The Library makes meeting rooms available for public use to advance the public benefit which occurs when information, ideas, culture, and community events are shared. Consequently,
 - a. the Library encourages the use of its meeting rooms for public meetings of an informational, educational, cultural or civic nature.
 - b. public benefit, rather than private, is the primary value which guides the interpretation and application of this policy and regulations. Examples of inappropriate meetings are included below in the Multipurpose Meeting Rooms section of this policy.
3. In an effort to promote an environment conducive to personal study, leisure reading, and the search for information the Library has adopted the following guidelines to maintain a sense of neutrality.
 - a. Meeting rooms are available to individuals or groups on an equitable basis, regardless of their beliefs or affiliations.
 - b. Meeting rooms of the Library shall not be used for illegal activities, social or religious ceremonial functions, or purposes which interfere with the operation of the Library.
 - i. Social and religious ceremonial functions which may not be permitted include but are not limited to, reunions, services of worship or marriage ceremonies.
 - ii. Other ceremonial functions, such as graduations and installation of organizational officers, may be permitted when they are incidental to and a minor portion of a program which otherwise fully complies with the purposes and requirements of this policy.
 - iii. Individuals or groups wishing to show copyrighted audio-visual materials in the Library's meeting rooms must first secure and present to the Library written permission to do so from the holder of the copyright, or must submit evidence that public-performance rights for the material have otherwise been granted.
 1. Permission is required regardless of who owns the equipment.

- a. The individual who applies for the use of a meeting room will be responsible for discipline of those in attendance and care of the room, furnishings and equipment. The applicant is also responsible for ensuring the meeting room is clean and undamaged.
 - i. The applicant is financially liable for any damage to Library property which occurs during the meeting or program. In the event that damage occurs, Library staff will
 - 1. work with the Davis County Facilities Department and Civil Attorney's departments as appropriate to determine costs associated with the damage.
 - 2. contact the responsible party to discuss recovery of costs and payment.
 - ii. The applicant is responsible for returning chairs and tables to an orderly arrangement, picking up and disposing of papers, and cleaning away any clutter.
 - iii. Failure to comply may result in denial of future meeting room use for both the applicant and/or group using the room for a period of one year, and in cases of property damage, may also result in legal action.
 - iv. In no instance will an individual or group be allowed use of meeting rooms if the individual or group has failed to pay for past damage to the premises, furnishings or equipment.
- b. The Library will not be responsible for
 - i. any loss or damage to property, including equipment, personal belongings, decorations, or other items, owned by individuals or groups using meeting rooms.
 - ii. care, security, or storage of any equipment provided by individuals or groups using meeting rooms.
- c. The Library reserves the right to either substitute facilities or cancel permission to use the meeting rooms if the scheduled room is needed for Library purposes.
- d. Rulings of the City Fire Department as to room capacity, aisle space and other matters will be observed.
- e. Smoking in the Library is not permitted. The use of alcoholic beverages and the unlawful use of drugs is not permitted in the Library or on any Library property.

Multi-Purpose Meeting Rooms

- 5. All meetings and programs not related to Library business will be open to the public within the provisions established in these policies and regulations.
- 6. Individuals and groups shall not use Library meeting rooms to:
 - a. solicit business(es) directly or indirectly, nor to encourage attendance at future meetings where solicitation will occur;
 - b. recruit or train staff members or others for work in or on behalf of a commercial enterprise;

- c. promote or advertise their business, services, or products in any way except as may occur incidentally, such as identifying their business or employment to establish credentials related to the topic of the meeting.
- 7. Meeting rooms will be reserved only upon receipt of a completed application form by the branch Library location where the meeting will occur, and the reservation will be made final only upon approval of the application.
 - a. Meeting rooms may only be reserved by:
 - i. a resident of the Library's service area, as defined in the policy on "Residency", or
 - ii. a patron who has purchased a currently valid non-resident Library card.
 - iii. duly constituted local, state and federal governmental agencies, only if approved by the Library Director.
 - b. Meeting rooms may be reserved up to six months in advance of the meeting date.
 - c. Meetings may be scheduled beginning fifteen minutes after the Library opens and must be scheduled to close thirty minutes before the Library closes.
 - i. Groups are expected to vacate the meeting rooms promptly to allow the next group to enter the rooms, or to allow the Library staff to complete its closing procedures.
 - ii. After the second time a group fails to vacate the meeting rooms promptly at the designated closing time, the Library may deny the group meeting room privileges for six months.
 - d. Except in limited circumstances, individuals will not be allowed to reserve a meeting room if they have unpaid fees for previous meeting room use.
 - e. Individuals and groups needing to schedule a meeting room on a regular basis may do so according to the following guidelines.
 - i. Weekly or monthly recurring meetings may be scheduled for up to 6 consecutive months.
 - ii. Meetings for an individual or group may not be scheduled more frequently than once per week.
 - 1. Up to a 3-day exception may be granted when the nature of an event requires special arrangement. For example, a workshop or conference.
 - 2. Any extension beyond the three-day limitation may only be granted by the Library Director upon submission of a written request.
 - f. Applications and other reservation requirements do not apply to Library sponsored programs.
- 8. Decorations in the meeting rooms must be approved in advance by the Branch Manager. Nothing may be fastened or affixed to the walls, ceilings, or floors, in any manner.
- 9. The responsible individual will be given the option on the application to permit or to not permit his or her name to be released upon request to the public as a contact person for the group or organization reserving the room.

Conference Rooms

10. Rules for use of conference rooms are included in the agreement form and posted inside the rooms at each location. Both groups and individuals will follow established guidelines when using the spaces provided
11. Patrons must complete an agreement form to use a conference room.
12. Groups may reserve rooms in person or over the phone up to one week in advance of their requested time.
13. Occasionally, when a conference or study room is unavailable, the Library may permit a group or individual to use a meeting room provided that:
 - a. it is clear that such use is consistent with conference rooms, not multipurpose rooms, based on this policy and the conference room agreement and meeting room application forms currently in use.
 - b. such use does not interfere with previously scheduled use.
 - c. one participant in the group signs a multipurpose meeting room form accepting responsibility for the condition of the multipurpose room given that meeting rooms cannot be monitored for security by staff members.

Equipment, Fees and Refreshments

14. Permission to use a meeting or conference room may include the use of chairs, tables, piano, and audio-visual equipment. Groups and individuals using large meeting rooms have additional opportunities and responsibilities.
15. Piano Use
 - a. A \$5 fee per use will be assessed for ongoing piano maintenance and replacement.
 - i. The Library makes pianos available as a convenience for citizens wishing to use them during programs held in the Library meeting rooms.
 - ii. The Board of Directors does not consider the provision of a piano to be a standard Library service and believes that it is appropriate to place a small portion of the long-term burden of costs on each user of this service.
 - iii. Over time, the revenue from the fees collected will compensate for a substantial portion of the costs of repair or replacement, rather than using funds which should be spent on standard Library services.
 - b. The fee for piano use will be collected for each block of meeting room time signed up for by an individual for up to 3 hours. Time beyond 3 hours will be considered a second "use" and will be subject to an additional fee assessment.
 - c. Individuals who have signed up to use the piano as part of a meeting room reservation may schedule a 90 minute practice session without an additional use charge. This is to allow participants in the program to become familiar with the piano, how it plays and sounds.
 - d. Pianos are provided to support the purpose of the meeting rooms to advance the sharing of information, ideas, culture and community events. Consequently, they are not available for private lessons or private practice except as related to an approved meeting room application in accordance with this policy.
16. Audio-Visual Equipment Use

- a. Groups wishing to use the Library's audio-visual equipment during a meeting must make arrangements to have an adult member of the group instructed in equipment use by a staff member.
 - b. Groups requiring such instruction for equipment use must notify the Library a minimum of two days before the meeting to allow ample time to make arrangements.
 - c. Groups may bring their own audio-visual equipment to use during meetings, if:
 - i. they make arrangements in advance to ensure compatibility with the Library's equipment, floor space and utilities, and
 - ii. the group provides a qualified operator.
 - d. Library staff cannot assist in the operation of equipment not owned by the Library.
 - e. Audio-visual equipment and other property owned by a group
 - i. may be brought in no earlier than one hour before the scheduled start of the meeting
 - ii. must be removed immediately after the meeting ends.
17. Light refreshments and beverages are allowed in Library multi-purpose rooms according to the following guidelines and fees. The Library recommends that applicants discuss questions about serving food and beverages in advance.
- a. Light refreshments
 - i. may include simple finger foods and similar prepackaged items
 - ii. do not include sauces, frostings, luncheons, plated dinners, or any other part or practice which may damage library meeting rooms.
 - b. The following beverages are not permitted in Library meeting rooms.
 - i. alcoholic beverages;
 - ii. beverages that contain dye or food coloring, specifically: Kool Aid and other similar powdered products, fruit juice, cranberry juice, and tomato juice.
 - iii. any other drinks which pose similar risks to the carpet but which are not listed here.
 - c. A non refundable fee of \$10 shall be paid before each meeting at which any refreshments are consumed or distributed. This fee covers
 - i. use of Library supplies and equipment to clean the area after the meeting, and
 - ii. staff time to verify that the area has been appropriately cleaned.
 - d. Library sponsored events are exempt from these guidelines and fees.
 - e. Kitchen facilities are not available for public use.

Approved by Library Board August 18, 1992; Piano use effective January 1995 (approved by the Library Board August 1994); revised November 25, 1997; revised March 28, 2000; revised & Piano use combined into Meeting Room document June 25, 2002; revised August 22, 2006; revised March 20, 2007; revised 10/20/2009; revised June 21, 2011; revised November 20, 2012; revised November 17, 2015, revised January 21, 2020; revised 6/5/21, revised January 12th, 2023