

**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.