

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

Thursday, February 27, 2025 at 7:00 p.m.

IN ATTENDANCE

Board Members

Jessica Anderson, Secretary
Amy Brinton, Chair
Ron Campbell
Lynn Lonsdale
Kevin Tams, Vice-Chair
Wesley Warren

Other

Donna Cardon, Library Director and
Board Executive Officer
Stephannie Cottle, City Recorder
Wayne Tanaka, President of the
Friends of the Library

Absent Board Members

Rachel Farnsworth

A quorum of the Board being present, Vice-Chair Kevin Tams welcomed those in attendance and began the Library Board meeting as a regular meeting at 7:02 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. Opening Meeting Training: Stephannie Cottle

Stephannie Cottle trained the Board about the requirements of the open meetings statutes. Amy Brinton joined the meeting.

Particular items of note:

- 2/3 vote for a closed meeting; turn off recording.
- Can limit public input to public comment period and can limit time.
- Small working groups, smaller than a quorum, do not have to follow open meetings.

- Draft meeting minutes are supposed to be available to the public within 30 days of the meeting.

Stephannie Cottle left the meeting.

2. Consent

a. Approve Minutes 2025.01.23

Kevin Tams moved to approve the January minutes. Wesley Warren seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
Yes	Amy Brinton
Yes	Ron Campbell
Yes	Lynn Lonsdale
Yes	Kevin Tams
Yes	Wesley Warren

The motion passed.

3. Reports

a. Director's Report

Donna Cardon gave her report. She highlighted the winter reading program, the Friends' February book sale, and the upcoming Fairy Tale Ball. She noted that the new storage unit is now in use and that the Library now has a radon detector for circulation. Donna has been working hard on the TLC, including the interlocal agreement and the combined catalog system, in advance of the effective date of April 7, 2025. Donna also shared an impact story about Library staff and noted some statistics.

b. Fund Study Report

The Board reconvened in another conference room to view a presentation created by Fred Philpot and Donna on the fund study, which will be given to the city council at an upcoming work session. The fund study considered three levels of service: maintaining current levels, increasing services and staff, and increasing space and

replacing books. The board discussed the various levels and the tax increases that would be necessary.

Wayne Tanaka joined the meeting.

The board returned to their original meeting space.

4. Action/Policy Items

a. Circulation Policy Revisions

The Board considered the proposed changes to the circulation policy in light of the Timpanogos Library Consortium. Major changes include the removal of fees, adding auto-renewal procedures, charges for lost items, and prioritizing items from the home library for patrons of the home library. The Board made a few modifications to note that each library gets to determine which items are available for non-patrons to request and to remove references to fines and to correct typos. The Board also discussed the renewal periods.

Jessica Anderson moved to adopt the changes in the circulation policy as discussed, contingent on the approval of the TLC interlocal agreement, to take effect on April 7, 2025. Ron Campbell seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
Yes	Amy Brinton
Yes	Ron Campbell
Yes	Lynn Lonsdale
Yes	Kevin Tams
Yes	Wesley Warren

The motion passed.

b. Library Fee Schedule

The Board considered the proposed changes to the fee schedule in light of the Timpanogos Library Consortium. In particular, the Library will no longer charge fines for overdue books and will raise the non-resident fee to \$90 to make it consistent with the other TLC libraries.

Kevin Tams moved to approve the changes to the Library fees on the City fee schedule. Lynn Lonsdale seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
Yes	Amy Brinton
Yes	Ron Campbell
Yes	Lynn Lonsdale
Yes	Kevin Tams
Yes	Wesley Warren

The motion passed.

c. Materials Reconsideration Procedures

Kevin informed the Board about his review of American Fork's reconsideration process, and the possibility of reviewing the Library's process. The Board discussed various possibilities for the process.

Kevin Tams moved to appoint Kevin Tams, Wesley Warren, and Amy Brinton to a committee to revise the Library's materials reconsideration form and policy. Jessica Anderson seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
Yes	Amy Brinton
Yes	Ron Campbell
Yes	Lynn Lonsdale
Yes	Kevin Tams
Yes	Wesley Warren

The motion passed.

d. Fund Study Work Session Committee

The City Council is having a work session to review the Library's fund study on March 4, 2025 at 6:00 p.m. At the meeting, Fred Philpot will present the findings of the fund study. The Board considered creating a committee to attend that meeting and present a proposal for a tax increase. The Board also discussed attending the work session just to observe and show support.

Jessica Anderson moved to not appoint a committee to prepare a presentation of the city council's library fund work session. Kevin Tams seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
Yes	Amy Brinton
Yes	Ron Campbell
Yes	Lynn Lonsdale
Yes	Kevin Tams
Yes	Wesley Warren

The motion passed.

e. Privacy Policy Revisions

The Board considered the proposed changes to the privacy policy in light of the Timpanogos Library Consortium.

Kevin Tams moved to adopt the changes in the privacy policy, contingent on the approval of the TLC interlocal agreement, to take effect on April 7, 2025. Wesley Warren seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
Yes	Amy Brinton
Yes	Ron Campbell
Yes	Lynn Lonsdale
Yes	Kevin Tams
Yes	Wesley Warren

The motion passed.

5. Discussion Items

a. Timpanogos Library Consortium ILA

Donna will email a copy of the interlocal agreement to the Board for their information.

6. Future Agenda Items

- Expiring Library Board Seats
- Library Budget Approval
- Director Compensation

The Board's next regular meeting will be held on March 27, 2025 at 7:00 p.m.

7. Adjournment

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

Yes	Jessica Anderson
Yes	Amy Brinton
Yes	Ron Campbell
Yes	Lynn Lonsdale
Yes	Kevin Tams
Yes	Wesley Warren

The motion passed.

The meeting adjourned at 9:03 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 February 27, 2025. This document constitutes the official minutes for the Highland City Library Board Meeting.