

# **Library Board Meeting Agenda**

## **April 24, 2025**

### **Highland City Hall**

**7:00 pm-Call to Order:** Amy Brinton, Board Chair

**1. Public Comment**

**2. Consent**

2025 03 27 Minutes

**3. Reports**

Director's Report

**4. Action/Policy Items**

Board Organization and Operating Procedures

**5. Discussion Items**

Budget Presentation

**6. Future Agenda Items**

Final FY 2026 Budget  
Expiring Board Seats  
Library Certification

**7. 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 Library Board may participate electronically 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](http://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 23rd day of April, 2025      Stephannie Cottle, 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, March 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

**Other**

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

**Absent Board Members**

Rachel Farnsworth  
Wesley Warren

A quorum of the Board being present, Chair Amy Brinton welcomed those in attendance and began the Library Board meeting as a regular meeting at 7:07 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 2025.02.27*

Kevin Tams moved to approve the February minutes. 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

The motion passed.

### **3. Reports**

#### *a. Director's Report*

Donna Cardon gave her report. She highlighted the Fairy Tale Ball, which had a good turnout, a craft and chat, the STEM lab, and the winter reading program. The Library will be closed on April 5, 2025, and the Timpanogos Library Consortium will go live on April 7, 2025. The propagation station will be back by popular demand. The theme of the summer reading program will be Color Your World, and the opening event will be tie-dying t-shirts.

Donna Cardon briefly left the meeting. Wayne Tanaka joined the meeting.

The Board discussed various issues with the TLC, including combining the catalog and the inter-local agreement. The libraries have done a test run on transporting books.

Donna also highlighted an impact story about the role the library plays in the functioning of the city. Donna also highlighted some statistics.

#### *b. Training Reports*

The Board discussed the individual trainings they watched provided by the state library, including some on addressing needs of homelessness and being advocates in the community.

Donna noted that the certification requires a list of board members who completed their training for the year.

### **4. Action/Policy Items**

#### *a. Item Reconsideration Policy*

Kevin Tams summarized the work done by the committee. The Board considered the proposed changes to the item reconsideration form and relevant items in the Collection Development Policy.

Kevin Tams moved to adopt the changes to the Item Reconsideration Form and Collection Development Policy as discussed. 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

The motion passed.

*b. Operating Procedures Updates*

Donna noted that the Library Board operating procedure document was outdated. The Board considered a variety of updates to their operating procedures. Jessica Anderson volunteered to redraft the board's roles section for consideration at the next meeting.

Jessica Anderson moved to postpone consideration of the Library Board's Operating Procedures document to address the board's roles section. 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

The motion passed.

**5. Discussion Items**

*a. Library Fund and Budget*

The board discussed the recent City Council work session on the library fund and budget. Donna gave a recap of the meeting, noting the differences in the presentation to the City Council from the version the Board reviewed at the last meeting. Donna added in some information to make it clear that there were three options for funding, a very small increase to keep the library going for another five

years, a slight increase to maintain status quo adjusting for increased demand, and a double increase to help pay for a bond to get an expanded space.

The City Council was not receptive to the Library having a fund balance and were also generally against any tax increase. The Board discussed various scenarios, including a citizen's initiative or bringing a tax increase to the City Council. Ron Campbell addressed the issues from the council's perspective and advocated for bringing a tax increase to the council. Donna noted that the Library has a good relationship with the Council, and she believes that the Council will step up and save the Library if necessary. Donna also noted that most of the funding for Libby comes from a federal grant, which could be in danger. The Board discussed issues of timing, including Ron leaving the council at the end of the year.

Erin, the City Administrator, offered to arrange a meeting with Ron and Kevin and the mayor to further discuss the funding issues. The Board discussed next steps.

## **6. Future Agenda Items**

- Library Budget Final Approval
- Library Certification
- Expiring Library Board Seats
- Director Compensation
- Operating Procedures

The Board's next regular meeting will be held on April 24, 2025 at 7:00 p.m.

## **7. Adjournment**

Kevin Tams moved to adjourn the Library Board meeting. 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

The motion passed.

The meeting adjourned at 8:23 p.m.

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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 March 27, 2025. This document constitutes the official minutes for the Highland City Library Board Meeting.



# LIBRARY BOARD AGENDA REPORT ITEM #4

**DATE:** April 24, 2025  
**TO:** Library Board  
**FROM:** Donna Cardon, Library Director  
**SUBJECT:** Library Board Operating Procedures

## **PURPOSE:**

The Library Board will consider updates to the Library Board Organization and Operating Procedures document.

## **BACKGROUND:**

The Library Board has a set of bylaws that govern the functioning of the Board. They also have an Organization and Operating Procedures document that gives directions about the regular function of the Board. While preparing for the March Board meeting, I looked at the Organization and Operating Procedures documents as a reference for one of my staff reports and realized that the document was outdated. It mentioned standing committees and Board members that were no longer serving the Board. In the April Library Board meeting the Board Secretary, Jessica Anderson, agreed to update the Organization and Operating Procedures document to represent the current state of the Board, and add some references to Utah State Code regarding different functions delegated to the Board. I also updated information about current Board members and seats. In this meeting we will consider and vote on the updates.

## **FISCAL IMPACT:**

No fiscal impact

## **STAFF RECOMMENDATION:**

The Board should review and adopt updates to the Organization and Operating Procedures document.

## **PROPOSED MOTION:**

I propose we adopt the updates to the Organization and Operating Procedures document as discussed.

## **ATTACHMENTS:**

1. Operating Procedures (track changes)
2. Operating Procedures (clean copy)
3. Proposed Revisions to the Board Operating Procedures (Jessica draft)
4. Utah C9-7-P4

# Highland City Library Board Organization and Operating Procedures

## I. Board Role

### A. ~~The role of the Library Board is to~~

- ~~Establish a clear mission for the Library and a strategic plan allowing the Library to achieve that mission.~~
- ~~Set such policies for the Library as are needed to carry out its mission.~~
- ~~Provide oversight to ensure that Library policies are implemented effectively.~~

#### I. BOARD ROLE

##### A. In accordance with Utah law, the role of the Library Board is to

- Establish a clear mission for the library and a strategic plan allowing the library to achieve that mission.
- Maintain and care for the library and establish policies for its operation. (Utah Code § 9-7-404(2))
- Make, amend, and repeal rules, not inconsistent with law, for the governing of the library. (Utah Code § 9-7-405)
- Oversee the following under the direction of the city council:
  - the expenditure of the library fund,
  - the purchase, construction, lease, or sale of library buildings and land for the benefit of the library,
  - the operation and care of the library.

(Utah Code § 9-7-404(1))
- Provide an annual report to the city governing body on the condition and operation of the library, including a financial statement and the strategic plan. (Utah Code § 9-7-406(1))
- Participate as appropriate in the recertification of the library and assist the director in providing an annual report to the director of the state library division that contains the information required by the State Library Board. (Utah Code § 9-7-406(2))
- Appoint a competent person as library director to have immediate charge of the library with those duties and compensation for services that it determines and, upon the recommendation of the director, other personnel as needed. (Utah Code § 9-7-407)
- Assist the director on outreach to the Highland community, library patrons, and other communities as appropriate.

# Highland City Library Board Organization and Operating Procedures

## II. Members and Officers

### A. Constitution of the Board

1. The Library Board currently consists of seven members. One member of the Board is also a member of the City Council.

### B. Vacancies

1. Advertisements of Board vacancies include a brief summary of the position, a solicitation for volunteers, and information about how to volunteer.
  - a) For expected vacancies (such as the end of a member's term of office), advertisement is made between 60 and 90 days before the vacancy begins.
  - b) For unexpected vacancies, advertisement is made as soon as practical once the vacancy occurs.
2. Volunteer applications or nominees for open Board seats shall be discussed in a Board meeting and the Board shall make recommendations to the Mayor.

### C. Officers

1. Officers are elected annually in the June Board meeting and generally serve one year.
2. An officer may serve a ~~third~~ consecutive terms if approved unanimously by the Board.

## III. Board Meetings

### A. Time and place

1. The regular meeting of the Board shall be on the fourth Thursday of each month at the Highland City Building at a time selected by the Board. Deviations may occur as a result of holidays or other events.

### B. Preparation

1. The Executive Officer (Library Director) shall assemble an agenda for each Board meeting and coordinate the agenda with the Chair.
2. Any Board member wishing to have an item placed on the agenda must contact the Executive Officer at least 3 days prior to the meeting.
3. The agenda and information packet shall be distributed electronically to the Board by the Executive Officer 48 hours prior to the meeting.
4. A Board member who is unable to attend a meeting shall notify the Chair as early as possible, so the Chair can determine if a quorum will be present for the meeting.

### C. Conduct of Meetings

1. General

# Highland City Library Board Organization and Operating Procedures

- a) Only business properly noticed shall be actionable. An item is “properly noticed” when included in the published agenda for the public to see. To be “actionable” an item must be placed in the “consent agenda” or in the “action/policy” portions of the agenda.
2. Order of business
  - a) The following Order of Business shall be followed at meetings, excepting that items not needed at any given meeting may be omitted:
    - Call to order
    - Public comments
    - Introductions
    - Consent Agenda
    - Reports
    - Action/Policy Items
    - Discussion Items
    - Future Agenda Items
    - Adjournment ([Appendix C, Sample Board Bylaws from the State](#))
3. Consent agenda
  - a) The Board establishes a Consent Agenda to provide an efficient meeting process. Items that are not expected to require discussion or debate may, at the Chair’s option, be placed in the Consent Agenda portion of the meeting.
    - (1) Any item will be pulled from the Consent Agenda at the request of one or more members. No vote is required to pull the item. The Chair shall decide where to place any such item on the agenda.
    - (2) Approval of the Consent Agenda by the Board constitutes approval of each item on the Consent Agenda at the time of approval.
    - (3) Minutes of the meeting will include the full text of motions/resolutions adopted under the Consent Agenda portion of the meeting.
4. Voting
  - a) Voting may be by voice, ballot, or show of hands. Whatever method is used; the Chair announces the individual votes (or a unanimous decision) for inclusion in the minutes.
5. Training
  - a) A portion of the meeting may be designated for training to meet the State requirement for Board member training. (Standard #5, Basic Certification Standards)

D. Official records

1. The Executive Officer shall work with the City Recorder to ensure the Library Board is following all Open Meetings Law Requirements including proper posting of annual meeting schedules, agendas, minutes, audio recordings, etc.

E. Electronic Meetings Policy

# Highland City Library Board Organization and Operating Procedures

1. The Library Board (“Board”) may hold meetings with or without a physical anchor location pursuant to relevant state and city law.
2. Members of the Board may participate in Board meetings via telecommunications under the terms of this policy.
  - a) All persons at an anchor location and all persons participating from remote locations shall have real time audio (and preferably video) contact with all participants.
  - b) Any form of telecommunication may be used, as long as it allows for real time interaction for discussions, questions and answers, and voting.
  - c) Members participating from remote locations shall use appropriate equipment and take other precautions to eliminate static or other disturbances to the orderly conduct of the meeting.
  - d) Any member participating from a remote location shall arrive and initiate contact early to ensure the equipment to be used is in proper working order.
  - e) This electronic meeting policy does not apply to public comment or participation. When meetings are held in a physical anchor location, public comment cannot be made electronically. ?
3. Members who desire to participate in a meeting of the Board via telecommunications shall notify the library’s director and the chair of the Board of their intent at least one week in advance of the meeting, so appropriate arrangements can be made to conduct the meeting via telecommunications. This notice requirement may be waived in the event of emergency conditions.
4. Members participating via telecommunications are considered present for purposes of establishing a quorum. In the event that a lack of communications with any member results in a lack of a quorum, no additional business may be conducted until the quorum can be reconstituted. Continuances may be granted as set forth by law. Business already conducted remains valid and binding.

## IV. Communication

### A. Polling between meetings

# Highland City Library Board Organization and Operating Procedures

1. From time to time it may be necessary between meetings to get the collective opinion of the Board on certain simple matters that are completely internal to the Board. This may be accomplished by asking the Chair to poll the Board. The Chair will request that the Secretary send the matter, by email, to the Board, collect the responses, and inform the Board of the decision. No decision reached in this manner has the ability to bind the City of Highland, the Highland City Public Library, or the Library Board.

## V. Committees

### A. Standing committees

1. General
  - a) ~~The Board shall have the following Standing Committees: Library Fund, Policy, Reports, Personnel, Outreach, and Strategic Planning.~~
  - b) ~~The main purpose for the Standing Committees is to provide support to the Library Director and the Library Staff.~~
  - c) ~~It is the responsibility of the Library Director to provide guidance to the committees how they can provide this support.~~
2. ~~Library Fund Committee: (9-7-404)~~
  - a) ~~Supports the Library Director as requested on budget, fee, and fund issues.~~
3. ~~Library Outreach.~~
  - a) ~~Supports the Library Director as requested on outreach to the community, library patrons, and other communities such as Alpine and Cedar Hills.~~
4. ~~Library Policies. (Utah State Code 9-7-404, 405)~~
  - a) ~~Supports the Library Director as requested on policy issues.~~
  - b) ~~Investigates and recommends decisions about patron appeals of Library Director decisions such as fine assessments, request for reconsideration of library materials, or use of meeting room.~~
5. ~~Library Reports. (Utah State Code 9-7-406)~~
  - a) ~~Supports the Library Director as requested on reports.~~
  - b) ~~The Committee shall review the annual report prior to submission to the Board.~~
6. ~~Library Long range Strategic Planning. (Standard #3, Basic Certification Standards)~~
  - a) ~~In conjunction with the Library Director, the Committee shall review the Long range Strategic Plan as to content and execution, and make recommendations for updates to the Board.~~

# Highland City Library Board Organization and Operating Procedures

b) ~~Ensure that the efforts of the Library Foundation, Friends of the Library, and any other relevant organizational support are coordinated with the Long range Strategic Plan.~~

## V. COMMITTEES

A. The Library Board may appoint both ad hoc and standing committees as needed.

## VI. Reference Information

### Appendix

#### A. Members, liaisons, and officers

##### 1. Library Board members Term Expiration

Seat 1. <u>Kim Rodella</u>	<u>Ron Campbell</u>	<u>2026</u>	<u>3</u>
Seat 2. <u>Briawna Hugh</u>	<u>Rachel Farnsworth</u>	<u>2022</u>	<u>2025</u>
Seat 3. Kevin Tams		<u>2025</u>	<u>2</u>
Seat 4. <u>Claude Jones</u>	<u>Amy Brinton</u>	<u>2024</u>	<u>2027</u>
Seat 5. Lynn Lonsdale		<u>2024</u>	<u>2027</u>
Seat 6. <u>Roger Dixon</u>	<u>Wesley Warren</u>	<u>2022</u>	<u>2025</u>
Seat 7. Jessica Anderson		<u>2023</u>	<u>2026</u>

##### *Library Board officers*

- a) Chair – Claude JonesAmy Brinton
- b) Vice-chair – Briawna HughRachel Farnsworth
- c) Secretary – Jessica Anderson
- d) Executive Officer - Donna Cardon [DCardon@highlandcity.org](mailto:DCardon@highlandcity.org)

##### 2. Liaisons from other entities

- a) Friends of the Library: Wayne Tanaka  
[waynetanaka10@yahoo.com](mailto:waynetanaka10@yahoo.com)

#### B. Committee assignments

- ~~1. The Library Board can establish ad hoc committees as need arises.~~
- ~~2. These committees will consist of no more than three members. They report their activities to the rest of the Board at regular Board meetings.~~

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  4. Oversee the following under the direction of the city council:
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  6. Participate as appropriate in the recertification of the library and assist the director in providing an annual report to the director of the state library division that contains the information required by the State Library Board. (Utah Code § 9-7-406(2))
  7. Appoint a competent person as library director to have immediate charge of the library with those duties and compensation for services that it determines and, upon the recommendation of the director, other personnel as needed. (Utah Code § 9-7-407)
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## V. Committees

- A. The Library Board may appoint both ad hoc and standing committees as needed.

## VI. Appendix

### A. Members, liaisons, and officers

1. Library Board members	Term	Expiration
Seat 1. Ron Campbell		2026
Seat 2. Rachel Farnsworth		2025
Seat 3. Kevin Tams		2025
Seat 4. Amy Brinton		2027
Seat 5. Lynn Lonsdale		2027
Seat 6. Wesley Warren		2025
Seat 7. Jessica Anderson		2026

#### *Library Board officers*

- a) Chair – Amy Brinton
- b) Vice-chair – Rachel Farnsworth
- c) Secretary – Jessica Anderson
- d) Executive Officer - Donna Cardon [DCardon@highlandcity.org](mailto:DCardon@highlandcity.org)

2. Liaisons from other entities
  - a) Friends of the Library: Wayne Tanaka  
[waynetanaka10@yahoo.com](mailto:waynetanaka10@yahoo.com)

## Proposed Revisions to Board Operating Procedures

### **Prior Version**

#### I. BOARD ROLE

- A. The role of the Library Board is to
  - 1. Establish a clear mission for the Library and a strategic plan allowing the Library to achieve that mission.
  - 2. Set such policies for the Library as are needed to carry out its mission.
  - 3. Provide oversight to ensure that Library policies are implemented effectively.

#### V. COMMITTEES

- A. Standing Committees
  - 1. General
    - a) The Board shall have the following Standing Committees: Library Fund, Policy, Reports, Personnel, Outreach, and Strategic Planning.
    - b) The main purpose for the Standing Committees is to provide support to the Library Director and the Library Staff.
    - c) It is the responsibility of the Library Director to provide guidance to the committees how they can provide this support.
  - 2. Library Fund Committee: (Utah State Code 9-7-404)
    - a) Supports the Library Director as requested on budget, fee, and fund issues.
  - 3. Library Outreach.
    - a) Supports the Library Director as requested on outreach to the community, library patrons, and other communities such as Alpine and Cedar Hills.
  - 4. Library Policies. (Utah State Code 9-7-404, 405)
    - a) Supports the Library Director as requested on policy issues.
    - b) Investigates and recommends decisions about patron appeals of Library Director decisions such as fine assessments, request for reconsideration of library materials, or use of meeting room.
  - 5. Library Reports. (Utah State Code 9-7-406)
    - a) Supports the Library Director as requested on reports.
    - b) The Committee shall review the annual report prior to submission to the Board.
  - 6. Library Long-range Strategic Planning. (Standard #3, Basic Certification Standards)
    - a) In conjunction with the Library Director, the Committee shall review the Long-range Strategic Plan as to content and execution, and make recommendations for updates to the Board.

b) Ensure that the efforts of the Library Foundation, Friends of the Library, and any other relevant organizational support are coordinated with the Long-range Strategic Plan.

### **Proposed New Version**

#### I. BOARD ROLE

A. In accordance with Utah law, the role of the Library Board is to

1. Establish a clear mission for the library and a strategic plan allowing the library to achieve that mission.
2. Maintain and care for the library and establish policies for its operation. (Utah Code § 9-7-404(2))
3. Make, amend, and repeal rules, not inconsistent with law, for the governing of the library. (Utah Code § 9-7-405)
4. Oversee the following under the direction of the city council:
  - a. the expenditure of the library fund,
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  - c. the operation and care of the library.(Utah Code § 9-7-404(1))
5. Provide an annual report to the city governing body on the condition and operation of the library, including a financial statement and the strategic plan. (Utah Code § 9-7-406(1))
6. Participate as appropriate in the recertification of the library and assist the director in providing an annual report to the director of the state library division that contains the information required by the State Library Board. (Utah Code § 9-7-406(2))
7. Appoint a competent person as library director to have immediate charge of the library with those duties and compensation for services that it determines and, upon the recommendation of the director, other personnel as needed. (Utah Code § 9-7-407)
8. Assist the director on outreach to the Highland community, library patrons, and other communities as appropriate.

#### V. COMMITTEES

A. The Library Board may appoint both ad hoc and standing committees as needed.

## **Part 4** **City Libraries**

### **9-7-402 Establishment and maintenance of public library -- Library board of directors -- Expenses.**

- (1) A city's governing body may establish and maintain a public library.
- (2) When the city governing body decides to establish and maintain a city public library under the provisions of this part, it shall appoint a library board of directors of not less than five members and not more than nine members, chosen from the citizens of the city and based upon their fitness for the office.
- (3) Only one member of the city governing body may be, at any one time, a member of the library board.
- (4) Each director shall serve without compensation, but their actual and necessary expenses incurred in the performance of their official duties may be paid from library funds.

Amended by Chapter 221, 2019 General Session

Amended by Chapter 301, 2019 General Session

### **9-7-403 Library board terms -- Officers -- Removal -- Vacancies.**

- (1) Each director of a library board shall be appointed for a three-year term, or until the successor to that director is appointed. Initially, appointments shall be made for one-, two-, and three-year terms. Annually thereafter, the city governing body shall, before the first day of July of each year, appoint for a three-year term directors to take the place of the retiring directors.
- (2) Directors shall serve not more than two consecutive full terms.
- (3) The directors shall annually select a chairman and other officers.
- (4) The city governing body may remove any director for misconduct or neglect of duty.
- (5) Vacancies in a library board of directors shall be filled for the unexpired term in the same manner as original appointments.

Amended by Chapter 221, 2019 General Session

### **9-7-404 Board powers and duties -- Library fund deposits and disbursements.**

- (1) The library board of directors may, with the approval of the city governing body:
  - (a) have control of the expenditure of the library fund, of construction, lease, or sale of library buildings and land, and of the operation and care of the library; and
  - (b) purchase, lease, or sell land, and purchase, lease, erect, or sell buildings for the benefit of the library.
- (2) The library board shall:
  - (a) maintain and care for the library;
  - (b) establish policies for its operation; and
  - (c) in general, carry out the spirit and intent of the provisions of this part.
- (3) All tax money received for the library shall be deposited in the city treasury to the credit of the library fund, and may not be used for any purpose except that of the city library. These funds shall be drawn upon by the authorized officers of the city upon presentation of the properly authenticated vouchers of the library board. All money collected by the library shall be deposited to the credit of the library fund.

Amended by Chapter 221, 2019 General Session

**9-7-405 Rules -- Use of library.**

- (1) The library board of directors shall make, amend, and repeal rules, not inconsistent with law, for the governing of the library.
- (2) Each library established under this part shall be free to the use of the inhabitants of the city where located, subject to the rules adopted by the library board. The library board may exclude from the use of the library any person who willfully violates these rules. The library board may extend the privileges and use of the library to persons residing outside of the city upon terms and conditions it may prescribe by rule.

Amended by Chapter 221, 2019 General Session

**9-7-406 Reports to governing body and director of the division.**

The library board of directors shall:

- (1) provide an annual report to the city governing body on the condition and operation of the library, including a financial statement; and
- (2) provide an annual report to the director of the division that contains the information required by the State Library Board.

Amended by Chapter 221, 2019 General Session

**9-7-407 Librarian and other personnel.**

- (1) The library board of directors shall appoint a competent person as librarian to have immediate charge of the library with those duties and compensation for services that it determines. The librarian shall act as the executive officer for the library board.
- (2) The library board shall appoint, upon the recommendation of the librarian, other personnel as needed.

Amended by Chapter 221, 2019 General Session

**9-7-408 Donations of money or property.**

Any person desiring to make donations of money, personal property, or real estate for the benefit of any library shall have the right to vest the title to the money, personal property, or real estate in the library board of directors. The donation shall be held and controlled by the library board, when accepted, according to the terms of the deed, gift, devise, or bequest of the property, and the library board shall be held and considered to be trustees of the property.

Amended by Chapter 221, 2019 General Session

**9-7-409 Entities may cooperate, merge, or consolidate in providing library services.**

Library boards of directors of city libraries, library boards of directors of county libraries, boards of education, governing boards of other educational institutions, library agencies, and local political subdivisions may cooperate, merge, or consolidate in providing library services.

Amended by Chapter 221, 2019 General Session

**9-7-410 Consolidation with county library.**

- (1) If a city library consolidates with a county library, the city library board of directors shall convey all assets and, except as provided in Subsection (2), trust funds to the county library board of directors, and the city library shall cease operation.
- (2) If a conveyance of trust funds under Subsection (1) would constitute a violation of the trust agreement governing the trust funds, conveyance of those funds is not required, and those funds may continue to be used in accordance with the trust agreement for any library facility specified in the trust agreement, even after the facility becomes a county library facility because of consolidation.

Amended by Chapter 46, 2005 General Session