

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

Thursday, May 22, 2025 at 7:00 p.m.

IN ATTENDANCE

**Board Members**

Jessica Anderson, Secretary  
Amy Brinton, Chair  
Ron Campbell  
Rachel Farnsworth  
Lynn Lonsdale  
Wesley Warren

**Other**

Donna Cardon, Library Director and  
Board Executive Officer

**Absent Board Members**

Kevin Tams, Vice-Chair

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 2025.03.27*
- b. Approve Minutes 2025.04.24*

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

Yes	Jessica Anderson
Yes	Amy Brinton
Yes	Ron Campbell
Yes	Rachel Farnsworth
Yes	Lynn Lonsdale
Yes	Wesley Warren

The motion passed.

### **3. Reports**

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

Donna Cardon gave her report. She started by announcing that she gave her official resignation notice today. She will continue working full-time until someone is hired and then part-time while training. The job will be posted next week. The Board discussed the hiring process.

She highlighted that the Library spent May prepping for summer reading but also had good turnout at a few programs and manned a table at the City Open House. Summer Reading will kick off with a ty-dyeing t-shirt event. Summer programs start June 3, and the Library is anticipating record numbers at story time and STEM classes. Brandon Mull will be doing a book talk and signing in June.

The Library is working hard on refreshing the new discovery kits funded by the Library Foundation and hiring two seasonal librarians for the summer. Donna attended the ULA conference in May and moderated a panel discussion. Donna also attended a town hall meeting at Cedar Hills which, due to budget constraints, is considering removing or reducing their reimbursement of library cards. Many people came and gave public comment about how important libraries are.

Donna also shared an impact story about the monthly Hives, special needs adult, story time and about attending a performance of *The Wizard of Oz* the group put on. Donna also highlighted some statistics, including a new statistic of total items transported between the three TLC libraries.

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

#### *a. Board Organization and Operating Procedures*

The Board considered the proposed changes to the operating procedures, which address the role of the board and simplify the committees section.

Jessica Anderson moved to adopt the updates to the Organization and Operating Procedures document as discussed. Rachel Farnsworth seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
Yes	Amy Brinton
Yes	Ron Campbell
Yes	Rachel Farnsworth
Yes	Lynn Lonsdale
Yes	Wesley Warren

The motion passed.

*b. FY 2026 Library Budget*

The Board considered the FY 2026 budget. Donna noted that the Library's budget has been reviewed and discussed by the city council over the last couple of months. The version in the packet was presented to the council on April 29, 2025. Donna noted that the carryover amount will not be as high as originally thought and that much of the carryover is attributable to the way that the city formulates the staff costs. The Library's staff is all part-time and is not paid for holidays or sick time, resulting in about 400 hours unpaid each year. This can be addressed in part through mid-year budget adjustments, in part through a formula adjustment for holidays, and in part by hiring extra summer help.

Donna highlighted adjustments to revenue and expenditures. In particular, the Board discussed the director compensation adjustment and benefits and the way the current budget took the Library computers off of the city rotation program with the intent of relying on grant money for that. While the Library has been paying into the program for over five years, the City has yet to replace the computers. This oversight will be corrected and all of the Library's public computers will be replaced this summer. Ron noted that the council addressed amounts owed to the Library from unpaid automobile tax and that the city council will continue to use that rationale in the future to address shortages in the budget.

The Board discussed the potential of losing grant funding in general and for Libby in particular. The state library has said that there will be no LTSA grants this year. The costs for Libby paid by the Library will not raise substantially this year, but the federal grant for it will likely be going away. The Board also discussed increasing the materials budget to start replacing books in the collection, especially the children's books and the staffing limitations that make that difficult. The Board also considered

adding funds to the digital collection. The Board decided to add \$5,000 to the digital budget and \$5,000 to the physical budget.

The Board noted the items they would like to review during the next mid-year budget adjustments:

- Credit for computer replacement payments
- Increasing budget for materials and staff to replace children's books
- Address potential loss of Libby funding

Jessica Anderson moved to approve the proposed FY 2026 Library Budget with the adjustments of adding \$6,870 back in to keep the Library public access computers on the City replacement schedule, \$5,000 for the physical collection, and \$5,000 for the digital collection, along with any other slight variations to the budget up to 2% of the total budget. Wesley Warren seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
Yes	Amy Brinton
Yes	Rachel Farnsworth
Yes	Ron Campbell
Yes	Lynn Lonsdale
Yes	Wesley Warren

The motion passed.

*c. Internet and Online Access Policy*

Pursuant to state certification requirements, the Board reviewed and considered changes to the Library's Internet and Online Access Policy. Donna noted some minor corrections to outdated references to disc drives and to address the limitations of the public access management software.

Rachel Farnsworth moved to adopt the revised Internet and Online Access Policy and submit it to the State Library. Lynn Lonsdale seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
Yes	Amy Brinton
Yes	Ron Campbell

Yes	Rachel Farnsworth
Yes	Lynn Lonsdale
Yes	Wesley Warren

The motion passed.

## **5. Discussion Items**

### *a. Expiring Board Seats*

The board briefly discussed board seats, for Rachel Farnsworth, Kevin Tams, and Wesley Warren, expiring in June.

## **6. Future Agenda Items**

- Library Certification
- Director Transition Process

The Board's next regular meeting will be held on June 26, 2025 at 7:00 p.m.

## **7. Adjournment**

Rachel Farnsworth moved to adjourn the Library Board meeting. Ron Campbell seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
Yes	Amy Brinton
Yes	Ron Campbell
Yes	Rachel Farnsworth
Yes	Lynn Lonsdale
Yes	Wesley Warren

The motion passed.

The meeting adjourned at 9:14 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 May 22, 2025. This document constitutes the official minutes for the Highland City Library Board Meeting.