

Library Board Meeting Agenda

August 28, 2025

10124 N Yorkshire Ct

Highland UT 84003

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

1. Public Comment

2. Consent

Minutes from 2025.07.17

3. Action/Policy Items

New Library Director Appointment

4. 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).

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 26th day of August 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, July 17, 2025 at 5:30 p.m.

IN ATTENDANCE

Board Members

Jessica Anderson, Secretary
Ron Campbell
Rachel Farnsworth
Kevin Tams, Vice-Chair

Other

Donna Cardon, Library Director and
Board Executive Officer

Absent Board Members

Lynn Lonsdale
Amy Brinton, Chair
Wesley Warren

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 5:38 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 2025.05.22

Rachel Farnsworth moved to approve the consent agenda. Ron Campbell seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
Yes	Ron Campbell
Yes	Rachel Farnsworth
Yes	Kevin Tams

The motion passed.

4. Action/Policy Items

a. Election of Officers

The Board reviewed the duties of the officers and discussed potential officers for the upcoming fiscal year.

Rachel Farnsworth moved to continue the election of officers to the next meeting when more members are present. Ron Campbell seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
Yes	Ron Campbell
Yes	Rachel Farnsworth
Yes	Kevin Tams

The motion passed.

b. Online Access Policy

The Board considered a slight addition of "is in compliance of CIPA and" to the Library's Online Access Policy, which it approved last month, to comport with state requirements.

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

Yes	Jessica Anderson
Yes	Ron Campbell
Yes	Rachel Farnsworth
Yes	Kevin Tams

The motion passed.

Ron Campbell left the meeting.

3. Reports

a. Director's Report

Donna Cardon gave her report. She noted that the IMLS is being disbanded in 2026, which will result in \$2.3 million in lost funds for Utah state libraries. It may be that the state will help pay of these losses, but the Library will need to be aware and prepare.

June programs were well-attended, even when they were moved inside due to the hot weather. The Summer Reading program has been very popular and is wrapping up at the end of the month. The Friends will be having a huge book sale at the Highland Fling this year, as well as participating in the parade. One of the Friends' procured matching donation funds. In August, there will be a Chalk Walk and the annual Stuffed Animal Sleepover.

Sheridan, the storyteller, is leaving to become the school librarian at Cedar Ridge Elementary. The Library is in the process of hiring a new storyteller. The City has completed the first round of interviews for the director position. It is anticipated that the Library Board will be able to participate in the second round.

In 2026, the Library's mandatory contribution to Libby will increase from \$1,800 to \$11,000. That will need to be accounted for in next year's budget. The Board discussed how important the Libby service is.

Donna also shared an impact story about the Discovery Kits. The Library Foundation contributed \$6,000 recently to refresh the kits. Donna highlighted how the kits help support early literacy.

Donna also noted that this is her last Director's Report, and she spent some time reviewing the successes of the last 6.5 years, including the huge increase in story time participation, then annual fairytale ball, the website development, the self-check out stands, the RFID readers, the security gates, migrating to Koha ILS system, new furniture, carpet, and paint, and the creation of TLC.

Donna went to half-time as of July 1, 2025. She will continue to work half-time until the new director is hired and trained.

5. Discussion Items

a. Library Budget Advocacy Work Session with City Council

The board noted that the upcoming work session with the City Council is scheduled July 29, 2025.

6. Future Agenda Items

- Director Transition Process
- Election of officers

The Board's next regular meeting will be held on August 28, 2025 at 7:00 p.m.

7. Adjournment

The meeting adjourned at 6:00 p.m. and did not vote to do so due to a lack of a quorum.

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 July 17, 2025. This document constitutes the official minutes for the Highland City Library Board Meeting.



HIGHLAND CITY

LIBRARY BOARD AGENDA REPORT ITEM #3

DATE: August 28, 2025
TO: Library Board
FROM: Donna Cardon, Library Director
SUBJECT: Appointment of the New Library Director

PURPOSE:

The Library Board will appoint a new library director.

BACKGROUND:

According to Utah Code 9-7-407, “The library board of directors shall appoint a competent person as librarian to have immediate charge of the library.” During July, Library Board members participated in interviews for a new director to replace Donna Cardon, who submitted her letter of resignation in May. During the interviews, potential candidates were interviewed, and the Board, along with members of the City Council, City administration and the Mayor, discussed the different strengths and weaknesses of the candidates, and ultimately decided to offer the position to Karen Liu.

Ms. Liu has had a long career in libraries. She has worked most recently as the Utah State Library Youth Services Coordinator, and before that in the Orem Public Library, Santa Monica College Library, Salt Lake County Library System and the Concordia International School’s Shanghai Campus. Ms. Liu has graciously accepted the Library Director position.

FISCAL IMPACT:

The expense of hiring a new Library Director was included in the FY 2026 approved library budget.

STAFF RECOMMENDATION:

The Library Board appoint Karen Liu to be the new director of the Highland City Library.

PROPOSED MOTION:

I move that Karen Liu be appointed to be the new director of the Highland City Library.

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July 17, 2025 Minutes

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