

**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.