

# **Library Board Meeting Agenda**

## **September 25, 2025**

### **Highland City Hall**

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

1. Public Comment
2. Consent  
Approval of August 2025 meeting minutes
3. Reports
  - a. Director's Report
4. Action/Policy Items
  - a. Elect officers
  - b. Prepare for annual City Council presentation
5. Discussion Items
  - a. Cybersecurity software and cybersecurity user abuse policy
  - b. Staffing shortage and advocacy
6. Future Agenda Items
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 23<sup>rd</sup> day of September 2025

Stephannie Cottle, City Recorder

<b>THE PUBLIC IS INVITED TO PARTICIPATE IN ALL LIBRARY BOARD MEETINGS.</b>
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**Minutes from a Regular Meeting of the  
Highland City Public Library Board**

Thursday, August 28, 2025 at 7:00 p.m.

IN ATTENDANCE

**Board Members**

Jessica Anderson, Secretary  
Amy Brinton, Chair  
Ron Campbell  
Rachel Farnsworth  
Lynn Lonsdale  
Kevin Tams, Vice-Chair

**Absent Board Members**

Wesley Warren

**Other**

Donna Cardon, Library Director and  
Board Executive Officer  
Karen Liu, Incoming Library Director  
Doug Cortney, City Council  
Erin Wells, City Administrator  
Jay Baughman, Assistant City  
Administrator  
Claudia Sudweeks, Highland  
Historical Society  
David Cardon, Public  
Stephen Farnsworth, Public  
Ryan Garey, Public  
Devin Hart, Public

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 7:09 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 2025.07.17*

Ron Campbell moved to approve the consent agenda. 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	Kevin Tams

The motion passed.

### **3. Action/Policy Items**

#### *a. New Library Director Appointment*

The Board considered the appointment of Karen Liu to the position of Library Director. Donna read a statement about Karen's experience.

Rachel Farnsworth moved to appoint Karen Liu to the position of Library Director. Kevin Tams 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	Kevin Tams

The motion passed.

### **4. Adjournment**

Kevin Tams moved to adjourn the Library Board meeting. 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

Kevin Tams

The motion passed. The meeting adjourned at approximately 7:15 p.m.

The board briefly reconvened to officially thanked Donna Cardon for her extraordinary service to the Library during her time as library director.

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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 August 28, 2025. This document constitutes the official minutes for the Highland City Library Board Meeting.



HIGHLAND CITY

# LIBRARY BOARD AGENDA REPORT ITEM #4a

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**DATE:** September 25, 2025  
**TO:** LIBRARY BOARD  
**FROM:** Karen Liu, Library Director  
**SUBJECT:** Library Board Officer Elections

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## **PURPOSE:**

In accordance with the Highland Library Board Bylaws, the Library Board will elect officers for the coming year.

## **BACKGROUND:**

According to Highland City Library Board Bylaws: “the elected officers of the Board shall include a Chair, Vice-Chair, and Secretary. These officers shall be elected, by majority vote, to one-year terms at the regular meeting in July.” (E.1) Due to the transition of the director position, the Board decided to postpone elections until a new director was in place. The Bylaws describe the duties of each officer as follows:

1. The Chair shall:
  - a. Preside at all the Board meetings.
  - b. Serve as the spokesperson, presenting the position of the majority of the Board in all official communications.
2. The Vice-Chair shall:
  - a. In the absence of the Chair, assume all duties of the Chair.
  - b. Serve as the presumptive chair-elect, subject to the Board’s regular voting procedures.
3. The Secretary shall:
  - a. Take official minutes at the meetings and send them to the City Recorder.

Officers for 2024-2025 have been:

- President: Amy Brinton
- Vice-Chair: Kevin Tams
- Secretary: Jessica Anderson

## **FISCAL IMPACT:**

None

**STAFF RECOMMENDATION:**

The Library Board should choose new Board officers from among their members.

**PROPOSED MOTION:**

I propose that

\_\_\_\_\_ serve as Board Chair,

\_\_\_\_\_ serve as Vice-Chair, and

\_\_\_\_\_ serve as Secretary for the 2025-2026 year.

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**ATTACHMENTS:**



HIGHLAND CITY

# LIBRARY BOARD AGENDA REPORT ITEM #4b

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**DATE:** September 25, 2025  
**TO:** LIBRARY BOARD  
**FROM:** Karen Liu, Library Director  
**SUBJECT:** Prepare annual library report to City Council

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**PURPOSE:**

The Library Board will discuss the annual report to the City Council and decide on a presentation date. They will also discuss whether to present the report to the Alpine and Cedar Hills City Councils. If needed, the Board will create an ad hoc committee to prepare and present the annual report.

**BACKGROUND:**

According to the Library Board Bylaws, one of the responsibilities of the Library Board is to “present an annual report to the City Council.” (G.2.d). This has traditionally been a 10-minute presentation given in a regularly scheduled City Council meeting during October or November.

**FISCAL IMPACT:**

None.

**STAFF RECOMMENDATION:**

The Library Board will prepare to present their annual report to the Highland City Council in November, and contact Alpine and Cedar Hills City Councils to present to their city councils as well.

**PROPOSED MOTION:**

I move that the Library Board presents their annual report to the Highland City Council in November, and contacts Alpine and Cedar Hills City Councils to arrange presentations for them as well.

**ATTACHMENTS:**