

**Minutes from a Regular Meeting of the
Highland City Public Library Board**

Thursday, September 25, 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
Wesley Warren

Other

Karen Liu, Library Director and
Board Executive Officer

Absent Board Members

None

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 7:08 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 August 2025 minutes

Kevin Tams moved to approve the consent agenda. 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	Kevin Tams

Yes Wesley Warren

The motion passed.

3. Reports

a. Director's Report

The Board noted that this is Karen's first board meeting as library director, and she noted that she was appointed as the director this month. The revamped STEM kits are currently circulating and demand is high. Regular programming is in progress, with story time, a Spanish story time, HIVES, and the teen and tween writing club. Karen noted that there is currently a staffing shortage but staff has been moved around and a long-term substitute has come in to relieve some of the burden.

Karen wanted to share an impact story about several families coming in who are primarily non-English speaking, including Chinese and Spanish speaking families. In addition, a Ukrainian woman wants to donate books for that population. The Library is vital in serving these and all the diverse populations of Highland. The Board discussed the potential of increasing the collection in other languages.

Karen will send an additional email with more report details.

4. Action/Policy Items

a. Elect officers

The Board discussed the election of officers.

Kevin Tams moved to elect Amy Brinton as chair, Kevin Tams are vice-chair, and Jessica Anderson as secretary for the 2025-2026 fiscal year. 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

Yes Wesley Warren

The motion passed.

b. Prepare for annual City Council presentation

The Board discussed the upcoming presentation to the City Council and whether to do a presentation in Alpine and Cedar Hills. The Board considered what to focus on in the presentation, including finances and value to the community and the City.

Karen noted some statistics about Library usage and the amazing value and the financial burden of Libby. The Board discussed highlighting the various aspects of the Library's impact beyond story time. Wes brought up the updated General Plan, which has a section about place-making, which means implementing and enhancing spaces that foster community. Amy, Kevin, and Karen will work together to put together a draft presentation for discussion at the next board meeting. The Board determined that a separate ad hoc committee was not necessary. The presentation will be adjusted for Cedar Hills and Alpine. The City survey results may

Kevin Tams moved to assign Amy Brinton and Kevin Tams to prepare a draft presentation for discussion at the next board meeting, to have Karen schedule the presentation with the City Council for the meeting on November 18 at 6:00 p.m., and to have Karen contact Alpine and Cedar Hills to request a time to present to their city councils. 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	Kevin Tams
Yes	Wesley Warren

The motion passed. The Board discussed moving the October meeting.

5. Discussion Items

a. Cybersecurity software and cybersecurity user abuse policy

Karen noted that there was a cybersecurity incident in the Library recently. A patron was using the Library computers and did not log out of her email account. The next patron accessed the email account and sent out inappropriate materials. The original patron called the police, which came to the Library to investigate. They did not have a warrant and ultimately determined that the onus was on the original patron. There is software available that will wipe everything between each user, but the Library does not have it and is not required to have it. There are signs posted by the computers reminding patrons to log out of their accounts. Karen is looking into the availability and the cost of software, and the Board discussed doing a review of the computer usage policy and increasing patron awareness of the risks and responsibility to log out of their accounts.

b. Staffing shortage and advocacy

Karen informed the Board about various staffing issues. Several staff members were sick this week and that can be a common occurrence in the winter. The Library must always have two staff members for safety reasons. The Library has various ways to account for this. Karen is looking at the budget to see if there is room for additional staffing expenditures. She thought maybe reducing collection expenditures by 10% (\$4,800) and using the funds to hire a part-time sub for the morning, to augment the two subs who are available in the evening. Karen noted that the staff is feeling burnt out due to these staffing issues.

The Board discussed staffing issues, including the approval of a substitute last year. The Board also discussed the aging collection, especially the juvenile nonfiction section. Karen noted that a good collection isn't necessary based on full shelves but on useful, relevant, and accessible materials. Karen also noted that the TLC algorithms were set to incorrectly ping the Library first, even though we have the smallest collection. With some reports and weeding, it should help the collection. Staffing currently constitutes about 70% of the Library's budget; many similar libraries about staffing at about 75%. While the substitute would receive the same funds as the person who did not come in for their shift, there needs to be a base guaranteed per hour to keep the person's skills up and their availability. Right now, the base five hours is not necessarily needed unless the current staff is out. The Board discussed the reserve and the general fund as potential sources of income and also thought checking on the collection budget over time would be helpful.

Karen wants a teen advisory board and teen volunteer hours and would like to advocate for that. She also talked about having the board come in to help in the

Library as necessary. Karen noted that she is applying for a grant for services to senior adults: "Bridging the Gap: Highland's Senior Social Hub. This is strategic to reach out to this underserved population and get them in the Library.

6. Future Agenda Items

- Approval of city council presentation
- Cybersecurity policy and software
- Staffing issues and budget review
- 2026 meeting schedule

The Board's next regular meeting is scheduled for October 23, 2025 at 7:00 p.m., and the Board decided to move the meeting to October 30, 2025 at 7:00 p.m.

7. Adjournment

Kevin Tams moved to adjourn the Library Board meeting. 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	Kevin Tams
Yes	Wesley Warren

The motion passed. The meeting adjourned at approximately 8:43 p.m.

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 September 25, 2025. This document constitutes the official minutes for the Highland City Library Board Meeting.