

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

Thursday, October 30, 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
Wayne Tanaka, Friends of the
Library

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 7:10 p.m. The meeting agenda was posted on the Utah State Public Meeting Website at least 24 hours prior to the meeting.

AGENDA

Amy read a note from former Library Director Donna Cardon to the Board. Ron Campbell, on behalf of the Board, also congratulated Karen on the award of the Highland Senior Hub grant.

1. Public Comment

No public was present.

2. Consent

- a. Approve July 29, 2025 City Council/Library Board minutes*
- b. Approve September 2025 minutes*

Ron Campbell moved to approve the consent agenda with one correction to the September 2025 minutes. 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 |
| Yes | Wesley Warren |

The motion passed.

3. Reports

a. Director's Report

Karen gave her report. She highlighted recent programs, including a science program with UVU and the Trick or Treat Street event. New programs coming up include a teen advisory board, a tween club, which the teens will help with, and the Highland Social Hub ("HSH") for older adults. Karen noted changes to the advertising for programs and the careful selection of programs due to low staffing to dedicate to programs. The City has noted their interest in getting community grants to help fund senior programming. If there is additional funding, it will continue to be weekly; if not, it will be monthly. Karen noted some discussions with a senior member of the community.

Wayne Tanaka joined the meeting to bring refreshments and then left briefly before rejoining the meeting.

The HSH launch will be December 12, 2025 in the council chambers with a luncheon. Karen noted that the library is not just commodities, it is services, but mostly it is community.

Karen noted some behind-the-scenes changes at the Library, including streamlining check-in processes, new weeding processes, and relocation of the on-hold books. Interviews are also underway for two shelver positions. Finally, Karen shared impact stories about the popularity of the study room and the necessity of navigating conflict when it is double-booked. The Board also discussed confidentiality for scheduling. Karen also noted the Friday afternoon rush when the Library closes early. She has tried to figure out ways to keep the Library open longer on Fridays and Saturdays, but we do not have the funding to staff it. The Board brainstormed ways to extend hours.

Finally, Karen noted some statistics and updates to TLC. The total books in September transported in was 11,782 and out was 14,129. They have adjusted the algorithm to not draw from Highland first. Karen will double check the related statistics and update the Board.

Rachel Farnsworth briefly left the meeting and then returned.

The Board discussed issues with TLC deliveries and potential future contingencies. The service is extremely popular. The Board discussed the limits of what the Library can do with the resources it currently has. The Board particularly discussed the need for the use of a City vehicle to transport the TLC books.

4. Action/Policy Items

a. Approve spending of cash reserves with budget review

The Board discussed the current state of the Library's budget and the potential of spending down some of the cash reserves. Specifically, Karen is requesting funds for equipment, including three new staff chairs (\$1,000), and a library assistant position (\$7,800), totaling approximately \$8,800. The Board researched and discussed the current reserve balance (approximately \$76,433) and the amount to purchase three good office chairs (approximately \$600 each).

Jessica Anderson moved to approve the spending of cash reserves for chairs and staffing needs up to \$10,000. 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 |
| Yes | Wesley Warren |

The motion passed.

c. Approve 2026 Board meeting schedule

The Board discussed the meeting schedule for 2026. The following dates fall on the fourth Thursday of the month, with the exceptions of July and November:

January 22
February 26
March 26
April 23
May 28
June 25
July 16*
August 27
September 24
October 22
November 19*
December - no meeting

Kevin Tams moved to adopt the meeting schedule set forth above for 2026. 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.

b. Approve City Council presentation

The Board reviewed the presentation put together by Amy Brinton in collaboration with Kevin Tams and Karen Liu. Amy led the Board through the presentation. The Board talked about the presentation in detail.

The Board also discussed when to give the presentation. The City Council would prefer we present at the December 2, 2025 meeting.

Jessica Anderson moved to approve the presentation with the modifications as discussed for presentation to the City Council on December 2, 2025. 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 |
| Yes | Wesley Warren |

The motion passed.

For Cedar Hills and Alpine, the Board discussed when to give the presentation to their City Councils. The Board decided to move those presentations to January 2026.

5. Discussion Items

a. Library survey results

The Board discussed the results of the 2025 city-wide survey, particularly as it relates to the Library, throughout the meeting.

b. Budget review

The Board reviewed the budget in conjunction with the cash reserves action item above but needs a better budget to perform an in-depth review.

6. Future Agenda Items

- Cybersecurity policy and software
- Budget review

The Board's next regular meeting is scheduled for November 20, 2025 at 7:00 p.m.

7. Adjournment

Kevin Tams 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 | Kevin Tams |
| Yes | Wesley Warren |

The motion passed. The meeting adjourned at approximately 9:11 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 October 30, 2025. This document constitutes the official minutes for the Highland City Library Board Meeting.