

# **Library Board Meeting Agenda**

## **January 22, 2026**

### **Highland City Hall**

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

1. Public Comment
2. Consent
  - Approval of December 2025 meeting minutes
3. Reports
  - Director's Report
4. Action/Policy Items
5. Discussion Items
  - Physical Item Circulation Policy
  - Delivery driver for TLC weekly delivery
  - Financial statement
  - Cedar Hills presentation and non-resident cards
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.highlandut.gov](http://www.highlandut.gov)).

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 21<sup>st</sup> day of January 2026.      Stephannie Cottle, City Recorder**

**THE PUBLIC IS INVITED TO PARTICIPATE IN ALL LIBRARY BOARD MEETINGS.**

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

Thursday, December 2, 2025 at 7:00 p.m.

IN ATTENDANCE

**Board Members**

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

**Other**

Karen Liu, Library Director and  
Board Executive Officer

**Absent Board Members**

Ron Campbell  
Wesley Warren

A quorum of the Board being present, Chair Amy Brinton welcomed those in attendance, noted that the Board just gave its annual presentation to the city council, and began the Library Board meeting at 7:23 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**

No public was present.

**2. Consent**

*a. Approval of October 2025 minutes*

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

Yes	Jessica Anderson
Yes	Amy Brinton
Yes	Rachel Farnsworth
Yes	Lynn Lonsdale
Yes	Kevin Tams

The motion passed.

### **3. Reports**

#### *a. Director's Report*

Karen gave her report. She highlighted recent programs, including the packed story times, the teen advisory board and tween club launch, and the Harry Potter event. The Library assisted with the City's Christmas event. The Library is also gearing up for the launch of the senior social hub next week, and the Board briefly discussed funding for it. Karen also shared an impact story about a young man who needed the Library and about the continued interest in the Library after early closure on Friday.

### **4. Action/Policy Items**

#### *a. Approve spending of cash reserves on budget adjustments*

Karen noted two budget adjustments that were not accounted for in the original budgets and that require use of cash reserves. First, phone reimbursements were about \$200 higher than expected, likely because of the overlap of the two directors (outgoing and ingoing in September). Second, mileage reimbursement for TLC deliveries of about \$680 were not included in the original budget. Highland makes the trip twice a week. Karen noted that both AF and PG have received vehicles from their city council, and Karen has inquired about vehicles that the City may be close to surplusing. The Board briefly discussed finances and requested a budget review.

Rachel Farnsworth moved to approve the spending of cash reserves to cover additional phone and mileage reimbursement costs that were not accounted for in the FY26 budget. Lynn Lonsdale seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
Yes	Amy Brinton
Yes	Rachel Farnsworth
Yes	Lynn Lonsdale
Yes	Kevin Tams

The motion passed.

The Board discussed the upcoming presentations to the Cedar Hills and Alpine city councils and tonight's presentation to the City Council.

## **5. Discussion Items**

None.

## **6. Future Agenda Items**

- Cybersecurity policy and software
- Budget review
- Follow up with City Council
- Lost items and library card renewal process

The Board's next regular meeting is scheduled for January 22, 2026 at 7:00 p.m.

## **7. Adjournment**

Rachel Farnsworth moved to adjourn the Library Board meeting. Kevin Tams seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
Yes	Amy Brinton
Yes	Rachel Farnsworth
Yes	Lynn Lonsdale
Yes	Kevin Tams

The motion passed. The meeting adjourned at approximately 7:53 p.m.

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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 December 2, 2025. This document constitutes the official minutes for the Highland City Library Board Meeting.

# Director's Report

## December 2025 / January 2026



### Programs



December's programming was headlined by the successful launch of the Highland Senior Social Hub (HSH), the new initiative aimed at fostering connection among older adults. 32 attendees enjoyed a holiday luncheon with food generously donated by Chick-fil-A and Highland Library. Speakers at the event included Mayor Kurt Ostler, Councilmember Dr. Scott Smith, and Councilmember Ron Campbell. Dance teacher Pam Smith also addressed the group, sharing personal experiences about the importance of dance and movement. Local business Boardwalk Puzzles donated Christmas puzzles and attendees left with free gifts. The feedback was overwhelmingly positive. In partnership with the Library, Highland Arts Council contributed food and beautiful table top decor. Due to the holidays, the Library paused all additional programs for the last two weeks of December. Children's take home crafts were available for patrons who stopped by.

On New Year's Day, the Library's roof caught on fire. Library patron Cassidy Hughes and her children were returning books to the drop box when she noticed smoke and flames on the library's roof and called 911. Lone Peak Fire Department arrived immediately. The Library was incredibly fortunate: intense heat cracked one of the windows on the roof but it didn't break. Had it shattered, embers would have triggered the sprinkler system, likely destroying the entire collection. The children's programming closet sustained mild water damage with minimal losses in materials. The Library Board and Friends of the Library turned out in full force and assisted with decontamination and clean-up efforts.



### Coming Up

The Library will partner with MAG Aging & Family Services to continue the HSH pilot program. By partnering with Mountainland Association of Governments (MAG), the library will provide professional-grade social services and education at no additional cost to the library budget. MAG will provide bi-monthly luncheons to HSH meetings, host education classes on topics such as dementia, caregiving, hospice and funeral planning, and safeguarding seniors from financial scams and fraud.

### What's New

The Library hired a grant-funded seasonal part-time library assistant. Nikki Treadwill will report to Karen and help run the HSH grant and programming.