

**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.

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.