

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

Thursday, January 22, 2026 at 7:00 p.m.

IN ATTENDANCE

**Board Members**

Jessica Anderson, Secretary  
Amy Brinton, Chair  
Rachel Farnsworth  
Kevin Tams, Vice-Chair  
Wesley Warren

**Other**

Karen Liu, Library Director and  
Board Executive Officer

**Absent Board Members**

Ron Campbell  
Lynn Lonsdale

A quorum of the Board being present, Chair Amy Brinton welcomed those in attendance, and began the Library Board 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

**1. Public Comment**

No public was present.

**2. Consent**

*a. Approval of December 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	Kevin Tams
Yes	Wesley Warren

The motion passed.

### **3. Reports**

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

Karen gave her report. She highlighted the launch of the Highland Senior Hub, which had a very successful first meeting in December with 32 attendees. In association with, the Library will continue to hold HSH meetings every Friday, with MAG Aging & Family Services assisting with luncheons and classes at no additional cost to the library budget. Karen is looking for donations for the lunch in March. MAG may be able to take over by May. The Board discussed various aspects of HSH, including potential events and advertising.

Karen noted the fire on the roof the Library on New Year's Day, which was reported by a Library patron. Board members were able to come and assist with decontamination and clean-up efforts. The Board briefly discussed the insurance issues brought forward by the fire.

Finally, Karen noted that the Library hired a seasonal part-time library assistant, funded by a grant until June. Karen would like to find the money to keep her long-term. It would be about \$15,000 a year to keep her.

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

None.

### **5. Discussion Items**

#### *a. Physical Item Circulation Policy*

The Board discussed potential amendments to the circulation policy. Karen noted that the policy needs to be reconsidered due to TLC issues and trends. In particular, the lost items policies among the three libraries conflict, and Highland is the strictest. American Fork Library has had complaints and asked that we reconsider the policy. The Board discussed various options, including having the patron's main library pay for the book if they choose to waive the fee for the patron.

Karen noted a current issue with a patron who was sent to collections and noted some possible improvements to the process.

*b. Delivery driver for TLC weekly delivery*

The Board discussed the possibility of hiring a driver to complete the weekly TLC deliveries the Library is responsible for. Karen noted that she calculated that a delivery driver for a year at four hours a week at \$18 an hour, using a City vehicle, would be about \$4,000. The City is getting a shell for a community service truck that the Library can use. The Board discussed various ways to adjust the budget to accommodate the driver and the additional part-time person.

*c. Financial statement*

The Board discussed the current Library budget and other financial issues. The Board went line by line through the budget report current through November 30, 2025. Karen noted that she will have the City financial person come to our next meeting and conduct training and answer questions. The Board requested additional information about specific categories and an update on the City's promised replacement of the Library's computers. The Library had been paying for a replacement service but got skipped in the replacement cycle, and the City promised to fix that after it declined to readd the Library to the service.

*d. Cedar Hills presentation and non-resident cards*

The Board discussed the upcoming presentation to the Cedar Hills city council on March 3, 2026. Karen noted that Cedar Hills is considering stopping their reimbursement of non-resident cards and has requested the ability to pay an annual fee to Highland, American Fork and Pleasant Grove (TLC members) for all of their residents to have access. The Board briefly discussed the proposal.

Amy briefly left the meeting then returned.

The Board discussed having TLC weigh in on the proposal from Cedar Hills before the presentation to their city council and having Karen pull some statistics.

The Board briefly discussed the Library Foundation and potential funding raising timing and tax increases.

**6. Future Agenda Items**

- Cybersecurity policy and software
- Physical item circulation policy (lost items)
- Library card renewal process
- Insurance policy for collection
- Financial training and budget breakdown
- Delivery driver and part-time library assistant funding
- Chamber of Commerce library introduction packet
- Library Foundation recruitment and fundraising

The Board’s next regular meeting is scheduled for February 26, 2026 at 7:00 p.m.

## **7. 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	Rachel Farnsworth
Yes	Kevin Tams
Yes	Wesley Warren

The motion passed. The meeting adjourned at approximately 9:12 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 January 22, 2026. This document constitutes the official minutes for the Highland City Library Board Meeting.