

Library Board Meeting Agenda

March 26, 2026

Highland City Hall

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

1. Public Comment
2. Consent
 - Approval of February 2026 meeting minutes
3. Reports
 - Director's Report
4. Action/Policy Items
 - Physical Item Circulation Policy change
5. Discussion Items
 - Programs staff, seasonal staff, and restructuring
 - Budget review
 - Chamber of Commerce library packet
6. Future Agenda Items
 - Cybersecurity policy
 - Library Foundation recruitment and fundraising
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).

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 25th day of March 2026. Stephannie Cottle, CMC|UCC, City Recorder

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

Highland City Public Library Board

Regular Meeting Minutes

February 26, 2026

Meeting Commenced: 7:00 p.m.

Meeting Adjourned: 8:58 p.m.

Meeting Location: Highland City Conference Room

Attendees:

- **Board Members Present:** Amy Brinton (Chair), Rachel Farnsworth, Kevin Tams (Vice-Chair), Wesley Warren, Ron Campbell, Lynn Lonsdale.
- **Board Members Absent:** Jessica Anderson.
- **Other Attendees:** Karen Liu (Library Director/Board Executive Officer), Rob Patterson (City Attorney) - Virtual.

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

1. Public Comment

- There were no members of the public present for comment.

2. Presentation

- **OPMA Training:** City Attorney Rob Patterson provided training on the Utah Open and Public Meetings Act (OPMA).
- **Key Principles:** Deliberations and actions must be conducted openly to ensure the public can understand board decisions.
- **Meeting Definition:** A meeting occurs when a quorum (four members) is called to discuss city business.
- **Electronic Communication:** Members may text or email outside of meetings, but must avoid private electronic deliberations during active meetings.
- Rob left the meeting.

3. Consent

- **Approval of January 2026 Meeting Minutes:**
 - **Motion:** Kevin Tams To approve the January 2026 meeting minutes.
 - **Second:** Lynn Lonsdale.
 - **Vote:** Unanimous in favor.

4. Reports

- **Director's Report (Karen Liu):**
 - **Senior Programming:** The HSH program is growing, with 10 attendees at the last book club and new Tai Chi sessions starting.
 - **Community Partnerships:** Partnering with MAG for "Meals on Wheels" luncheons and a "Dimensional Life" dementia care class.
 - **Facility Improvements:** Reorganized the library workroom with help from Public Works, significantly increasing functional workspace.
 - **Fundraising:** The Friends of the Library book sale earned nearly \$1,200 in profits.

5. Action/Policy Items

- **Budget Adjustments (Reserves):**
 - **Motion:** Rachel Fransworth "I move that the Library Board approves the spending of cash reserves for additional expenses not accounted for in the FY26 library budget."
 - **Second:** Lynn Lonsdale
 - **Vote:** Unanimous in favor (Roll Call: Brinton, Farnsworth, Tams, Warren, Campbell, Lonsdale).
 - **Purpose:** To fund budget adjustments for a part-time position, the TLC delivery driver, and additional equipment/reimbursements.

6. Discussion Items

- **Annual City Budget Meeting Review:** Karen reviewed her presentation from the city budget retreat, highlighting high story time attendance (40-70 children) and increased circulation data.

- **Financial Statement Clarification:** Discussion regarding monthly budget reviews to ensure spending aligns with the approved budget and the strategic use of reserves for the collection.
- **Cedar Hills & Non-Resident Cards:** The board discussed the \$90 non-resident fee for Cedar Hills patrons, noting that Highland residents pay more per household via property taxes.
- **Chamber of Commerce Library Packet:** Discussion on creating a library introduction packet for the local Chamber.

7. Future Agenda Items

- **Cybersecurity Policy:** Review of library cybersecurity and software protection.
- **Library Foundation:** Recruitment of new members and fundraising strategies, including receiving donations directly from the Friends of the Library
- **TLC Lost Items Policy:** Vote to update the policy to 90 days in the next meeting.
- **Library Insurance policy:** Do we have insurance on the collection? How much would it cost to add?
- **City Obligations:** Does the library have any contracts or obligations with the city? Rent agreement?
- **Reserve Spending:** A strategic plan to utilize more of the **library reserves** specifically for maintenance on the collection.
- **Budget Oversight:** Implementing a **monthly review** of financial statements to ensure spending matches the plan.

8. Closed Session

- **Motion to Convene:** "I move that the Library Board recess the regular meeting to convene in a closed meeting in the executive conference room to discuss the character, professional competence, or physical or mental health of an individual, as provided by Utah Code Annotated §52-4-205."
 - **Motion By:** Rachel Farnsworth.
 - **Second:** Kevin Tams.
 - **Roll Call Vote:** Brinton (Yes), Farnsworth (Yes), Tams (Yes), Warren (Yes), Campbell (Yes), Lonsdale (Yes).

- **Result:** The Board entered closed session at **8:35 p.m.**
- **Reconvene Open Session:** The Board exited the closed session and returned to the regular meeting at **8:54 p.m.**

9. Adjournment

- The meeting was adjourned at **8:58 p.m.**

Certification:

I, Kevin Tams, (Vice-Chair) of the Highland City Public Library Board, do hereby certify that the foregoing minutes represent a true and accurate record of the meeting held on February 26, 2026.

Director's Report

March 2026



Programs

March has been a whirlwind of activity at the library, requiring the entire team to come together. With transitions in the programming department and staff out for medical leave, every team member has stepped up to ensure the library remains fully staffed and programs continue to run smoothly. This collaborative effort has allowed the library to maintain its high standard of service during a busy transitional period.



Tween Club remains a highlight of the library's weekly schedule, maintaining an average attendance of 20 participants. This program continues to thrive with the wonderful support of local teen volunteers who help oversee the activities. While Mel is away, other staff members are stepping in to lead Storytime, Tween Club, and Teen Advisory Board to ensure no gaps in service for Highland's youth.

The library continues to see a deep community impact through the Senior Social Hub. The Tai

Chi class held at the end of February was a notable success with 18 attendees, and participants have already requested additional sessions.

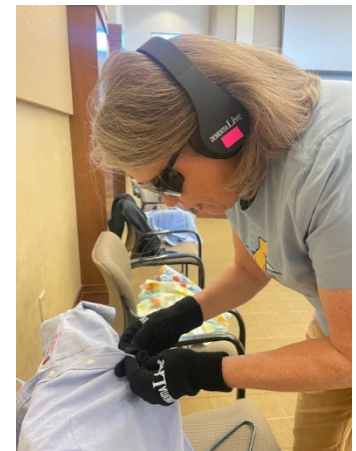
In March, the Mountainland Association of Governments (MAG) presented a *Dementia Live* class. The program provided profound insights for local residents. One attendee shared how the experience completely shifted her perspective on caregiving, fostering a new sense of empathy and a renewed commitment to supporting her husband. These programs continue to demonstrate the library's vital role in providing essential life resources and connection for Highland's seniors.

Coming Up

The library will host a puppet show in April. Little Bunny Fru Fru is scheduled for April 7-9.

What's New

The library hired two seasonal part-time library assistants to help with staffing. These positions will assist with programs, TLC work, and summer reading programming until the end of August.





HIGHLAND CITY

LIBRARY BOARD AGENDA REPORT ITEM #4

DATE: March 26, 2026
TO: LIBRARY BOARD
FROM: Karen Liu, Library Director
SUBJECT: Approve amending Physical Item Circulation Policy

PURPOSE:

The Library Director is requesting approval by the Board to amend Highland City Library's Physical Item Circulation Policy (III, d.) to align with the Timpanogos Library Consortium's (TLC) circulation policies. Currently, patrons may return lost items up to 30 days after they are considered lost. In alignment with TLC, the amended policy will allow patrons to return lost items up to 90 days after they are considered lost. After 90 days, patrons may not return lost items, and charges for those items will remain on the patron's account until paid.

BACKGROUND:

Library Board Bylaws (G.2.b.) state that specific responsibilities of the Board include working in conjunction with the Library Director to approve, amend, and repeal policies for governing the library.

FISCAL IMPACT:

None.

STAFF RECOMMENDATION:

The Library Board will approve amending the Physical Item Circulation Policy to align with the Timpanogos Library Consortium's circulation policies.

PROPOSED MOTION:

I move that the Library Board approve amending the Physical Item Circulation Policy to align with the Timpanogos Library Consortium's circulation policies.

ATTACHMENTS:

None.