

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.**
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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.