

Library Board Meeting Agenda

April 23, 2026

Highland City Hall

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

1. Public Comment

2. Consent
 - Approval of March 2026 meeting minutes

3. Reports
 - Director's Report

4. Action/Policy Items
 - None

5. Discussion Items
 - Tax Increase Request
 - Budget Review
 - Budget Open House, May 13, 2026, 5-8 p.m.
 - Board terms and upcoming vacancies
 - Summer Reading assistance

6. Closed Meeting

7. Future Agenda Items
 - Cybersecurity policy
 - Library Foundation recruitment and fundraising

8. 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.highlandcity.org).

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 22nd day of April, 2026

Stephannie Cottle, City Recorder

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

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

Thursday, March 26, 2026 at 7:00 p.m.

IN ATTENDANCE

Board Members

Jessica Anderson, Secretary
Amy Brinton, Chair
Ron Campbell
Rachel Farnsworth
Lynn Lonsdale
Kevin Tams, Vice-Chair
Wesley Warren

Other

Karen Liu, Library Director and
Board Executive Officer
Adele Farnsworth
Michael Brinton
Wayne Tanaka, President of the
Friends

Absent Board Members

None

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

1. Public Comment

Michael Brinton noted that he submitted a book request and that it was denied because the book was not published within the last two years. He requested clarification about the policy. Karen responded, referencing the collection development policy, noting that the policy did not include the timing of publication, and stating that she was happy to reconsider the request.

Wayne Tanaka joined the meeting.

The board briefly discussed the criteria in the collection development policy and the Library's response to book purchase requests.

The Board also briefly discussed potential fundraisers involving musicians from local schools.

Michael Brinton left the meeting.

The Board briefly discussed the status of the Library Board's terms, with Jessica Anderson's final term expiring in June. A new secretary will need to be trained. The current seat terms are as follows

- Seat 1. Ron Campbell 2029
- Seat 2. Rachel Farnsworth 2028
- Seat 3. Kevin Tams 2028
- Seat 4. Amy Brinton 2027
- Seat 5. Lynn Lonsdale 2027
- Seat 6. Wesley Warren 2028
- Seat 7. Jessica Anderson 2026

2. Consent

a. Approval of February 2026 minutes

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

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

The motion passed.

3. Reports

a. Director's Report

Karen gave her report. She highlighted the Highland Senior Hub and the Tween Club, both of which are consistently popular. She also gave an update on staffing, including a staff member on medical leave, transitions in the programming department with the loss of the program manager, and two new seasonal part-time

library assistants who will work through August. She also specifically highlighted a MAG program about dementia.

The Board briefly returned to the topic of term expirations. The Board discussed the need to create a way to keep Board documents and history in a cloud-based system.

Karen noted some upcoming events, including summer reading. The fairy tale ball is postponed indefinitely (probably until next year), because the Library is currently understaffed. The STEAM club is also on hiatus until May. Karen addressed some training and planning longer term, to keep programming consistent.

Wesley Warren joined the meeting.

Karen noted that she had a conversation with City Councilman Scott Smith, who expressed support for additional funding for the library through a tax increase. The mayor may add a Library tax increase to her proposed budget. The Board discussed potential tax increase issues, including what level of increase to ask for and the timing. The Board discussed tying the ask to something like the cost of a hardback book.

4. Action/Policy Items

a. Physical Item Circulation Policy change

The Board referenced its prior discussion about modifying the deadline for patrons to return items after they are considered lost. Currently, the policy is 30 days. The proposed amendment would change it to 90 days to match other TLC library circulation policies, who are revising their policies down to 90 days.

The language in paragraph III(d) will change from 30 to 90 in two sentences.

Rachel Farnsworth moved to amend the Physical Item Circulation Policy to allow patrons to return items up to 90 days after the item is considered lost to align with the circulation policies of the other libraries in the Timpanogos Library Consortium. Ron Campbell seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
Yes	Amy Brinton
Yes	Ron Campbell

Yes	Rachel Farnsworth
Yes	Lynn Lonsdale
Yes	Kevin Tams
Yes	Wesley Warren

The motion passed.

5. Discussion Items

a. Programs staff, seasonal staff, and restructuring

See discussion above under Director's Report.

b. Budget review

Karen met with Karen and Jay to review the budget and, for the FY 2027 budget, the Library is projected to be \$64,000 over budget. For this year, the Library budget will also be over budget due to Karen's salary and benefits, because the previous director did not take raises or benefits. Kevin requested that the Board review the budget each month. Kevin noted that the City Council has stated that they will not support a tax or general fund increase in funding due to the Library's reserve account, and we therefore need to spend that down. Amy noted that the Board's goal is to have a Library that responsibly meets the needs of the community and to make sure that our reserve spending is responsible and geared toward the long-term success of the Library.

The Board discussed that the current priorities are funding staffing and the collection and that we have a fiscal responsibility to track and oversee the spending of the reserve and the budget as a whole. Karen noted that her job is to have the budget reflect true operating costs to run a quality Library in Highland that meets the community needs, including programming and the collection. Karen confirmed that there is a plan to spend down the reserve in collection development.

The Board discussed the funds of approximately \$417,000, which the City owes the Library from the collection of motor vehicle and property taxes that were collected but not disbursed. Karen may request that the funds be given to the Library as an endowment. The Library could consider those funds as a rainy day fund.

The Board agreed that the budget and tax issues should be on the agenda every month for the foreseeable future.

c. Chamber of Commerce library packet

The Board discussed putting a current flyer of events and a Library card application in the welcome basket. Karen will work with Library staff on that.

6. Future Agenda Items

- Cybersecurity policy and software
- Library card renewal process
- Insurance policy for collection
- Library obligations to City
- Budget oversight and reserve spending
- Library Foundation recruitment and fundraising

The Board’s next regular meeting is scheduled for April 23, 2026 at 7:00 p.m.

Wayne Tanaka gave a brief update of the activities of the Friends of the Library.

7. Adjournment

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

Yes	Jessica Anderson
Yes	Amy Brinton
Yes	Ron Campbell
Yes	Rachel Farnsworth
Yes	Lynn Lonsdale
Yes	Kevin Tams
Yes	Wesley Warren

The motion passed. The meeting adjourned at approximately 8:50 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 March 26, 2026. This document constitutes the official minutes for the Highland City Library Board Meeting.

Director's Report

April 2026



Programs

Due to Mel's medical leave, the team stepped in to lead Storytime sessions during the first week of the month, ensuring no disruption in service for the library's youngest patrons. The library also hosted a three-day residency of the Puppet Players, featuring the production "Little Bunny Fru Fru." The event was a significant success, drawing a total of **231 attendees** over the three days. Positive patron feedback indicated a high demand for more puppet shows in the future.

To address the re-structuring of roles and the vacancy of the Program Manager position, the library onboarded and trained two seasonal staff members, Elaina Horne and Mila Hart. Their support has been vital in maintaining operational continuity during this transition period.

On April 14, the Director participated in the City's first budget work session. During the three-hour session, Karen answered on-record inquiries regarding library operations, staffing hours, and budget allocations. Karen's answers focused on the necessity of a tax increase to ensure the long-term sustainability and growth of library services.

One year since joining the Timpanogos Library Consortium (TLC), the library continued to see high engagement with the shared collection. Access to over 200,000 items significantly expanded the diversity of materials available to local residents. March TLC transfers totaled almost 2000, with 1100 incoming items.



Coming Up

Preparations are officially underway for the 2026 Summer Reading Program. This year, the library will adopt the nationwide theme "Unearth a Story," focusing on the worlds of paleontology, archaeology, and (to capture the interest of teens) zombies.