

Library Board Meeting Agenda

June 4, 2026

Highland City Hall

7:00 pm-Call to Order: Kevin Tams, Board Vice-Chair

1. Public Comment
2. Consent
 - Approval of April 2026 meeting minutes
3. Reports
 - Director's Report
4. Action/Policy Items
 - None
5. Discussion Items
 - Finance Director David Mortensen will answer budget questions
 - Budget Review
 - Library Board vacancy applications
 - Collection Development policy
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 3rd day of June, 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, April 23, 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
Wayne Tanaka, President of the
Friends of the Library

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 7:19 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

None.

2. Consent

a. Approval of March 2026 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 gave updates about staff and programs, including a recent and upcoming puppet shows. It has been a year since joining TLC. People love the service, and high quantities of books are being brought in to Highland residents. The Library is gearing up for summer reading. The kickoff will be with Scales and Tails.

4. Action/Policy Items

None.

5. Discussion Items

a. Tax Increase Request

Karen reported on the City budget meeting, emphasizing her focus on numbers and data. Following that meeting, the City is willing to work towards requesting a tax increase. She noted her goal and purpose is to get the Library fully funded and operational for years to come. The proposal is to ask for about a \$30 increase per household per year. Karen noted that there is lots of work to do, and we will need to gather strong public support for comment in public meetings and emails to council members. The City will oversee the Truth in Taxation process. The Board discussed ways to advocate for the tax increase, including via the parade, taking to the public, and reaching out to councilmembers.

b. Budget Review

c. Budget Open House, May 13, 2026, 5-8 p.m.

The Board reviewed several line items of the current budget to make sure that the Library is in line with the budget for the fiscal year.

Karen noted that Councilmember Rice is going to use her discretionary funds to purchase the shell for the truck that will be used for TLC transport. The Board discussed the process of finding a shell to purchase, preferably used.

The Board also discussed the budget open house in May. Karen noted that she is going to prepare boards to educate the public. Board members will try to attend.

The Board returned to the budget discussion, requesting that Karen provide updated financials for the May 2026 meeting.

The Board also discussed the City's proposal to have the City event person take over the Highland Senior Hub. The Board determined that it is more of a social services program that falls better under the umbrella of the Library and that the Library does not have the resources to pay for part of the event person's salary.

d. Board Terms and Upcoming Vacancies

Jessica Anderson noted that the May 2026 meeting will be her last as a member of the board. A different Board member should take minutes in May and June, so Jessica can train them.

Karen will make sure that advertisements for a new member go out.

The Board discussed having a short meeting in May and then an activity at an escape room.

e. Summer Reading Assistance

Karen noted that the Library will be doing things a little differently this year. The first reward this year will be a new book. There will be specific hours that patrons can come and pick up their prizes. The Library may need help staffing the prize hours.

Wayne Tanaka left the meeting.

6. Closed Session

At 8:26 p.m., Jessica Anderson moved to convene in closed session to discuss the character, professional competence, or physical or mental health of an individual as

permitted by Utah Code § 52-4-205. 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 Board convened in closed session.

At 8:49 p.m., Jessica Anderson moved to adjourn the closed session. Wesley Warren 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 Board returned from closed session at 8:49 p.m.

7. Future Agenda Items

- Cybersecurity policy and software
- Library card renewal process
- Insurance policy for collection
- Library Foundation recruitment and fundraising

The Board's next regular meeting is scheduled for May 28, 2026 at 7:00 p.m.

8. 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	Rachel Farnsworth

Yes Kevin Tams
Yes Wesley Warren

The motion passed. The meeting adjourned at approximately 8:49 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 April 23, 2026. This document constitutes the official minutes for the Highland City Library Board Meeting.