

Library Board Meeting Agenda

October 29, 2026

Highland City Hall

6:30 pm-Call to Order: Amy Brinton, Board Chair

1. Public Comment
2. Consent
Approval of September 2026 meeting minutes
3. Training – City Administrator, Erin Wells. Assistant City Administrator, Jay Baughman
4. Reports
 - a. Director's Report
5. Discussion Items
 - a. Data reporting request
 - b. Internet Policy
 - c. Materials Reconsideration form
6. Closed Session
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, Stephanie 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 28th day of October 2026 Stephanie 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, September 24, 2026 at 7:00 p.m.**

IN ATTENDANCE

Board Members

Amy Brinton, Chair
Kevin Tams, Vice-Chair
Lynn Lonsdale
Rachel Farnsworth

Other

Karen Liu, Library Director and
Board Executive Officer
Rob Patterson, City Attorney
(participated electronically)
Wayne Tanaka, President, Friends
of the Library (arrived 7:56 p.m.)
Ed Bunker, member of the public
Hannah Bunker, member of the public

Absent Board Members

Ron Campbell
Wesley Warren
Rhett Weller

A quorum of the Board being present, Chair Amy Brinton welcomed those in attendance and began the Library Board meeting at 7:17 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

Highland residents Ed and Hannah Bunker attended, noting they had heard the Board mention that members of the public rarely attend its meetings. No other public comment was given.

2. Consent

a. Approval of August 2026 meeting minutes

Kevin Tams noted a correction to the August minutes: the Board decided not to add language clarifying that the collection includes digital materials, as the Collection Development Policy already addresses multiple formats.

Kevin Tams moved to approve the August 27, 2026 meeting minutes as corrected. Lynn Lonsdale seconded the motion. The vote was recorded as follows:

Yes Amy Brinton

Yes	Kevin Tams
Yes	Lynn Lonsdale
Yes	Rachel Farnsworth

The motion passed.

3. OPMA Training

City Attorney Rob Patterson provided the Board's annual Open and Public Meetings Act training, covering what constitutes a meeting, chance and social gatherings, electronic communications and GRAMA, and closed meeting requirements, including approval by two-thirds of members present. He recommended Board members include Karen on Board-related email so records can be provided if requested.

Chair Brinton stepped out of the meeting at 7:31 p.m. and returned at 7:32 p.m.

4. Reports

a. Director's Report

Karen reported that, now fully staffed, the Library has launched several new, well-attended fall programs and hired two new library shelvers. She will present on the TLC partnership at the State Library Directors Summit, where the Library will receive the 2026 Quality Library Award. She also noted new partnerships with Lone Peak Police and Fire.

Kevin Tams asked that future Director's Reports include monthly statistics; Karen will share her fiscal-year statistics spreadsheet.

5. Action/Policy Items

a. Collection Development Policy Amendment

Kevin Tams moved that the Library Board approve adding the statement, "a patron may only have one active request for reconsideration at a time" to the Collection Development Policy, under the Reconsideration of Library Materials section. Rachel Farnsworth seconded the motion. The vote was recorded as follows:

Yes	Amy Brinton
Yes	Kevin Tams
Yes	Lynn Lonsdale
Yes	Rachel Farnsworth

The motion passed.

b. Physical Item Circulation Policy Amendment

Kevin Tams moved that the Library Board approve amending the Physical Item Circulation Policy and changing Section III.D.'s lost items timeframe from 30 days to 90 days. Lynn Lonsdale seconded the motion. The vote was recorded as follows:

Yes	Amy Brinton
Yes	Kevin Tams
Yes	Lynn Lonsdale
Yes	Rachel Farnsworth

The motion passed.

The Board noted that some policies appear in multiple places on the Library website and asked staff to remove outdated versions so current policies are clearly posted.

6. Discussion Items

a. Patron Behavior Policy

Karen described a recent incident in which a nine-year-old was left at the Library nearly an hour after a program ended. The current policy addresses only children under nine, and the City Attorney suggested adding a policy for minors ages 9–17. The Board discussed liability, staff not serving as caregivers, closing-time procedures, and keeping the Library welcoming for older children. Karen will obtain the City Attorney's recommendation and bring the policy back for review; staff will also adjust program check-in procedures.

b. Budget and spending roadmap

Karen forwarded the July and August budget reports but has not yet reviewed them with City finance staff. The Board asked for a month-to-month spending plan at the next meeting reflecting pending staffing decisions. Karen will send the Library's budget pages and schedule a line-by-line budget review with finance staff.

c. Annual Report to Council on October 20, 2026

With no Board meeting before the presentation, the Board will review the annual report electronically. Members suggested it cover the budget, facility condition, staffing and program changes, and community partnerships, framed as a "next step" for the Library. Karen will confirm with the City Administrator what the Council would like included; the presentation should be 10 minutes or less. Karen thanked Lynn Lonsdale for completing the building inspection for state recertification.

7. Future Agenda Items

a. Technology maintenance

Karen reported that five computers (three cataloging stations and two self-checkout units) were missing from the technology inventory and are past their expected lifespan. Replacement can be covered by the technology budget, and Karen will apply for a state library technology grant in October. Kevin Tams offered to evaluate the equipment.

- Patron Behavior Policy review with City Attorney recommendation
- Budget spending roadmap and budget work session
- Technology inventory and replacement
- November meeting schedule

8. Closed Meeting

At 8:25 p.m., Kevin Tams moved that the Library Board recess to the Executive Conference Room to convene in a closed meeting to discuss the character, professional competence, or physical or mental health of an individual, as provided by Utah Code § 52-4-205. Rachel Farnsworth seconded the motion. The vote was recorded as follows:

Yes	Amy Brinton
Yes	Kevin Tams
Yes	Lynn Lonsdale
Yes	Rachel Farnsworth

The motion passed. The Board convened in closed session.

The Board voted unanimously to end the closed session. The vote was recorded as follows:

Yes	Amy Brinton
Yes	Kevin Tams
Yes	Lynn Lonsdale
Yes	Rachel Farnsworth

The motion passed. The Board returned from closed session at approximately 9:21 p.m.

9. Adjournment

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

Yes	Amy Brinton
Yes	Kevin Tams
Yes	Lynn Lonsdale
Yes	Rachel Farnsworth

The motion passed. The meeting adjourned at 9:21 p.m.

I, Rachel Farnsworth, Highland City Library Board Acting Secretary, hereby certify that the foregoing minutes represent a true, accurate, and complete record of the meeting held on September 24, 2026. This document constitutes the official minutes for the Highland City Library Board Meeting.