

Agenda

Highland City Library Board
Wednesday, July 22, 2015 7:00PM

Highland City Hall, Multipurpose Room A&B
5400 W. Civic Center Drive, Highland, Utah

1. Call to order - Blythe Shupe, Chair
2. Public comment, correspondence, etc.
3. Consent Agenda
 - a. Approval of minutes - May 27, 2015 (pages 2-6)
4. Action Items - Blythe Shupe
5. Discussion
 - a. Building Project update
 - b. Budget update (pages 7)
 - c. Long Range plan update
6. Reports
 - a. Finance Committee - Richard, Blythe
 - i. Financial Report (page 8)
7. Information and Communication
 - a. Dashboard May & June 2015 (pages 9-10)
 - b. Summer reading Program
 - c. LSTA Grant update
8. Annual Officers Election (ballot page 11)
 - a. Chair & Vice Chair
 - b. appointment of Secretary
9. Board training
 - a. Trustee Trouble : Policies
 - i. How often should policies be reviewed?
 - ii. Why does the library need policies on board conduct?
 - iii. What is the present policy for dealing with a board member that acts contrary to the best interests or policy of the board?
 - iv. Name 2 resources for developing policies for your library

Adjournment

Next meeting: September 23, 2015 7:00 pm

Agenda is posted in the Highland City Library 48 hours prior to the meeting, posted online on library and city meeting website at <http://www.highlandcity.org/Archive.aspx?AMID=58&Type=Recent> and on Utah Public Notice website at <http://www.utah.gov/pmn/index.html>.

The Public is invited to attend all public meetings. If you need special accommodation to attend Library Board meetings, please contact the Library Director at 801-772-4528 or at kslade@highlandcity.org.

Highland City Library

May 27, 2015



REGULAR LIBRARY BOARD MEETING MINUTES

Minutes/Secretary: Tiffany Whiting/Michelle DeKorver

Members Present: Andrea Fuller, Cindy Jonsson, Janeen Ashcraft, Marlene Brooks, Richard Sudweeks, Scott Smith, Tiffany Whiting, Tim Irwin

Members Excused: Blythe Shupe late.

Members Absent: None

Guests/Presenters: McKay and Steve Christensen - developers

Library Staff: Kent Slade

Visitors: Roger Dixon

Conducting: Richard Sudweeks/Blythe Shupe

Direction: Library Director, Kent Slade

The meeting was called to order by Richard Sudweeks.

Public Comment/Communication:

- None

Consent Agenda:

The minutes were reviewed from the March, 2015 meeting.

Moved to approve by Scott Smith.

Seconded by Cindy Jonsson.

Vote: Unanimous

Business: Guests McKay and Steve Christensen present concept plan for a four-story apartment complex which would encompass the library's land. In return, the developer would build a roughly 20,000 sq. foot building for the library to rent and use.

- Applecreek Senior Living Center for 55+ citizen community. Current plans call for three entrances for the under-building parking, 243 apartment rentals, and an "Americana Pottery Barn" feel. They include (for the residents) a bistro and interior courtyard including fire places and pools. Visitor parking would be disbursed around the edges of the buildings.
- Of the 5 to 6 acres of property to the east, 1 ½ acres are owned by the city. The developers are proposing to blend the two properties together and build a library for the city.
 - While trying to figure out a budget and plans for the library today, tomorrow and in the future, they asked themselves, "How can we facilitate the library including future needs?" When they asked Kent, they were told that the library space needs to be roughly 20,000 sq. feet.
 - If the proposed space (has high ceilings) is split to two levels – perhaps with a mezzanine, that adds 6-8,000 sq. feet to reach the 20,000 total required. Project has a deadline so would like to have agreements made by late August. Could be excavating by fall with major hustle. Retail on Alpine Highway. 23% moving to 37% over next five years older than 55 years old.
- Parking for the library would mostly be across the street, kitty-corner at the City Offices parking lot. There would be approximately 15-20 stalls in front of the library. There would

- be apartments above the library, also. To prevent visitors to residents from parking in front of the library, signage saying "Library Parking Only" may be necessary.
- A basement under the library is a possibility. The contractors are discouraging that option as digging an extra 10' to 13' to add a basement and to export the dirt would be expensive. (They also feel that it would ruin the esthetics of the building that their architect worked so hard to achieve, as window wells are ugly.)
 - An auditorium for the performing arts would need a basement. McKay recommends not doing an arts center. "They do not make money and Provo is subsidizes theirs to the amount of ½ mil/year out of the city budget." The Covey Center does not have enough seats (600-700) to be able to bring in the high income artists and performers. Better theaters have 2000+ seats. Used a lot for dances, etc. Does not bring in enough income to support itself.
 - It was asked if we can still do something on a much smaller scale to be used as a recital hall or for conference spaces– possibly with flex spaces and a pull-out stage.
 - McKay suggests that you do not need a basement for that, but can do inside the library itself. "Common" area. – Problem is that when the library is busy, it is inconvenient to clear the shelves out of the way to provide floor space. Makes it too crowded and have to schedule when closed, etc.
 - Steve Christensen suggests that if we do this, that we make sure to have a LOT of work-stations for computer and other users. In his opinion, Springville wasn't designed as fiscally responsible or efficient as it should have been. Other ideas discussed included conference rooms to rent out and generate income – which can also be used for classes and speakers and/or the mezzanine can be made to be used as a balcony or "stage."
 - Suggest SEVERAL rooms to generate income for the library/city. (Also do have the community center.)
 - Scott Smith –Citizens may protest a 4 story building there.
 - The library would be a tenant in the building and have to pay rent, but there are two possible scenarios.
 1. Can do as a cornshell with a tenant improvement allowance
 2. OR can finish the entire inside as part of the financing for the project.
 - IF the city agrees to donate the land, then that would reduce the amount of rent, but not get rid of it, unless a buyback provision is put into the agreement, such as at 10 years. At that point, the rest of the building could be condo-ed out, instead of us buying it.
 - Richard Sudweeks said that we should seriously look at the pros and cons of making part of it fit our needs now and the rest income generating that we could grow into later. (Demising walls.) Could we sub-lease the part of the library not being used to office tenants?
 - Yes, and that would reduce our rent. As we took more space, the payments would go up due to more square footage used.
 - Richard Sudweeks to Kent – pros and cons from a Librarian's point of view?
 - Con - Safety of the children crossing the road from overflow parking.
 - Con - Storytimes would have to be limited size to use just the front parking unless other arrangements are made.
 - Con - I would want the pool view hidden."
 - Active outdoor space was discussed. (I cannot see plans on the audiotape, so do not know where may be.)
 - Kent – "I like the idea. If it is designed properly, we can still have the study spaces, etc.

- Scott Smith – We do not currently have the overhead. There would be additional yearly maintenance and rent that we would have to be able to pay somehow over what we are paying now. Alpine and Cedar Hills on board?
- Marlene Brooks – Do we need to hire someone to negotiate with Alpine and Cedar Hills to get them on board to assist and make it more of a community library so that there is more funding and collaboration?
- Scott Smith suggests we get some Alpine and Cedar Hills people to be on the Foundation Board, as well.
- Richard Sudweeks – is there precedent for projects like this? Yes. There are private and public partnerships all of the time. (Do not know of any library partnerships per se.)

-BREAK-

Blythe Shupe called the meeting back to order and gave an update on the Library Survey. There were concerns expressed about the survey from some city council members. The way the questions are worded is being contested. Also a suggestion was made to use www.bitly.com for a truncated link. Do we leave the survey as it is, reword it, or remove it, or reword it and pay for more answers/responses?

- Tim Irwin asks, “If the dedicated tax issue is off the table, do we still need the survey?”
- Some board members still feel it is a good thing to have.
- Tim Irwin suggests that we take it down, as “If we are going to do it, we need to do it right.”
- Clients are charged \$1/response through Qualtrics. Their minimum account is \$2500, but Qualtrics is willing to let us buy \$1000 in responses, instead.
- Scott Smith suggests that we make it available for people to “Take the library survey” on the city bill or in the newsletter.
- Blythe will work on fixing the questions first.
- Scott Smith. Have the library foundation give the \$1000 to settle this issue?
- Blythe. We need to have a good method of distribution, before spending money on it. Qualtrics needs a database of people to contact in order to distribute it, as it is an email based survey/system.
- Blythe said that Michelle had asked about adding programming questions. If the board is going to remove the survey, should they give the 250 questions to Michelle to use as a programming survey?
- We do have about 100 emails of library supporters. These would be ideal to use in a programming survey.
- Several board members voiced approval of a programming survey.
- Tim Irwin recommends (again) that we drop the survey, as the dedicated tax issue is no longer on the table and because of the objections from council members about the questions.
- No motion or vote necessary.
- Blythe will deactivate it and give it to Michelle to use for programming feedback.

Committee Reports: none

Action Items:

- **Review budget and approve**

Kent reviewed the budget changes from Gary LeCheminant. The forecasted amount of money coming to the library was decreased by about \$2000 from Kent’s estimation. Gary also decreased the projected income from fees and fines and grants, as well. To accommodate the changes,

- Kent reduced the equipment budget by removing the endcaps for the children's area for this next fiscal year, even though the adult section will be already done. (May be able to get a grant?)
- He cut \$4000 from books and materials (\$2000 down from last year.)
- He left the travel budget as is because training is vital - so staff can go to the PLA conference in Denver this upcoming year, and Kent would like to go to the Ill/Polaris users group meeting.
- Postage was cut a bit.
- I.T. was reduced to replace the three staff computers, instead of four computers, as we wanted. Need to purchase 3/year to properly rotate because of heavy use.
- Money in the printing category was increased slightly because library staff will no longer be using the copier on the city side.
- Supplies reduced, but we purchased some larger ticket items such as new library cards last year.
- Programming reduced slightly.
- Increase for part-time person. However, may not hire until January to save ½ a year salary. Need another for State Certification. Still right at the thresh-hold, at that.

FYI: Reserve funds will run out in about three years if used to pay "rent" and utilities to the city, as there is about \$124,000 in that account.

Richard Sudweeks motions for the revised budget to be approved as proposed.

Scott Smith seconds.

Vote: Unanimous

- Dashboard presentation: Kent Slade.
- Library Board Appointment Recommendations: Andrea's last meeting. Kent already asked people and submitted names to mayor for future appointments. The people he recommended are Scott Smith, Cindy Jonsson and Roger Sudweeks to be appointed/reappointed to the Library Board. Probably be on the agenda for the council meeting on the 16th.
- Summer Reading: Online registration for the first time ever. Kickoff on June 1st at 4 pm by the Utah County Extension 4H. In case of rain, move inside. Expecting 300 to 600 children.

Board Training: skipped

Motion to adjourn was made by Scott Smith and seconded by Andrea Fuller

Adjourned at 9:08 pm.

Assignments:

- Blythe Shupe asked Kent to take the information on the Dashboard about hours open and circulation statistics per hour to the city council.

- Individual patron report from Polaris: When asked, Kent said that the report has finally been sent from Polaris and he has “run one.” He also told board that he already sent the information about patron circulations to Aaron via email to give to the city council.
- Tim Irwin would like the dashboard graphs sent to him electronically or have it/them sent directly to the entire city council.

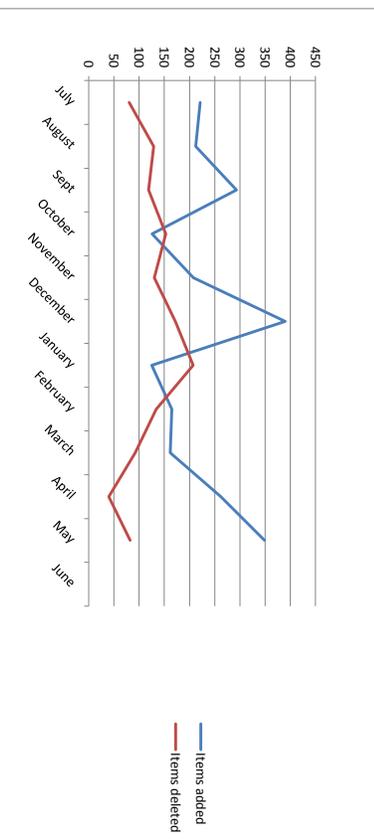
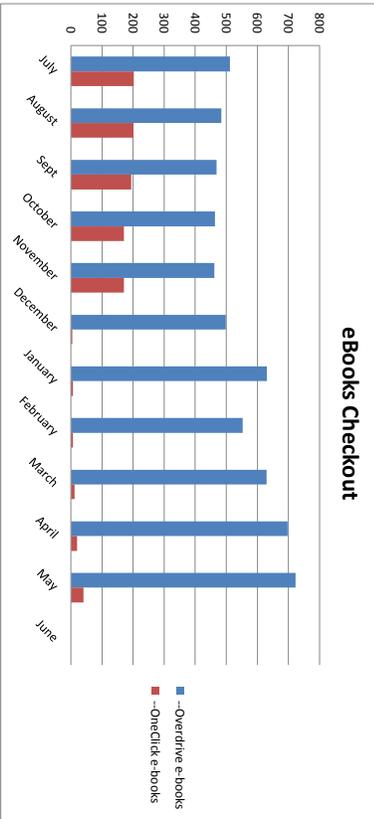
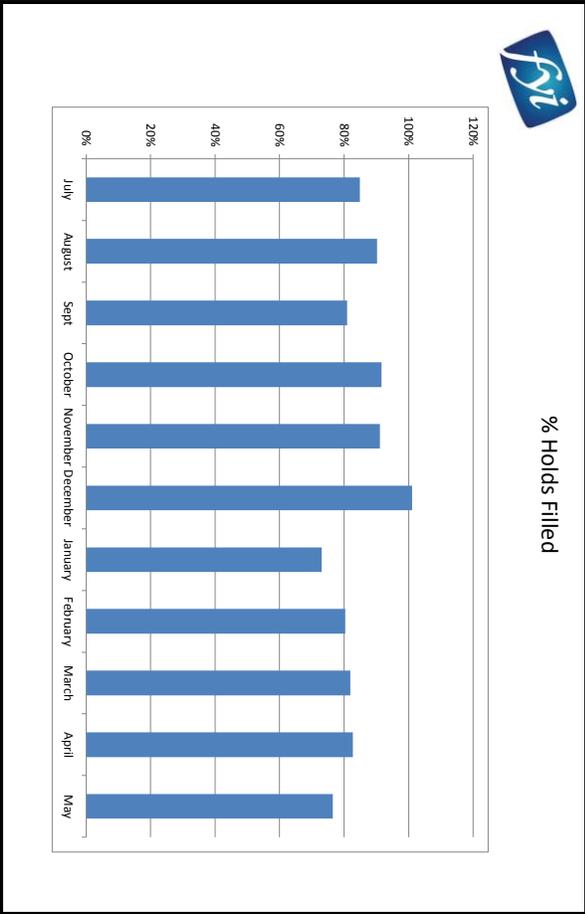
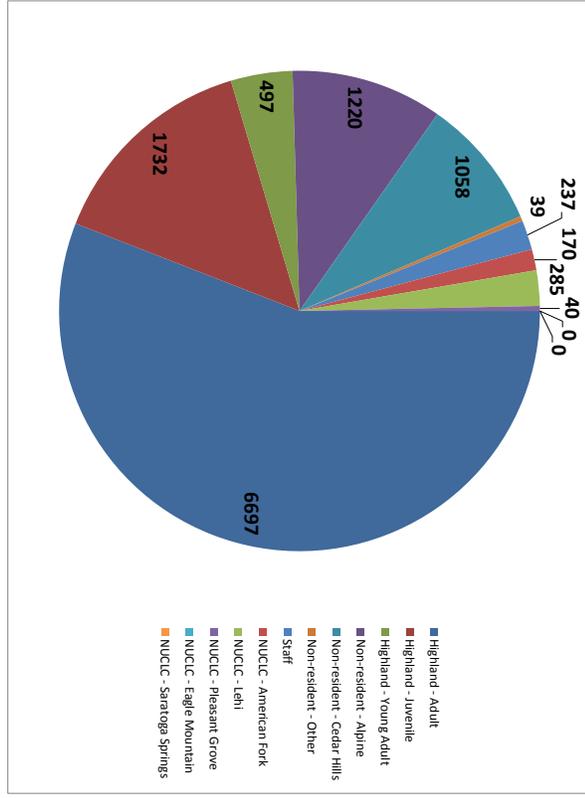
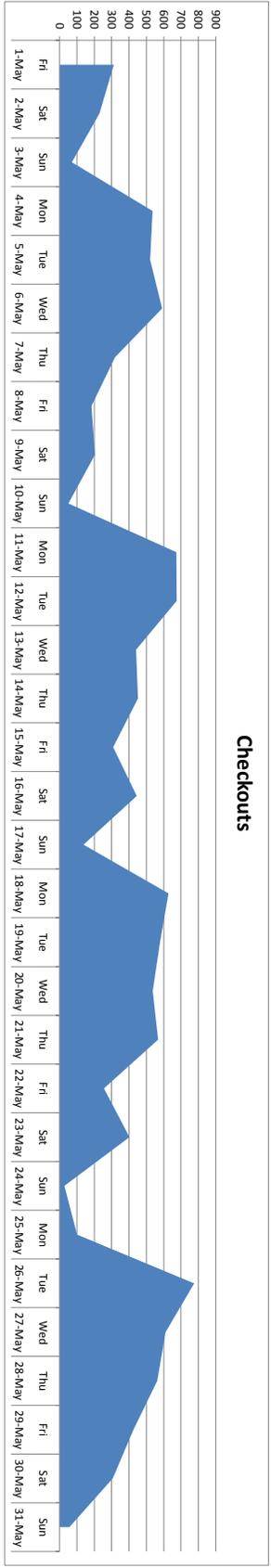
Next Meeting: July 22, 2015; 7:00 pm

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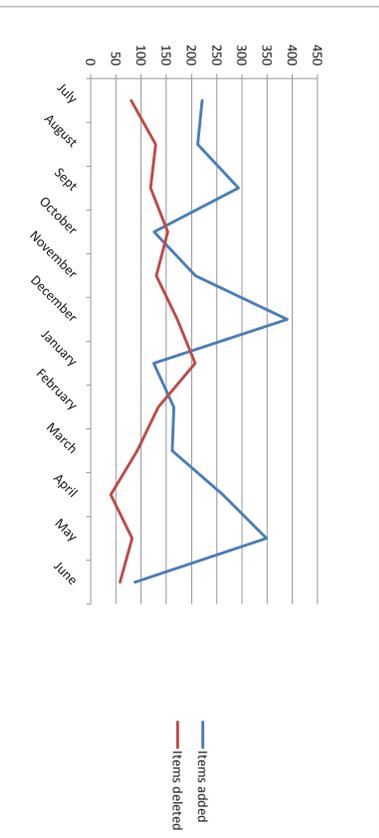
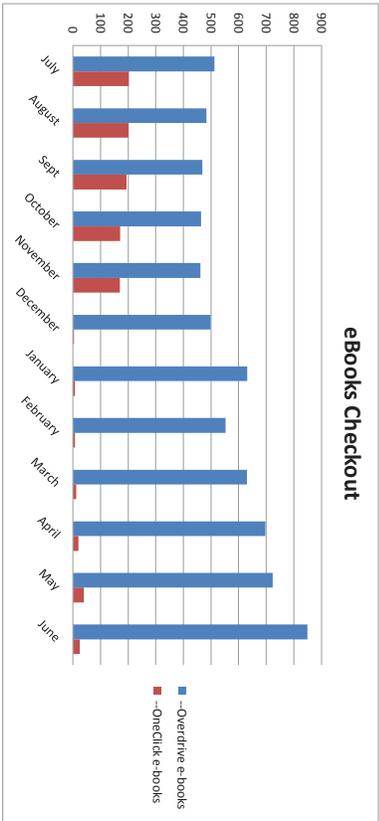
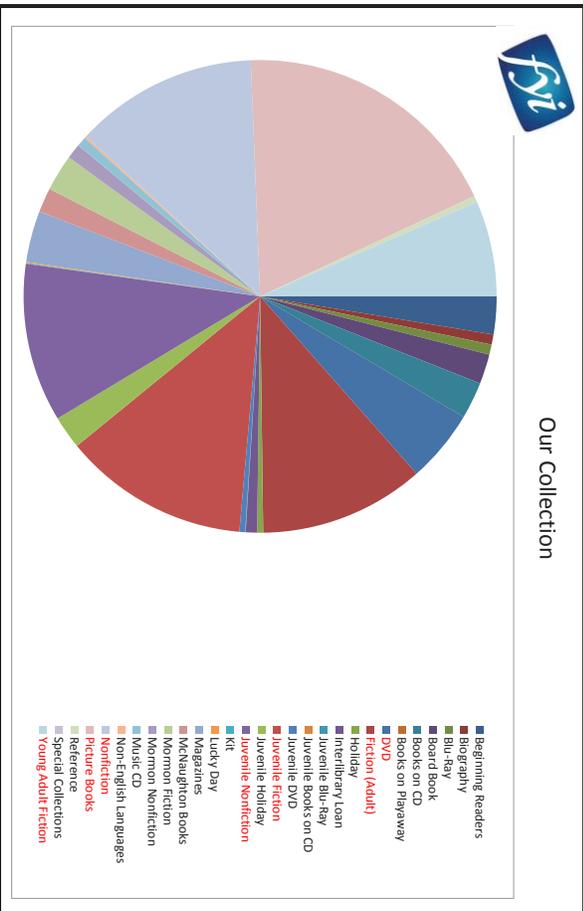
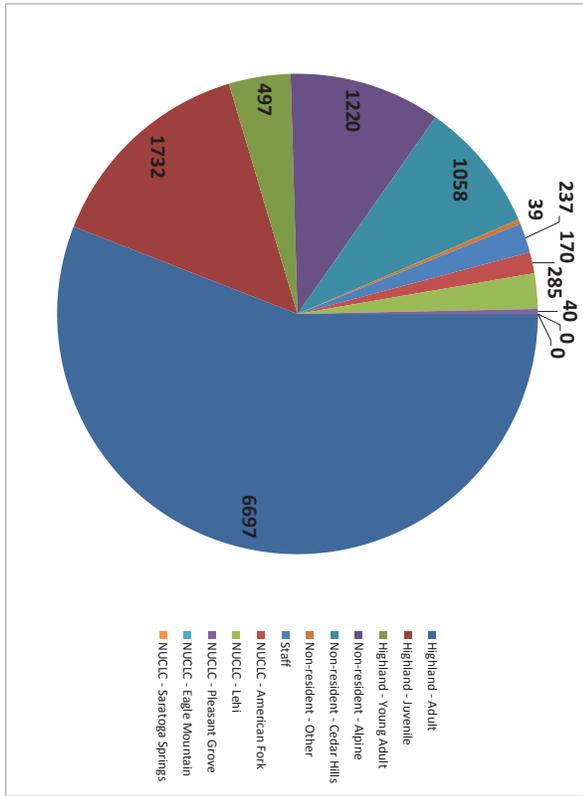
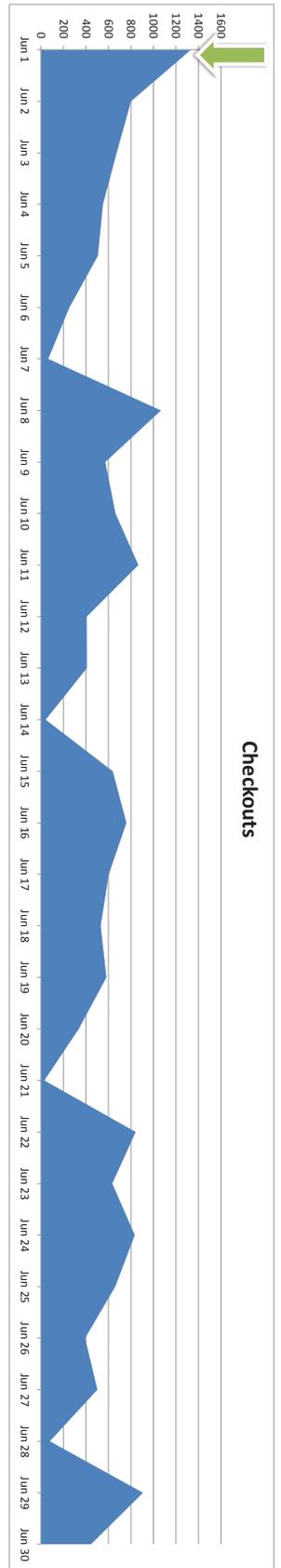
2015-2016			As of 7/15/2015		
Highland City Library					
Account	Description	2015-2016 Budget	Expended	% Expended	Balance
10-50-21	Equipment	\$ 3,500.00	\$ 400.00	11%	\$ 3,100.00
	Les Olsen	\$ 400.00	\$ -	0%	\$ 400.00
10-50-23	Books and materials	\$ 32,000.00			
	Books	\$ 7,100.00	\$ 5,750.00	81%	\$ 1,350.00
	Ingram	\$ 16,700.00	\$ 35.45	0%	\$ 16,664.55
	Deseret Book	\$ 1,000.00	\$ -	0%	\$ 1,000.00
	Midwest Tape	\$ 5,000.00	\$ 18.99	0%	\$ 4,981.01
	Penguin Random House - B	\$ 1,000.00	\$ 45.00	5%	\$ 955.00
	Amazon (books)	\$ 400.00	\$ -	0%	\$ 400.00
	Overdrive	\$ 1,000.00	\$ -	0%	\$ 1,000.00
10-50-25	Fund Raising, Travel & Memberships	\$ 3,000.00	\$ -	0%	\$ 3,000.00
10-50-27	Postage	\$ 2,000.00	\$ -	0%	\$ 2,000.00
10-50-28	Information Technology	\$ 15,000.00	\$ -	0%	\$ 15,000.00
10-50-29	Printing	\$ 600.00	\$ -	0%	\$ 600.00
10-50-30	Special Programs	\$ 5,500.00			
	Special Programs	\$ 3,250.00	\$ -	0%	\$ 3,250.00
	Ridleys	\$ 1,000.00	\$ -	0%	\$ 1,000.00
	Partyland	\$ 2,200.00	\$ -	0%	\$ 2,200.00
	Office Depot	\$ 400.00	\$ -	0%	\$ 400.00
10-50-35	Supplies	\$ 3,000.00			
	Supplies	\$ 1,000.00	\$ -	0%	\$ 1,000.00
	Office Depot	\$ 1,250.00	\$ -	0%	\$ 1,250.00
	Demco	\$ 750.00	\$ -	0%	\$ 750.00
10-50-50	Grants	\$ 5,000.00	\$ -	0%	\$ 5,000.00
10-50-61	Telephone	\$ 2,131.00			\$ 2,131.00
10-50-62	Professional & Technical Services	\$ 1,440.00			\$ 1,440.00
10-50-63	Building Maintenance	\$ 4,397.00			\$ 4,397.00
10-50-64	Building Utilites	\$ 9,781.00			\$ 9,781.00
10-50-65	Rent	\$ 37,567.00			\$ 37,567.00
10-50-66	Property Insurance	\$ 1,415.00			\$ 1,415.00
10-50-70	Capital Expenses	\$ -	\$ -		\$ -
	Gifts		\$ -		\$ -
	TOTAL ONGOING	\$ 126,331.00	\$ 6,249.44	5%	\$ 120,081.56
10-50-11	Salaries & Wages - Fulltime	\$ 89,377.00		0%	\$ 89,377.00
10-50-13	Employee Benefits	\$ 46,023.00		0%	\$ 46,023.00
10-50-14	Salaries & Wages - Part-time	\$ 54,542.00		0%	\$ 54,542.00
	TOTAL OVERALL	\$ 316,273.00	\$ 6,249.44	2%	\$ 310,023.56
	Revenues				
10-31-12	Dedicated Tax	\$ 227,000.00		0%	\$ 222,601.00
10-31-20	Delinquent Taxes	\$ 20,000.00			
10-38-98	Fines & Fees	\$ 28,000.00		0%	\$ 30,000.00
10-38-81	Grants	\$ 5,000.00		0%	\$ 6,000.00
	Gifts				\$ -
	Transfer from Reserves	\$ 36,273.00			
-/+		\$ -	\$ (6,249.44)		
	Reserve Fund (PTIF)				

2014-2015 Budget				As of 7/15/2015		Highland City Library Foundation	
Highland City Library						Highland City Library Foundation	
Account	Description	2013-2014 Budget	2014-2015 Budget	Expended	% Expended	Balance	Friends of the Library
10-50-21	<u>Equipment</u>	\$ 2,000.00	\$ 3,500.00	\$ 3,957.78	113%	\$ (457.78)	CD #1 \$ 21,862.76
	<u>Les Olsen</u>		\$ 400.00	\$ 321.99	80%	\$ 78.01	CD #2 \$ 26,235.31
10-50-23	Books and materials	\$ 31,000.00	\$ 32,000.00				TOTAL \$ 72,528.06
	<u>Books</u>	\$ 6,000.00	\$ 2,540.00	\$ 1,651.06	65%	\$ 888.94	
	<u>Ingram</u>	\$ 17,000.00	\$ 17,000.00	\$ 14,460.96	85%	\$ 2,539.04	
	<u>Deseret Book</u>	\$ 500.00	\$ 700.00	\$ 466.11	67%	\$ 233.89	
	<u>Midwest Tape</u>	\$ 4,000.00	\$ 4,000.00	\$ 3,983.44	100%	\$ 16.56	
	<u>Midwest Tape</u>		\$ 500.00	\$ 236.14	47%	\$ 263.86	
	<u>Random House - BOT</u>	\$ 1,000.00	\$ 1,000.00	\$ 585.00	59%	\$ 415.00	
	<u>Amazon (books)</u>	\$ 500.00	\$ 400.00	\$ 364.82	91%	\$ 35.18	
	<u>Amazon (magazines)</u>		\$ 400.00	\$ 186.55	47%	\$ 213.45	
	<u>Overdrive</u>	\$ 1,000.00	\$ 1,000.00	\$ 990.76	99%	\$ 9.24	
10-50-25	<u>Fund Raising, Travel & Memberships</u>	\$ 2,250.00	\$ 1,500.00	\$ 1,555.68	104%	\$ (55.68)	
10-50-27	<u>Postage</u>	\$ 2,500.00	\$ 2,500.00	\$ 1,564.42	63%	\$ 935.58	
10-50-28	<u>Information Technology</u>	\$ 15,000.00	\$ 13,000.00	\$ 11,767.46	91%	\$ 1,232.54	
10-50-29	<u>Printing</u>	\$ 500.00	\$ 500.00	\$ 593.64	119%	\$ (93.64)	
10-50-30	Special Programs	\$ 5,500.00	\$ 5,500.00				
	<u>Special Programs</u>		\$ 1,800.00	\$ 1,822.55	101%	\$ (22.55)	
	<u>Ridleys</u>	\$ 1,000.00	\$ 500.00	\$ 591.39	118%	\$ (91.39)	
	<u>Ridleys</u>		\$ 500.00	\$ 430.58	86%	\$ 69.42	
	<u>Partyland</u>	\$ 1,800.00	\$ 2,200.00	\$ 574.38	26%	\$ 1,625.62	
	<u>Office Depot</u>	\$ 400.00	\$ 400.00	\$ 182.68	46%	\$ 217.32	
	<u>Ingram</u>		\$ 500.00	\$ 64.82	13%	\$ 435.18	
	<u>Midwest Tape</u>		\$ 100.00	\$ 88.21	88%	\$ 11.79	
10-50-35	Supplies	\$ 8,000.00	\$ 3,000.00				
	<u>Supplies</u>		\$ 650.00	\$ 639.81	98%	\$ 10.19	
	<u>Office Depot</u>	\$ 800.00	\$ 1,000.00	\$ 991.42	99%	\$ 8.58	
	<u>Demco</u>	\$ 1,000.00	\$ 1,000.00	\$ 464.14	46%	\$ 535.86	
	<u>Staples</u>		\$ 250.00	\$ -	0%	\$ 250.00	
	<u>Ridleys</u>	\$ 100.00	\$ 100.00	\$ -	0%	\$ 100.00	
10-50-50	<u>Grants</u>	\$ 10,000.00	\$ 7,437.00	\$ 7,401.38	100%	\$ 35.62	
10-50-70	<u>Capital Expenses</u>		\$ 2,400.00	\$ 2,480.00	103%	\$ (80.00)	
	<u>Gifts</u>		\$ 2,500.00	\$ 2,514.74	101%	\$ (14.74)	
	TOTAL ONGOING	\$ 76,750.00	\$ 73,837.00	\$ 57,123.62	77%	\$ 16,713.38	
10-50-11	Salaries & Wages - Fulltime	\$ 84,023.00	\$ 85,167.00	\$ 81,996.90	96%	\$ 3,170.10	
10-50-13	Employee Benefits	\$ 41,638.00	\$ 44,081.00	\$ 32,774.25	74%	\$ 11,306.75	
10-50-14	Salaries & Wages - Part-time	\$ 54,929.00	\$ 47,000.00	\$ 42,086.95	90%	\$ 4,913.05	
	TOTAL OVERALL	\$ 257,340.00	\$ 250,085.00	\$ 213,981.72	86%	\$ 36,103.28	
	Revenues						
10-31-12	Dedicated Tax	\$ 207,351.00	\$ 222,601.00	\$ 219,795.51	99%	\$ 2,805.49	
10-38-98	Fines & Fees	\$ 30,000.00	\$ 30,000.00	\$ 24,349.30	81%	\$ 5,650.70	
10-38-81	Grants	\$ 10,000.00	\$ 6,000.00	\$ 4,937.00	82%	\$ 1,063.00	
	Gifts		\$ -	\$ 2,500.00		\$ 2,500.00	
-/+	Reserve Fund (PTIF)	\$ (9,989.00)	\$ 8,516.00			\$ 89,128	

May 2015



June 2015



Nomination and Election of Officers

To nominate an individual for an office, ask for recognition from the Chair and state: "I nominate [state the name of the nominee] for the office of [state the office] of the Library Board."

A second must be made for the nomination.

When all nominations have been submitted for all positions the Chair will call for a vote.

Voting for Library Board officers takes place by ballot.

Ballot

For the position of Chair of the Library Board, I vote for:

For the position of Vice Chair of the Library Board, I vote for:

Ballots will be tabulated and the voting will be certified by the Secretary of the Library Board.