

**Minutes from a Regular Meeting of the
HIGHLAND CITY PUBLIC LIBRARY BOARD**

Thursday, November 19, 2020 at 7:00 p.m. via Zoom

IN ATTENDANCE

Board Members

Roger Dixon, Chair
Mike Burns
Briawna Hugh
Claude Jones
Becky Lewis
Natalie Reed, Vice-Chair
Kim Rodela, City Council Rep.
Edgar Tooley

Other

Donna Cardon, Library Director and
Board Executive Officer
Erin Wells, Assistant City
Administrator

Absent

Jessica Anderson, Secretary

A quorum of the Board being present, Board Chair Roger Dixon welcomed those in attendance and began the Library Board meeting as a regular meeting. The meeting agenda was posted on the Utah State Public Meeting Website at least 24 hours prior to the meeting.

Roger read the following legal declaration aloud:

I Roger Dixon, Highland City Library Board Chair, hereby declare that due to the COVID-19 pandemic, holding a Library Board meeting with a physical anchor location presents a substantial risk to the health and safety of those who may be present at the anchor location due to health concerns with Board members and their family members. Members of the public are invited to participate in the electronic means which are detailed in the Board Meeting agenda. This declaration is dated Monday, November 19, 2020.

AGENDA

1. Public Comment

None

2. Consent Agenda

Approval of Minutes for October 22, 2020

Briawna Hugh moved to approve the minutes. Becky Lewis seconded the motion. The vote was recorded as follows:

Yes	Roger Dixon, Chair
Yes	Mike Burns
Yes	Briawna Hugh
Yes	Claude Jones
Yes	Becky Lewis
Yes	Natalie Reed
Yes	Kim Rodella
Yes	Edgar Tooley

The motion passed.

3. Reports

1. Director's Report

Donna Cardon summarized her report. Library statistics are not far off from 2019, except for library visits. Total physical collection number has been adjusted due to inclusion in the software of discarded books. The library's collection is actually approximately 40,000 books. That is under the NUCLC number, but there is no procedure to remove member libraries, so this number is likely not a concern. Tumble Books app was used by over 200 in October, after Donna gave presentations about the program in local schools.

Mike Burns joined the meeting.

Programs in October each had about 50 participants, which is great considering the circumstances. On November 11, 2020, the City Council, while acknowledging that the library had been holding live events responsibility, voted to have the library discontinue live programs for two weeks to comply with the Governor's order. The library decided to put live events on hiatus through the end of 2020. The library is now working to put on virtual programs through the end of the year and will then reassess. Coming up, the library is doing its annual Elf on the Shelf program, a make and take program for adults featuring the Creative Bug database, a Santa's workshop with a variety of craft kits on a first-come-first-served basis.

New windows were installed in the library that can open, which is a COVID-19 measure to allow for more air circulation. The library is also getting four more short shelves for the center of the library to allow for expansion of the religious fiction section, which is the library's most circulated section among adults. The collection team has been busy rearranging materials, and checking the children's books to ensure children's fiction is through third grade and intermediate fiction is for fourth grade up.

The library is not anticipating having to close again. Erin Wells noted that, at this point, the only likely closure scenario is if there is a COVID outbreak among the library staff. And even then, it might just be reduced hours rather than a complete closure. Some libraries, have gone to holds pickup only or to reduced hours. But many libraries are providing services as usual.

2. Feasibility Steering Committee Report

The first meeting with the company representatives, Cathy Wheaton, Laura Smith, and Ken Wheaton, was held on November 11, 2020. On November 16, 2020, Cathy and Laura did a site inspection of three possible locations. One is to expand the current location, two is the lot east of the city center, and three is the community center building. Next meeting is November 25, 2020.

The library was featured heavily in this month's City newsletter, including the Council approval of the feasibility study, and Natalie Reed noted the change in formatting of the library program page. Erin Wells noted that it is key to keep the community informed as the community center project moves forward.

4. Action/Policy Items

1. 2021 Schedule

The Board reviewed the proposed meeting schedule and noted changes to the regular schedule and potential conflicts with holidays.

Regular meeting date and time: fourth Thursday of each month at 7:00 p.m.

January (budget adjustment)	*January 7, 2021
January	January 28, 2021
February	February 25, 2021
March	March 25, 2021
April	April 22, 2021

May	May 27, 2021
June	June 24, 2021
July	July 22, 2021
August	August 26, 2021
September	September 23, 2021
October	October 28, 2021
November	*November 18, 2021
December	No meeting

* indicates a departure from the regular meeting date

Claude Jones moved to approve the 2021 calendar as set forth above. Mike Burns seconded the motion. The vote was recorded as follows:

Yes	Roger Dixon, Chair
Yes	Mike Burns
Yes	Briawna Hugh
Yes	Claude Jones
Yes	Becky Lewis
Yes	Natalie Reed
Yes	Kim Rodella
Yes	Edgar Tooley

The motion passed.

5. Discussion Items

1. *What to include in the library space, brainstorming session*

Donna Cardon reviewed the brainstorming session the Board worked on in the October meeting, which helped identify the types of groups that reside in Highland and how those groups might use a community space.

The Board then undertook a brainstorming session of what individual elements might be included in the space and how those elements might help specific groups. For example, a stage. That might be used by theatre groups and other performers.

- Stage
- Green room/dressing rooms
- Auditorium (with tiered seating)
- Audio/video equipment, acoustics, lighting, lightroom

- Vending machines/café area
- Storage space
- Tables/chairs
- Kitchen
- Dividers
- Ballroom
- Exhibition/museum/art gallery/display space
- Medium-sized meeting rooms
- Play space
- Book collection space
- Tech rooms/computers/editing equipment/maker space/3D printer
- Projection screens
- Store space to sell items
- Business center (printers, copiers, basic office equipment)
- Outlets (in floor and throughout) and flexible lighting
- Trade show space
- Lobby space
- Ticket office
- Bathrooms
- Janitorial space
- Building needs (HVAC, water, utilities, etc.)
- Sinks, cleaning space
- Fitness/sports space
- Outdoor meeting space (pergola, porch, pavilion, water feature, garden)
- Outdoor amphitheater
- Solar panels, composting, windmills
- Loading dock, trash dumpsters
- Parking lot

We are not at the point where this can be narrowed down, but the purpose is to get us thinking and working to create a space that will fill many needs.

2. Christmas Celebration

The Board opted to forego a Christmas celebration this year due to COVID-19.

6. Closed Session

Briawna Hugh moved to convene in closed session to discuss the character, professional competence, or physical or mental health of an individual. Claude Jones seconded the motion. The vote was recorded as follows:

Yes	Roger Dixon, Chair
Yes	Mike Burns
Yes	Briawna Hugh
Yes	Claude Jones
Yes	Becky Lewis
Yes	Natalie Reed
Yes	Kim Rodella
Yes	Edgar Tooley

The motion passed. Donna Cardon left the meeting.

The Board convened in closed session.

7. Future Agenda Items

1. Budget Adjustments

The Board's next meeting is scheduled for January 7, 2020 at 7:00 p.m.

8. Adjournment

The meeting adjourned after the Board concluded the closed session.

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 November 19, 2020. This document constitutes the official minutes for the Highland City Library Board Meeting.