

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

Thursday, October 27, 2022 at 7:00 p.m.

IN ATTENDANCE

Board Members

Jessica Anderson, Secretary
Rachel Farnsworth
Kim Rodela, City Council Rep.
Kevin Tams, Chair
Wesley Warren

Other

Donna Cardon, Library Director and
Board Executive Officer
Amy Brinton, Potential Member

Absent Board Members

Lynn Lonsdale, Vice-Chair

A quorum of the Board being present, Chair Kevin Tams welcomed those in attendance and began the Library Board meeting as a regular meeting at 7:02 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. Approve Minutes 09.22.2022

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

Yes	Jessica Anderson
Yes	Rachel Farnsworth
Yes	Kim Rodela
Yes	Kevin Tams
Yes	Wesley Warren

The motion passed.

3. Reports

a. Director's Report

Donna Cardon gave her report. She reviewed recent statistics, including that the total physical collection passed 43,000 items. The Library weeded over 10,000 books during Covid and have been gradually building back up. The total physical circulation was up 1,200 over last September.

Programs are going well. Passive programs, including Georgie the Ghost and the lollipop guessing jar, have been fun for patrons and help keep people engaged. The UVU Chemistry Week was successful, and the teen writing and grandparent and baby story times are going strong.

*Kim Rodela joined the meeting.

November has three library closure days. It's picture book month, so a local picture book author will be doing a reading. It's also National Novel Writing Month, so there will be two write-ins and a book page craft. In honor of Dia de Los Muertos, the Library put up a community ofrenda and people are interacting with it.

The Library hired two pages to replace one page, because processing the book collection is behind and circulation is up. Donna attended the state library director summit. She came back with ideas, including adding a collection box to use change to pay for copies, using a state program to request large print books, and generating useful statistical reports to compare our library with others in the state.

The Foundation's Adopt a Book drive is going well, with 81 picture books donated. The Friends helped with the trick-or-treat street event and pushed the book drive. Donna will start deemphasizing the book drive from here. Donna is starting to do serious research to replace the carpet. She is also looking at the expiration of our contract with Sirsi-Dynix and considering whether to use a different vendor. Finally, with the City now charging fees for credit card use, the Library has the ability to create an online form to pay fines and fees online. It would cost about \$1,000 to set it up. Donna will do additional research.

b. Library Foundation Report

Jessica Anderson reported on behalf of the Highland City Library Foundation. As Donna mentioned, the Foundation's Adopt a Book picture book drive is going well, with over 80 books purchased and donated to the library. The Foundation is going to sponsor an event to recognize donors and kick off the winter reading program in January. Donna noted that the theme for winter reading is "Paws to Read," with a snow leopard on it. The opening event may be an animal show.

4. Action/Policy Items

a. Amend Strategic Plan

The Board discussed the proposed amendment to the strategic plan. The plan originally stated that the Library would update the juvenile nonfiction section by purchasing "250 books each year for 4 years." When the Library recently went through the process of researching and ordering 50 new country and 50 new state report books, they realized that the time and money involved was more than they originally thought. Accordingly, the Donna proposes that the strategic plan be adjusted to state that the Library "will acquire 150 juvenile fiction books each year for the next five years." The Library is in the process of doing a deep weed of the juvenile nonfiction section. For example, anything related to technology that is more than 10 years old is being discarded.

Jessica Anderson moved to adopt the updated 2022-2027 Long-Range Strategic Plan as amended and to present it to the City Council for approval. Rachel Farnsworth seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
Yes	Rachel Farnsworth
Yes	Kim Rodela
Yes	Kevin Tams
Yes	Wesley Warren

The motion passed.

b. Approve 2023 Meeting Schedule

The board discussed its 2023 schedule. Meetings are usually held on the fourth Thursday of each month at 7:00 p.m.

January 26, 2023
February 23, 2023
March 23, 2023
April 27, 2023
May 25, 2023
June 22, 2023
July 27, 2023
August 24, 2023
September 28, 2023
October 26, 2023
November 16, 2023 (week early because of Thanksgiving)
December 2023 (no meeting)

Jessica Anderson moved to approve the 2023 meeting schedule set forth above. Rachel Farnsworth seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
Yes	Rachel Farnsworth
Yes	Kim Rodela
Yes	Kevin Tams
Yes	Wesley Warren

The motion passed.

c. Library Board Training

The board discussed how to fulfill its annual training requirement, whether via in-person training or via online training. The Board decided to do an online training, with each member selecting their own training.

Kim Rodela moved that the Library Board members watch one of the online trainings before our January 2023 meeting. Rachel Farnsworth seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
Yes	Rachel Farnsworth
Yes	Kim Rodela
Yes	Kevin Tams
Yes	Wesley Warren

The motion passed.

*Rachel Farnsworth left the meeting.

5. Discussion Items

a. FY2022 budget adjustments

The Board reviewed and briefly discussed the budget adjustments, which were largely to adjust in light of actual income numbers (from fines and fees, non-resident cards, and grants) and to then adjust for spending those funds (on new carpets, the new page, the fund study, etc.). Donna noted that there was no grant this fall for capital improvements for disability, as was rumored. The Board discussed whether to tag the \$50,000 for the carpet *and* for ADA improvements as needed.

b. Annual Presentation to the City Council

Kevin Tams gave the presentation he plans to give to the City Council. Kevin noted some missing statistics and photos that need to be filled in. The Board discussed the presentation, making minor suggestions.

The date of the presentation to Council will be November 1, 2022. Board members are strongly encouraged to attend.

6. Future Agenda Items

- Christmas Party
- ILS Contract Renewal
- Consider patron policy for age limits of kids unattended in the Library

The Board's next regular meeting is scheduled for November 17, 2022 at 7:00 p.m.

*Amy Brinton left the meeting.

7. Closed Session

At 8:20 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. Wesley seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
Yes	Kim Rodela
Yes	Kevin Tams
Yes	Wesley Warren

The motion passed. The Board convened in closed session.

At 8:27 p.m., Wesley Warren moved to adjourn the closed session. Jessica Anderson seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
Yes	Kim Rodela
Yes	Kevin Tams
Yes	Wesley Warren

The motion passed. The Board returned from closed session at 8:27 p.m.

8. Adjournment

Kim Rodela moved to adjourn the Library Board meeting. Wesley Warren seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
Yes	Kim Rodela
Yes	Kevin Tams
Yes	Wesley Warren

The motion passed.

The meeting adjourned at 8:28 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 October 27, 2022. This document constitutes the official minutes for the Highland City Library Board Meeting.