Library Board Meeting Agenda
January 24, 2019
Highland City, West Conference Room
5400 West Civic Center Drive, Highland UT 84003

7:30 pm – Call to Order: Roger Dixon, Board Chair

1. Public Comment:

2. Consent Agenda:
   a. Approval of minutes from September 13, 2018, September 27, 2018, October 25, 2018 and November 27, 2018

3. Reports:
   a. Director’s Report – Donna Cardon
   b. Circulation/Attendance/Library Service – Donna Cardon
   c. Report on Budget Outcome at 01/22/19 City Council Meeting – Donna Cardon

4. Action/Policy Items:
   b. Dedicated Property Tax – Roger Dixon

5. Discussion Items: (No action will be taken)
   a. Potential Meeting with Gary to Gain Better Understanding of Budget Process/Discuss Budget 2019 – Roger Dixon
   b. Library Website and Content – Roger Dixon
   c. Library Policies: Volunteer Policy, Proctored Exam Policy, Privacy Policy and Overdue Fines – Doug Courtney/Donna Cardon

6. Future Agenda Items:
   a. Future Initiatives for the Library – Roger Dixon
   b. Board Member Job Description – Doug Courtney
   c. Current Strategic Plan – Donna Cardon

7. Future Meetings:
   Thursday, February 28, 2019

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 via telephone, Skype, or other electronic means during this meeting.

CERTIFICATE OF POSTING
I, Cindy Quick, the duly appointed City Recorder certify that the foregoing agenda was posted in three public places within Highland City limits. The agenda was also 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 Library Board, staff and public.

Posted and dated this 23rd day of January, 2019

Cindy Quick, CMC
City Recorder

THE PUBLIC IS INVITED TO PARTICIPATE IN ALL LIBRARY BOARD MEETINGS
Item 2a
Approval of Meeting Minutes
from September 13, 2018
Library Board Meeting Minutes
September 13, 2018
Waiting Formal Approval

Highland City, West Conference Room
5400 West Civic Center Drive, Highland UT 84003

PRESIDING: Library Board Chair Roger Dixon

LIBRARY BOARD MEMBERS PRESENT: Mike Burns, Claude Jones, Nancy Pasaretti, Claudia Stillman, Wayne Tanaka

CITY STAFF PRESENT: City Recorder Cindy Quick, Council Member Scott L. Smith, and Interim Library Director Erin Wells

OTHERS: Doug Cortney

7:00 pm – Call to Order: Roger Dixon, Board Chair

Board Chair Roger Dixon welcomed those in attendance and began the Library Board meeting as a regular meeting at 7:39 pm. The meeting agenda was posted on the Utah State Public Meeting Website at least 24 hours prior to the meeting.

Mr. Dixon reminded anyone attending the Library Director interviews should be at the City at 8:00 am. He outlined the schedule for the day.

Mr. Tanaka asked who would be able to attend the interviews.

Mr. Dixon explained that they were closed meetings and meant for Board Members only.

Jessica Anderson was introduced as a nominated board member – if Council were to approve the nomination she would be part of the board.

1. Public Comment:
There were none.

2. Consent Agenda:
   a. Approval of minutes from August 9, 2018

   Mr. Dixon asked for the approval of the minutes to be continued.

   City Council Rep Ed Dennis MOVED to continue the approval of the minutes.
   Board Member Mike Burns SECONDED the motion.
The vote was recorded as follows:

Board Member Mike Burns  Yes
Board Member Claude Jones  Yes
Board Member Nancy Passaretti  Yes
Board Member Claudia Stillman  Yes
Board Chair Roger Dixon  Yes
City Council Rep Ed Dennis  Yes

The motion passed.

3. Reports:

No reports were given

4. Action/Policy Items:
   a. Review New Bylaws – Roger Dixon

   Board Members transitioned to the back conference room.

   Mr. Dixon started discussions with item b. under section F. Library Operations and asked to continue revision discussions beginning with letter ii.

   Mr. Dennis suggested revisions to letter ii. The board was pleased with the suggested changes.

   The line would read as follows:

   ii. The Board shall establish policies and rules for the operation and use of the Library.

   Minor revisions were made to letter iii and iv as follows:

   iii. The Board may exclude from the use of the Library any person who willfully violates these rules. (9-7-405(2))

   iv. The Board may extend the privileges and use of the Library to persons residing outside of Highland City upon terms and conditions it may prescribe by rule. (9-7-405(2)).

   Mr. Dixon referred to letter c. Record Keeping and Reporting. He asked Mr. Dennis to share the revised suggestions for the section. After a brief discussion the Board came to a consensus to accept his suggestions as follows:

   c. Record Keeping and Reporting. (9-7-406)
      i. On behalf of the Board, the Library Director shall keep the records and submit an annual report, including financial statements, as required by the State Library Board for certification in its request for an annual report from the public libraries. (9-7-406(1))
      ii. The Board shall review and approve the annual report prior to submission to the State Library Board. Library Director shall prepare an annual report on the condition and operation of the Library, including a financial statement and submit it to the Board for review and approval.
iii. After its review, the Board shall forward the report to the City Council for their information.

iv. The Library Director shall submit the annual report to the State Library Board.

v. A copy of the annual report is to be kept on file in the Library.

Board Members discussed the financial statement and agreed that it should be included as a part of the annual report.

Board Members then discussed Section F, article d.

Mr. Dixon explained that the article was a combination of the Library Bylaws and the Municipal Code.

Board Members discussed the hiring of the Library personnel and the Library director.

Ms. Stillman stated that the language coordinated with the City, and felt it was appropriate.

Board Members agreed regarding the following verbiage:

d. Personnel. (Appendix C Sample Board Bylaws from the State)
   i. The Board shall, in coordination with the City Administrator, appoint a Library Director to have immediate charge of the Library with those duties and compensation for services that it determines. (Current Bylaws, May 2010 9-7-407(1))
   ii. The Board shall appoint, upon the recommendation of the Library Director and in coordination with the City Administrator, other Library personnel as needed. 9-7-407(2)
   iii. Prior to the completion of the Library Director's annual evaluation, the Board shall review and provide input to be consulted by the City Administrator prior to the completion of the annual evaluations of the Library Director and Library staff. The Board may also complete a separate annual performance evaluation for these positions.

Ms. Wells questioned if the Library Board determines the compensation.

Mr. Burns asked for clarification.

Discussion took place regarding process and procedure of how to determine compensation.

Board Members agreed to leave it as stated by the state code. They added item iii.

Board Members discussed the annual evaluations and agreed that they will review and provide input to the City Administrator prior to the completion of the annual evaluations of the Library Director.

Mr. Burns asked regarding the process of evaluating personnel.

Ms. Wells suggested how annual evaluation could be conducted, and the Board agreed.

Board Members agreed regarding minor changes within item e. Outreach and agreed to move letter iii. To Record Keeping and to the following verbiage:

e. Outreach.
   i. The Board shall conduct outreach activities in conjunction with the Library Director.
ii. The purpose shall be to extend the reach of library services within the community of Highland City and to the communities Alpine and Cedar Hills.

iii. Monitor the Library's progress in meeting the Certification Renewal Process. (Standards for Utah's Public Libraries).

Board Members discussed the long-range strategic planning, and agreed to the following verbiage for that section as follows:

f. **Long-range Strategic Planning.** (Standard #3, Basic Certification Standards)
   The Board shall develop and maintain a long-range strategic plan and present for approval the updated plan to the City Council each year.

Next, the Board Members discussed the basic certification standards and agreed regarding the following verbiage:

2. Changes to the Library policies or any other procedural document may be proposed at any regular meeting of the Board and become effective if duly approved by the Quorum present.

2. The Board shall work with the Library Director to ensure that all aspects of the Basic Certification Standards are being met.

Board Members discussed what a quorum for their Board would be and agreed that any change in Library policies will have to be approved by the majority present.

Board Members agreed that all Board members will have formal training or orientation annually. This training may include a session led by the Library Director or local government representative, a Utah State Library Consultant, or through attendance at a relevant Utah Library Association workshop.

All Board Members agreed to the following verbiage for that section in the bylaws:

3. **All Board members shall have formal training or orientation annually.** This training may include a session led by the Library Director or local government representative, a Utah State library consultant, or through attendance at a relevant Utah Library Association workshop. Each Board member shall attend a minimum of one Library System (or other Library related) workshop, seminar, or meeting during each calendar year or to hold training sessions as a part of regular Board meetings on a quarterly basis. (Standard #5, Basic Certification Standards)

Board Members agreed that Members of the Highland City Library Board may also serve as members of the Board of the Highland City Library Foundation and updated the verbiage as follows:

4. **Members of the Highland City Library Board may also serve as members of the Board of the Highland City Library Foundation.**

Mr. Dennis asked if the Board could address the number of members on the board next.

Ms. Stillman asked the Board to look at article K. 1, Standing Committees.

Discussions ensued and by consensus of the board the section was outlined as follows:

K. **Standing Committees** (Appendix C Sample Board Bylaws from the State)
1. The Board shall have the following six standing committees: Outreach, Long-range Strategic Planning, Library Fund, Operations, Records and Reports, and Personnel.

2. Each committee shall have at least 2 Board members. The primary responsibilities of the committees consist in consulting with the Library Director, supporting the Library Director in carrying out the assigned responsibilities of the committee, and informing the Board of progress and problems in the relevant area of the committee.

3. The members of each committee shall be determined by the Board at a regular meeting.

4. The term of office of each committee member shall be one year or until a replacement is appointed. Terms run from July 1 – June 30.

5. Members may be reappointed to the same committee only once in succession.

6. Vacancies shall be filled in the same manner as the original appointment and only for the remainder of the unexpired term.

7. Library staff members may be assigned to work with the Standing Committees by the Library Director.

Mr. Dennis asked regarding the number of the members on the board.

Mr. Dixon asked for clarification about paying the staff members. Ms. Wells to leave out the definition because the Library Director should know that they will be paid.

Mr. Burns indicated that he liked the idea of nine-member board.

*Board Member Mike Burns MOVED that the Library Board have nine members.*

*City Council Rep Ed Dennis SECONDED the motion.*

Mr. Dixon turned to the Board for further discussion. He clarified that the motion made was that the board shall consist of nine members, eight selected from the citizens of Highland and one member from the City Council. He asked if there was a second to the motion.

*Board Member Mike Burns ACCEPTED the amendment to the motion.*

*City Council Rep Ed Dennis SECONDED the amendment.*

Mr. Dixon again turned to the Board for further discussion on the amendment.

Ms. Stillman noted that she was initially concerned about nine members. However, after working together she felt that nine was good a number. She supports nine members.

Mr. Jones suggested that having seven members would be better, because he saw it work well. He indicated that having nine members would create fractions.

Ms. Wells reminded the Board that they would be adding two more members.

Mr. Burns stated that rotations would be easier.

Mr. Dixon said it would not be a tie vote.

*Board Member Mike Burns MOVED that the Library Board have nine members, eight would be selected from members of the community, one would be a member of the City Council.*

*Council Member Ed Dennis SECONDED the motion.*
Mr. Dixon asked for a vote on the amended motion.

*The vote was recorded as follows:*

- **Board Member Mike Burns**: Yes
- **Board Member Claude Jones**: No
- **Board Member Nancy Passaretti**: Yes
- **Board Member Claudia Stillman**: Yes
- **Board Chair Roger Dixon**: Yes
- **City Council Rep Ed Dennis**: Yes

*The motion passed 5:1.*

Mr. Dixon asked that the board members vote on the full motion that the board shall consist of nine members, eight selected from the citizens of Highland and one from the City Council.

*The vote was recorded as follows:*

- **Board Member Mike Burns**: Yes
- **Board Member Claude Jones**: No
- **Board Member Nancy Passaretti**: Yes
- **Board Member Claudia Stillman**: Yes
- **Board Chair Roger Dixon**: Yes
- **City Council Rep Ed Dennis**: Yes

*The motion passed 5:1.*

Ms. Passaretti asked Mr. Jones about his reasoning for a ‘No’ vote.

Mr. Jones clarified that he felt having seven members would function better and that decisions would flow smoothly.

Ms. Passaretti asked what amount was necessary for a quorum if there were nine members. The answer was five.

Ms. Wells asked if the Board felt having nine members was too many.

Mr. Dixon explained that nine members is a state limit.

**Board Member Mike Burns MOVED to adjourn the meeting.**

**City Council Rep Ed Dennis offered a substitute motion and MOVED to continue the revision of the bylaws to next meeting.**

Mr. Dixon asked if he could have the Board contribute electronically to finish up the revisions to the Library Bylaws. Mr. Dennis was supportive of the request.

Mr. Dixon suggested finalizing the revisions and making a motion on the changes at the next meeting.
Mr. Burns noted his agreeance to continue the revisions online.

Ms. Passaretti questioned whether they could change the verbiage to “shall consist of up to nine?”

The Board noted that verbiage could not be added.

5. Discussion Items: (No action will be taken)

None

6. Future Agenda Items:
   a. Inter-Library Loan Fees – Kim Bergeson
   b. Book Sale Policy Update – Erin Wells

7. Future Meetings:
   a. September 27, 2018

8. Adjournment:

   Board Member Mike Burns MOVED to adjourn the Library Board meeting.
   Council Member Ed Dennis SECONDED the motion.

   The vote was recorded as follows:
   
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<th>Board Member</th>
<th>Yes</th>
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<tr>
<td>Board Member Mike Burns</td>
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<td>City Council Rep Ed Dennis</td>
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   The motion passed.

   The meeting adjourned at 9:34 pm

I, Cindy Quick, Highland City Recorder, hereby certify that the foregoing minutes represent a true, accurate and complete record of the meeting held on September 13, 2018. This document constitutes the official minutes for the Highland City Library Board Meeting.
Item 2a
Approval of Meeting Minutes
from September 27, 2018
PRESIDING: Library Board Chair Roger Dixon

LIBRARY BOARD MEMBERS PRESENT: Jessica Anderson, Lisa Bullington, Mike Burns, Claude Jones, and Nancy Pasaretti

CITY STAFF PRESENT: Interim Library Director Erin Wells

OTHERS: Wayne Tanaka, Claudia Stillman, Doug Cortney

7:00 pm – Call to Order: Roger Dixon, Board Chair

Board Chair Roger Dixon welcomed those in attendance and began the Library Board meeting as a regular meeting at 7:04 pm. The meeting agenda was posted on the Utah State Public Meeting Website at least 24 hours prior to the meeting.

1. Public Comment:

   There were no public comments.

2. Consent Agenda:
   a. Approval of Minutes from August 9, 2018

   Ms. Stillman distributed a hard copy of revisions she found.

   Ms. Wells noted that Kim Bergeson was listed as a board member; she is not.

   Ms. Wells noted an error in the statement “removing the dedicated tax”; it should read “keep the dedicated tax.”

   Mr. Dixon noted that page 9 stated “officers nominated,” and instead should state “officers elected.” He continued with a statement in the last paragraph on page 14 that stated: “Mr. Dixon responded that the library director had presented to the board that the City Council requested five members. The board felt that seven was a better number and proposed it to the Council.” He reported that sentence was inaccurate and suggested the the request for five board members came from Nathan Crane, City Administrator who stated that it was Janae’s suggestion. He asked for the statement to be reviewed and corrected.

   Board Member Mike Burns MOVED to approve the minutes from August 9, 2018 as amended.
   Board Member Jessica Anderson SECONDED the motion.

   The vote was recorded as follows:
b. Approval of Minutes from August 30, 2018

Ms. Wells stated that the second to last paragraph on page 2 states “Four applicants work at NUCLC” – it should be revised to “Four applicants work at NUCLC libraries.” She pointed to page 4 referring to the “team board.” It should be corrected to “teen board.” She added to the fourth paragraph on page 9: “The Board was reminded that Council Member Braithwaite suggested if the Board consisted of five members it would be too large if the two appointments are made.”

Mr. Tanaka stated that he should be added as a present member.

Mr. Dixon stated that he should be added to all votes in voting, and that Ed Dennis should be added as a present member.

Board Member Lisa Bullington MOVED to approve the minutes from August 30, 2018 as amended. Board Member Claude Jones SECONDED the motion.

The vote was recorded as follows:

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<th>Member</th>
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<tr>
<td>Board Member Jessica Anderson</td>
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<td>Board Member Nancy Passaretti</td>
<td>Yes</td>
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<tr>
<td>Board Chair Roger Dixon</td>
<td>Yes</td>
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The motion passed.

3. Reports:
   a. Director’s Report – Erin Wells
   i. Circulation/Attendance/Budget/Cardholder Breakdown

Ms. Wells stated that she would provide an updated report on circulation at the October 25, 2018 meeting.

   ii. Library 10th Anniversary Party

Ms. Wells recapped the 10th Anniversary party and complimented Shelly Thacker and Julie Tapusoa for doing a great job with the event. There were over 300 people in attendance.
Nancy Passaretti asked to know what essay won. Ms. Wells responded that the winning essay was “The Magical Place”. The author won a $30 cash prize.

Mr. Dixon thanked Ms. Wells for her participation in the 10th Anniversary party.

1. **Friends Involvement – Wayne Tanaka**

Mr. Tanaka pointed out the handout by Claudia Stillman which gave a brief history of the library’s progress over the past 10 years.

Mr. Dixon stated that Janice Hayes would be the new historian to document library activities.

b. **Friends and Volunteer Membership Plans – Wayne Tanaka**

Mr. Tanaka reported of his intent to follow up on fundraising requests. He commended Claudia Stillman for all her hard work and help with the anniversary. Ms. Stillman agreed to be the Chair of fundraising for the Friends of the Library.

Ms. Passaretti inquired regarding the press release of the 10th Year Anniversary Birthday Party, and she was told that the press release would be done. There was a plan to do an additional press release with pictures enclosed.

Ms. Stillman requested a display to recognize the 10th anniversary donors. She also mentioned that she had been reviewing minutes from other city library board meetings and that by comparison, the Highland Library was right on track.

Mr. Tanaka reported that the objectives of the library should be:
- Having more volunteers
- Having more people on the Friends of the Library
- Implementing a donation committee

Ms. Anderson asked Ms. Wells regarding the ways to volunteer, and if there was a link on the website. She wanted to ensure that the volunteer requests were being reviewed in a timely manner.

Ms. Pasaretti questioned whether or not they should identify the needs before asking for volunteers, and Ms. Wells agreed.

Mr. Dixon and Ms. Wells discussed the volunteer responsibilities and sending requests for volunteers to the Friends of the Library. Ms. Wells reported that Shelly Thacker would be managing volunteers.

Board Members recognized Claudia’s amazing service. They were looking to keep her as a member on the Library Foundation and on the Friends of the Library.

Ms. Anderson stated that she would check with her law firm to see if they could donate a copier to the library.

Mr. Cortney mentioned that if members from the Friends of the Library were going to be fundraising, the Friends and the Foundation should coordinate efforts.
4. Action/Policy Items:
   a. Review New Bylaws – Roger Dixon

   Board Members reviewed the new Library Bylaws. They began where they left off during the meeting on August 30th.

   Ms. Passaretti questioned the need for bylaws noting that the board was a governing body with minimal jurisdiction.

   Mr. Dixon answered that the board needed bylaws that reflect the State Code. He wanted to maintain the full embodiment of what the state code allows. Furthermore, he wanted a very clear delineation of board responsibilities versus City Council responsibilities. His vision was to lay out the model of what the state code allows and then scale it to the board’s needs.

   Ms. Passaretti indicated that a recent email from the Mayor implied that he wanted the board to fundraise only.

   Mr. Dixon indicated that his desire was to move forward with what the board felt was a viable option.

   Ms. Anderson questioned if City Council may or may not approve board members’ appointments.

   Mr. Dixon stated that, the board always reviewed board members’ applications, with the recent exceptions of Mike Burns and Jessica Anderson.

   Mr. Burns read the Bylaws aloud.

   Ms. Anderson requested that a footnote be added stating “Bylaws are based on Utah State Code, Library Certification requirements, and State Board Sample Bylaws Appendix C.” Ms. Wells added the footnote after section C. Process for Naming Board Members.

   Ms. Wells pointed out a concern with the bylaw statement that all funds spent must be approved by the library board. She feels it is not the purpose of a board to approve all the director’s invoices, and that she can approve them herself.

   Ms. Anderson suggested that the director should have an invoice approval over the amount of $1000.

   Board Members discussed and clarified the meaning of the library vouchers.

   Mr. Dixon agreed that the language in item F. Library Board Responsibilities, section a. Library Fund, letter iii. be changed as follows:

   iii. Upon approval of the Library budget by the City Council, the Board shall oversee the expenditure of the Library Fund. (9-7-404(1)(a)). Any expenditure over $1,000, or not previously allocated in the budget, must be approved by the Board.

   Mr. Dixon asked that there be a note in the minutes to discuss reprogramming as part of the library fund when the board discusses specific procedures.

   Board Members next discussed section d. Personnel.

   Ms. Wells stated that she was concerned about the board having an input on approval of personnel. She felt that should be responsibility of the Library Director.
Ms. Passaretti commented that she felt the term “approve” was to help and support the Director.

Mr. Dixon stated that he would expect the Director to keep the Board aware of new hires. It was noted that the Board expects to write out future procedures for any number of requirements of the bylaws and potentially simplify the working processes.

Board Members briefly discussed staff performance reviews, and it was noted that the former library director was not fired, as previously stated, she quit. Mr. Dixon noted that she quit under duress.

Board Members agreed to update item F. Library Board Responsibilities, section d. Personnel, letter ii and iii, with the following verbiage:

   ii. The Board shall appoint approve, upon the recommendation of the Library Director, new or adjusted Library positions other Library personnel as needed. 9-7-407(2) The Library Director shall report to the Board of any personnel changes.

   iii. Prior to the completion of the Library Director's annual evaluation, the Board shall review and provide input to the City Administrator, discuss a summary of the Library Director's evaluation and provide input to the Library Director's Supervisor.

Board Members briefly discussed how to approve changes to policies and procedures. It was determined by Board consensus that number 2. be included in section F as follows:

   2. Changes to Library policies or any other procedural document may be proposed at any duly authorized meeting of the Board and become effective if approved by the majority present.

Next Board Members reviewed item G. Regular Board Meetings. Mr. Dixon explained that previous input had been provided by Erin Wells, Claudia Stillman and other inserts were from him. After a review of the suggested changes it was determined the section should read as follows:

G. Regular Board Meetings. (Standard #2, Basic Certification Standards, Open Meetings Laws)

   1. Regular meetings shall be open to the public and noticed 24 hours in advance.

   2. Only business property noticed shall be actionable.

   3. The Secretary of the Board works with the City Recorder to ensure the Library Board is following all Open Meetings Law Requirements including proper posting of annual meeting schedules, agendas, minutes, audio recordings, etc.

      a. Ensure that the schedule of regular Board meetings of the Board on the City website.

      b. Post the schedule of regular meetings in the Library.

      c. Ensure that both notices shall have the dates, times, and places of such meetings.

   4. The regular meeting of the Board shall be on the fourth Thursday of each month at the Highland City Building at a time selected by the Board. Deviations may occur as a result of holidays or other events. An annual meeting calendar shall be approved at the end of the preceding year to be published on the City website and in any other locations require by open meetings laws. (Appendix C Sample Board Bylaws from the State)

   5. The Secretary of the Board shall assemble an agenda for each Board meeting and coordinate the agenda with the Chair and the Library Director.
56. Any Board member wishing to have an item placed on the agenda must contact the Secretary at least 3 days prior to the meeting, in enough time preceding the meeting to have the item placed.

67. The agenda, relevant notes, and minutes of the previous meeting and/or information packet for the meetings will be distributed electronically to the Board by the Secretary Library Director 48 hours prior to regular the meetings.

78. A Board member who is unable to attend a meeting shall notify the Library Director Chair as early as possible, so the Chair can determine if a quorum will be present for the meeting, to indicate that he or she will be absent. Since a quorum is required for each meeting, this notice should be placed as far in advance as possible.

9. Members of the Board may participate in Board meetings electronically via telephone or other electronic means.

Mr. Burns stated that “Annual Meeting” in Section I should be changed to “Annual Report” and a brief discussion took place. It was determined that the section could be removed from entirely because it was under section F, i.e. Record Keeping and Reporting.

A brief discussion about committees took place. Next Board Members discussed the chair being an “ex-officio” member of all committees. Mr. Dixon felt that any Board Member should be able to be on any board. Referring to item I. Officers and Elections, number 2. The Chair shall:, letter b shall be changed as follows:

b. The Chair shall be the only serve as the spokesperson, presenting the position of the majority of for the Board in all official communications of the Board, including disciplinary actions directed at the Library staff. (Appendix C Sample Board Bylaws from the State)

Item H. Special Board Meetings including closed meeting procedures were briefly discussed.

Board Members next discussed the Secretary duties under item I. Officers and Elections, number 4. and agreed to leave the requirement obtaining agenda items on the Thursday prior to a meeting and then distribute the agenda and packet 48 hours in advance.

Board Members discussed the process for accepting donations, item P. Donations it was determined that the section should be deleted.

Board Members briefly discussed a suggestion of splitting the Secretary position into two positions. No decision or direction was provided.

Board Member Jessica Anderson MOVED to accept the bylaws as amended.
Board Member Nancy Passaretti SECONDED the motion.

The vote was recorded as follows:

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<td>Board Member Claude Jones</td>
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5. Discussion Items: (No action will be taken)
   a. 9th Seat on the Library Board – Roger Dixon

   Ms. Wells explained that they advertised for two open positions on the Library Board.

   Ms. Passaretti asked about the genealogy of the board. Mr. Dixon provided a genealogy that was different from genealogy created by City staff. A discussion took place regarding the differences between the two documents and the length of each member’s term.

   Mr. Dixon and Ms. Wells agreed to work on seats and terms, while the board will revisit the library board genealogy document. This will come back on a future agenda.

   b. Library Director Interview Process – Roger Dixon/Erin Wells

   Ms. Wells stated that the board was pursuing a second finalist for the director position. The first finalist declined. The new candidate for director had a slightly higher point advantage over an alternative candidate. In addition, the staff preferred the candidate. Ms. Wells would complete a reference check and the board hoped to extend an offer on Monday or Tuesday.

6. Future Agenda Items:
   a. Inter-Library Loan Fees – Kim Bergeson
   b. Non-Resident Card Fee – Erin Wells
   c. 2019 Meeting Schedule – Erin Wells

7. Future Meetings:
   a. October 9 – Joint Work Session
   b. October 25

8. Adjournment:

   Board Member Mike Burns MOVED to adjourn the Library Board meeting.
   Board Member Jessica Anderson SECONDED the motion.

   The vote was recorded as follows:
   Board Member Jessica Anderson    Yes
   Board Member Lisa Bullington    Yes
   Board Member Mike Burns         Yes
   Board Member Claude Jones        Yes
   Board Member Nancy Passaretti   Yes
   Board Chair Roger Dixon          Yes

   The motion passed.
The meeting adjourned at 9:20 pm.

I, Lisa Bullington, Highland City Library Board Secretary, hereby certify that the foregoing minutes represent a true, accurate and complete record of the meeting held on September 27, 2018. This document constitutes the official minutes for the Highland City Library Board Meeting.
Item 2a
Approval of Meeting Minutes from October 25, 2018
PRESIDING: Library Board Chair Roger Dixon

LIBRARY BOARD MEMBERS PRESENT: Jessica Anderson, Lisa Bullington, Mike Burns, Claude Jones, Nancy Passaretti, Wayne Tanaka, City Council Rep Ed Dennis

CITY STAFF PRESENT: Interim Library Director Erin Wells, New Library Director Donna Cardon, Kim Bergeson

OTHERS: Tiffany Whiting, Claudia Stillman

7:18 pm – Call to Order: Roger Dixon, Board Chair

Board Chair Roger Dixon welcomed those in attendance and began the Library Board meeting as a regular meeting at 7:18 pm. The meeting agenda was posted on the Utah State Public Meeting Website at least 24 hours prior to the meeting. He welcomes Donna Cardon as the new Library Director as of Monday, October 29. He also noted that Jessica Anderson was now the Treasurer.

1. Public Comment:

There were no public comments.

2. Consent Agenda:
   a. Approval of minutes from September 13, 2018.

Interim Library Director Wells stated that Wayne Tanaka was listed as other however, he should be listed as a Board Member. Roger Dixon should be listed as a Board Member and Ed Dennis needs to be added to Board Members. Board Member Dixon corrected that on page one, where Mr. Tanaka spoke who would be able to attend interviews, it said the meeting was closed but it should have mentioned others were invited to be on the panel. The Board noted the corrections.

Council Member Ed Dennis MOVED to approve the minutes as amended.
Board Member Jessica Anderson SECONDED the motion.

The vote was recorded as follows:
Board Member Jessica Anderson Yes
Board Member Lisa Bullington  Yes
Board Member Mike Burns  Yes
Board Member Claude Jones  Yes
Board Member Nancy Passaretti  Yes
Board Chair Roger Dixon  Yes
City Council Rep Ed Dennis  Yes

The motion passed.

3. Reports:
   a. Director’s Report – Erin Wells
      i. Circulation/Attendance/Budget/Cardholder Breakdown

Interim Library Director Erin Wells explained the library’s budget breakdown. The library is no longer part of the general fund. The change was made by the finance department and still needs to be made official in a City Council meeting. Annual spending was on track overall. They were 33% of the way through the year but have only spent 24% total of the budget.

Mr. Dixon stated that the $8,000 donation from the Foundation was not reflected in the budget. Ms. Wells explained that the budget’s donations category was comprised of loose change the library receives from patrons who say “keep the change” when making a payment. The fees and fines category consists of accumulation from late material fees.

Next, Ms. Wells described the current user statistics, comparing the current year to the previous. She explained that residents renew with the library every three years and non-residents renew every year. Active card holders (which includes both residents and non-residents who have currently renewed) have totaled 3,500, a 20% increase from last year. Alpine residents have doubled and Cedar Hills residents have nearly tripled. Also, Ms. Wells mentioned that the circulation numbers were not quite ready, but the Highland Library was fully operating on NUCLC.

4. Action/Policy Items:
   a. Inter-Library Loan Charges – Kim Bergeson

Kim Bergeson discussed a new policy for interlibrary loans and proposed that there be a three-dollar charge per item as a standard practice, to cover shipping charges beginning December 1st. She explained what an interlibrary loan was, describing it as a service where patrons can request to have a book mailed from another library in the County if the Highland Library did not have the item. The library pays to ship the book back when the patron returns it. Also, the library has paid for the interlibrary loan shipping costs since 2008 because they were a small library, but now they have a larger collection and are part of NUCLC. Patrons have more resources and thus the library staff wanted to follow the standard practice and require a fee. It was noted that other libraries have a standard five-dollar charge, so in comparison, they felt the charge was reasonable. In conclusion, Mr. Dixon asked if the interlibrary loan had been free all along and Ms. Bergeson confirmed, that it had previously been free. Ms. Wells excused Ms. Bergeson from the meeting.
Council Member Mike Burns MOVED to charge three dollars an item as recommended. Board Member Jessica Anderson SECONDED the motion.

The vote was recorded as follows:

- Board Member Jessica Anderson  Yes
- Board Member Lisa Bullington  Yes
- Board Member Mike Burns  Yes
- Board Member Claude Jones  Yes
- Board Member Nancy Passaretti  Yes
- Board Chair Roger Dixon  Yes
- City Council Rep Ed Dennis  Yes

The motion passed.

b. Non-Resident Card Fee Increase – Erin Wells

Interim Library Director Wells discussed changing the current $40 non-resident fee to $70 to match other NUCLC members’ non-resident fees. She compared the suggested $70 price to that of other NUCLC libraries, stating that American Fork charges $70, the other three full members charge $80, and the partial member Saratoga Springs charges $20. The NUCLC board asked its full members to make prices comparable to other libraries in the area to prevent competition between libraries.

Board Member Dennis reviewed City Council minutes from June and mentioned that a $60 non-resident fee was approved then for when the library achieved acceptance into NUCLC. Ms. Wells recognized that the previously approved fee change was not implemented. It was noted that Highland residents were paying approximately $65 per household and felt that it was fair that non-residents pay more. The Council Members altered Ms. Wells proposal to include the fee change from June and decided that the Library would wait until January to implement any fee changes in order to avoid confusion. Board Member Passaretti asked that patrons be notified of any changes and Board Member Jones reminded that NUCLC encouraged libraries to charge more.

Council Member Mike Burns MOVED to recommend to the City Council effective January 1, 2019 we modify the non-resident library fee from $60.00 to $70.00.

Board Member Jessica Anderson SECONDED the motion.

The vote was recorded as follows:

- Board Member Jessica Anderson  Yes
- Board Member Lisa Bullington  Yes
- Board Member Mike Burns  Yes
- Board Member Claude Jones  Yes
- Board Member Nancy Passaretti  Yes
- Board Chair Roger Dixon  Yes
- City Council Rep Ed Dennis  Yes

The motion passed.

c. 2019 Annual Meeting Schedule – Erin Wells
Interim Library Director Wells proposed a 2019 annual meeting schedule with meetings every fourth Thursday except on conflicting holidays. The meeting schedule that was presented in the packet looked good and required no immediate changes.

Board Chair Roger Dixon asks for a motion to accept the 2019 Annual Meeting Schedule as presented.

*Board Member Mike Burns MOVED to accept the proposed 2019 Annual Meeting Schedule.*
*Board Member Jessica Anderson SECONDED the motion.*

The vote was recorded as follows:

- Board Member Jessica Anderson  Yes
- Board Member Lisa Bullington  Yes
- Board Member Mike Burns  Yes
- Board Member Claude Jones  Yes
- Board Member Nancy Passaretti  Yes
- Board Chair Roger Dixon  Yes
- City Council Rep Ed Dennis  Yes

The motion passed.

d.  Review Draft Bylaws – Roger Dixon
   i. Board Operating Procedures

Mr. Dixon explained that they would discuss the bylaws section by section. Interim Library Director Erin Wells commented that these were a draft and had been read by the City Council, Nathan Crane City Administrator, City Attorney and the Mayor Rod Mann. It was also noted that their input had been placed into the draft of the bylaws. She referred to the track change document and a clean document that had been distributed. Mr. Dennis commented on allowing the Municipal Code to supersede the State Code and his discomfort with little time to review the document. The Board was concerned with having more time to review the document. Mr. Dixon suggested they review the document and not vote on any changes currently. The Board agreed that they would have a discussion but not vote. All proposed changes could be found in the track changes and clean bylaws document distributed. The discussion began with Section B. Library Board Membership.

**Section B Library Board Membership**

Board Chair Dixon along with the Library Board Members asked that the determined changes be noted in the bylaws. First, he recommended that the number of Board Members be specific; second, for the beginning and end dates of Board Members terms; and last, to include a date for the number of Board Members to be reviewed each year. July 1st was agreed by Staff and the Board as the date that was listed. Mr. Dennis then asked about vacancies and the dates that would apply to those circumstances. Board recommended there be specified dates included in the bylaws. The Board discussed and then focused on Ms. Wells comment regarding the number of Board Member in the bylaws. It was noted that it was intentionally placed in the bylaws because that Council determines the number of board members.

Proposed changes to Section B were as follows:
B. Library Board Membership

1. The Board shall consist of 8 members, eight elected from the citizens of Highland and one City Council member. (9-7-402(1)) (Standard #1, Basic Certification Standards).
2. The term of each Board member shall be for three years. The terms shall be staggered such that 2 appointments are made each year. (9-7-403(1))
3. Board members shall not serve more than two full terms in succession. (9-7-403(2))

The Library Director shall serve as the Executive Officer of the Board.

1. Board Membership is outlined in Highland City Municipal Code 4.12.60
2. Liaisons are non-voting members of the Board, but may report to or carry out assignments on behalf of the Board. A representative of the Highland City Library Friends of the Library, Youth Council, Arts Council, Alpine City, Highlands City, or any other organization as invited by the Board, may serve as liaisons to the Board.
3. A representative of Alpine and Cedar Hills communities may be selected by their municipal governing body to serve as liaisons to the Board. (Utah State Code 5-7-402(3))
4. Board members are not to be compensated but will be reimbursed for necessary and related expenses incurred on assignment by the Board. (Utah State Code 5-7-402(3))

D. Board Member Removal

Mr. Dixon spoke about a former bylaw which stated that Board Members could remove other Board Members. He raised the question of whether the Library Board should recommend to the City Council that Board Members be given that power again. Next, he led a discussion about section F1-aii, which stated that expenditures over $25,000 must be approved by the Board before going to City Council for approval. Mr. Dixon and several other Board Members agreed that $25,000 was too high. Mr. Dixon stated that the board must decide whether they want to keep the suggested change, what level it should function at, and how the approval process should work. Council Member Ed Dennis suggested simplifying the process to a quick email and having a subcommittee review it instead of the whole Board. Board Members discussed if approving already budgeted items was even necessary and how some items such as operating expenditures require it while others do not. They determined that further discussion was needed at a future meeting.

Proposed changes to Section D were as follows:

D. Board Member Removal

1. Board members may be removed for misconduct or neglect of duty by a majority vote at a regular Board meeting.

Proposed changes to Section F were briefly discussed as follows:

E. Quorum
The Board then discussed section F. Library Board Responsibilities letter b. Library Operations.

b. Library Operations

Mr. Dixon recommended using the term “governance” to convey that the Board is a governing board and not an advisory board. He also suggested merging two lines to make them consistent with each other. Both mentioned the Library Board’s duty to establish rules.

iii The Board may exclude from the library any person who willfully violates the rules.

The Board Members discussed the bylaw stating that the Board may exclude from the library any person who willfully violates the rules. They asked if it should be removed from the library bylaws because it does not govern the Library Board and was better suited as a library policy. He recommended adding a letter C. 4. and bring up the section under long range planning. It stated “The board shall report an annual report to the City Council” he recommended that be placed under record keeping and recording.

Track changes for Section B were as follows:
b. Library Operations. *(Utah State Code 9-7-404, 405)*
   i. The Board shall establish policies and rules for the operation and use of the Library. *(Utah State Code 9-7-405)*
   ii. The Library shall be free for the residents of Highland City, subject to the rules adopted by the Board. *(9-7-405(2))*
   iii. The Board may exclude from the Library any person who willfully violate the rules. *(9-7-405(3))*
   iv. The Board may extend the privileges and use of the Library to persons residing outside of Highland City upon terms and conditions it may prescribe by rule. *(9-7-405(2))*

c. Record Keeping and Reporting. *(Utah State Code 9-7-406)*
   i. On behalf of the Board, the Library Director shall keep the records and submit an annual report—*including financial statements*, as required by the State Library Board for certification. *(Utah State Code 9-7-406(4))*
   ii. The Board shall review and approve the annual report prior to submission to the State Library Board.
   iii. The Board shall forward the report to the City Council for its information.
   iv. A copy of the annual report is to be kept on file in the Library.

Mr. Dixon suggested making a change to the document’s organization by moving a bylaw from F2 to C4 under the “record keeping” category. The bylaw to be moved states that the Board shall present a report of Board activity to the City Council annually. The Board was in favor of the proposed change. He questioned whether or not it should be included that the library will keep a copy of the report in their files. The group determined that it should be written in policy, not the bylaws.

Track changes for Section C were as follows:

   c. Record Keeping and Reporting. *(Utah State Code 9-7-406)*
      i. On behalf of the Board, the Library Director shall keep the records and submit an annual report—*including financial statements*, as required by the State Library Board for certification. *(Utah State Code 9-7-406(4))*
      ii. The Board shall review and approve the annual report prior to submission to the State Library Board.
      iii. The Board shall forward the report to the City Council for its information.
      iv. A copy of the annual report is to be kept on file in the Library.

Track changes for Section F were as follows:
The board then discussed Section D. Personnel. Mr. Dixon questioned the phrasing used in several bylaws. Referencing a bylaw about the Board’s responsibilities regarding the Library Director, he asked why the original verbiage "appoint" in the state code was changed to "take part in the recruitment and hiring." He felt it was a “step down.” Board Members responded that the change defines “appoint” in terms of what the Library Director does. Then Mr. Dixon suggested adding additional text to the bylaw to ensure that the hiring process was agreed upon with City administration beforehand. They then discussed the State Code and bylaws generally.

e. iii. The Library Board will provide input to the Library Director’s supervisor regarding his or her responsibilities outlined in these bylaws.

Mr. Dixon felt the responsibilities of the Director should be included in the position description. Ms. Wells noted that many responsibilities of the Director were already included in the bylaws.

f. Long-range Strategic Planning. (Standard #3, Basic Certification Standards)

In consultation with the Library Director, the Board shall develop and maintain a long-range strategic plan and amend and update the plan for City Council approval as needed. The Board shall present an annual report of Board activities to the City Council each year.
The next section discussed was section I. Officers and Elections. Mr. Dixon proposed a change to the secretary duties, splitting the position into two different positions due to the excessive workload. The positions proposed were be a “correspondence secretary” who could have responsibilities a. and c., and a “recording secretary” who could have responsibility b. Board Member Lisa Bullington was tasked with thinking about how to divide the secretary responsibilities and bring back recommendations to the next meeting. The Board discussed who would need to be responsible for the agenda and the packets.

Track changes for Section I were as follows:

1. Officers and Elections
   a. These officers shall be elected to one-year terms at the regular meeting in July. (§ 7-403(3))
   b. In the event of a resignation of an officer, the Board will elect a replacement officer at the next regular Board meeting, who shall serve the remainder of the resigning officer’s term.
   c. The Chair shall:
      a. Preside at all Board meetings and appoint all standing and special committees with the approval of the Board and fulfill all other duties as may be established by the Board.
      b. The Chair shall serve as the spokesperson, presenting the position of the majority of the Board in all official communications. (Appendix C: Sample Board Bylaws from the State)
   d. The Vice-Chair, in the absence of the Chair, shall assume all duties of the Chair.
   e. The Secretary shall:
      a. Prepare the agenda for each meeting in coordination with the Chair and the Library Director.
      b. Take notes at the meeting and send these notes along with the audio recording for the meeting to the City Recorder.
      c. Send electronic copies of the agenda and information packet to the Board members at least 48 hours prior to any regular meeting of the Board.

Mr. Dixon then referenced a previously removed Section regarding donations given to the Board and asked if the Board was certain about removing the section. The response was a unanimous “yes” from the Board members. Board Member Nancy Passaretti explained that donations must go to the Foundation, not the Board. A brief discussion of whether or not they would regret removing that section took place. The referenced section was as follows:

P. Donations (delete or keep this section?)

The Highland City Public Library shall have a foundation that may accept donations for the benefit of the Library. The Treasurer of the foundation shall keep accurate records of all donations and expenditures and make regular reports to the Board [CS].

Board Member Mike Burns MOVED to continue the discussion of the bylaws to the next meeting. Board Member Jessica Anderson SECONDED the motion.

The vote was recorded as follows:
5. Discussion Items (No action will be taken)
   a. **Process Joint City Council Library Board Meeting – Roger Dixon**

   Mr. Dixon proposed that the Library Board and City Council hold a joint meeting annually. He asked for input from the Board Members. Overall, the Board Members found it valuable and productive, though there were some frustrations. Board Member Nancy Passaretti stated the higher level discussion was good and necessary, but she went into the meeting with the incorrect assumption that they were going to discuss the bylaws and felt that should have been addressed prior to the meeting. Ms. Wells voiced her frustration with the process as well. She ultimately reached the conclusion that there need to be a bridge built between the two, the Board and the Council. The Board briefly discussed the changes that were accepted and it was noted that the Council was conceptually okay with how the bylaws were written. It was noted that the management of finances was not discussed at the annual meeting and still needed to be reviewed.

   b. **Board Member Rotation schedule – Roger Dixon**

   Mr. Dixon explained that there were two open seats with five potential candidates interested. Mr. Dixon proposed that Jessica Anderson be moved from seat seven to nine. That would allow seat seven and eight open for the next two years and would balance out the rotation. Ms. Wells explained that the item was noted as a discussion item only and not on for action. City Council Representative Ed Dennis noted that some members were not currently filling their own term. He proposed leaving Ms. Anderson where she currently serves and then she could be reinstated as a full member upon completion of the term. They then discussed how the terms would be filled and dates of service for each seat. State Code states that Directors could serve only two full terms. Finally, they recommended that Roger Dixon stay in seat nine and Jessica Anderson stay in seat seven. The decision would be proposed to Council who had the final verdict.

   Five candidate applications were briefly reviewed. Mr. Burns recommended Paula Forbes. Mr. Dixon recommended Terry Kent. One candidate, Nathan had been a former Board Member and not recommended based off the Mayors comments. Janis Hayes was mentioned and Board Members noted they would like to recommend the four applicants to the Mayor for approval.

   c. **Activities to Welcome New Library Director**

   Mr. Dixon announced that Friends of the Library is planning activities to welcome the new Library Director and the Board wanted to offer their support. He invited the Board members to suggest ideas. They talked about a possible “Donuts with the Director” and other suggestions. A suggestion was given
for Resolutions for a New Year and a New Director too. Ms. Passaretti asked that this event be posted on the website.

6. Future Meetings
Donna Cardon suggested having a Library Board party in December. Board Members liked the idea and suggested holding the gathering in January. Upon discussion of future dates for Board meetings, it was determined that the next Library Board meeting would be on November 27, 2018 at 7:00 PM. It was mentioned that edits for the bylaws should be emailed to Roger Dixon no later than November 15, 2018. Mr. Dixon noted that he intended to start with the clean copy and begin a 5th or a 6th version. He would give everyone a copy back by November 20. The agenda would need to be emailed to Lisa Bullington by November 15th.

7. Adjournment:

Council Member Ed Dennis MOVED to adjourn the Library Board meeting. Board Member Nancy Passaretti SECONDED the motion.

The vote was recorded as follows:
Board Member Jessica Anderson  Yes
Board Member Lisa Bullington  Yes
Board Member Mike Burns  Yes
Board Member Claude Jones  Yes
Board Member Nancy Passaretti  Yes
Board Chair Roger Dixon  Yes
City Council Rep Ed Dennis  Yes

The motion passed.

The meeting adjourned at 9:09 pm

I, Lisa Bullington, Highland Library Board Secretary, hereby certify that the foregoing minutes represent a true, accurate and complete record of the meeting held on October 25, 2018. This document constitutes the official minutes for the Highland City Library Board Meeting.
Item 2a
Approval of Meeting Minutes
from November 27, 2018
PRESIDING: Library Board Chair Roger Dixon

LIBRARY BOARD MEMBERS PRESENT: Mike Burns, Nancy Passaretti, Lisa Bullington, Jessica Anderson, Ed Dennis, Doug Courtney, Natalie Reed, Donna Cardon

CITY STAFF PRESENT: Erin Wells

OTHERS: Wayne Tanaka, Friends of the Library

7:30 pm – Call to Order: Roger Dixon, Board Chair

Board Chair Roger Dixon welcomed those in attendance and began the meeting by welcoming Board Member’s Doug Courtney and Natalie Reed to the Library Board. Mr. Courtney and Ms. Reed briefly introduced themselves. Mr. Courtney mentioned that he moved to Utah fifteen years ago from the San Francisco Bay Area and has lived in Highland for the last four years. He has worked in software development management. Ms. Reed told the Board that she moved to Utah when she retired to be with grandkids and has lived in Highland for the last two years. She has worked in libraries her whole life since high school, mainly medical libraries, and has a master’s in library science. She most recently worked at the Midwestern University in Chicago. Ms. Reed was asked how libraries have adapted to the use of the internet and she answered that patrons are able to search for materials more independently. Next, Mr. Dixon welcomed Donna Cardon to her first Board meeting as an official member and she introduced herself. She expressed excitement to be on the Board. It was mentioned that she is involved with children’s Lego and coding classes.

1. Public Comment:

Wayne Tanaka’s public comment was that the library has been thriving. He asked the board to reflect on 2018 and stated that the library is doing phenomenally well despite challenges. He stated that he is pleased with the library’s appearance, materials, and chairs to sit in. He is delighted with how the library is moving forward with help from donations and that the staff is being treated well.

2. Consent Agenda:
   a. Approval of minutes from September 27, 2018

Interim Library Director Erin Wells stated that the September 13 minutes were not included for review due to a staff error. They will be ready to review at the next meeting. The Board will review September 13, October 25 and November 27 minutes at the January meeting. Following her comment Board
Member Doug Courtney motioned to postpone discussion of the September 27 minutes until the January meeting. Board Member Michael Burns seconded the motion.

3. Reports:
   a. Director’s Report – Donna Cardon
   b. Circulation/Attendance/Budget/Cardholder Breakdown – Donna Cardon

Executive Director Donna Cardon distributed the Highland City Library statistics 2018 worksheets. She explained that the total item count, patron usage, and total circulation have all gone up. The program attendance had grown as well and the library planned to start regular weekly programs. Even online resources, such as overdrive and others, had increased since January 2018 as well. Library usage had really grown in 2018. In addition, Board Member Nancy Passaretti inquired about an online service called Rocket Languages and Ms. Cardon responded that its language instruction that was getting little use and needed to be better publicized. It’s costing roughly $350. The Universal Class, which offers online progress towards different certifications, had been used more overall than Rocket Languages. Finally, Ms. Cardon made a correction to the worksheet. She asked the Board members to cross out the section that suggests the total circulation included adult materials only and not children's materials because it should include both.

Ms. Passaretti asked where the Board stood on the budget for the remainder of the year and Ms. Cardon responded that they were on track. Mr. Courtney observed that the Library disposes of about twenty items monthly due to loss or wear and tear. Ms. Cardon noted that the amount was mostly constant and that the library needed to start weeding out damaged copies soon to make room for new materials because the shelf space was getting tight. The Board then had a jovial conversation regarding reasons why books might get damaged or lost. They discussed what to do about a book that Board Member Michael Burns found in his home three years after the library deemed it lost and therefore replaced it. Ms. Cardon determined that the library does not accept donated books from other libraries because removing the barcode and stickers might cause damage, but she would accept this one because it's from their own library.

Ms. Anderson asked about Hoopla as a digital program for online media and Ms. Cardon stated that it would be wonderful to offer but it’s expensive and would require a much bigger budget. Mr. Dixon asked about the budget because the crossover charges were added in, but not subtracted out. Mr. Cortney stated that those numbers were numbers he pulled out of the City budget, but they added up in the end.

c. Report on the Fees Approved by City Council – Donna Cardon/Roger Dixon

Ms. Cardon announced that she proposed the following fee changes to the City Council and they were approved very quickly. The interlibrary loan fee is $3.00 per item as of Dec 1, 2018. The non-resident fee is $70.00 as of Jan 1, 2019. The library has already updated some documents online. Cedar Hills wrote an article about the library’s non-resident fees going up to advertise the changes. Non-residents currently pay $40 reimbursement. With the new fee change, they will need to pay a bit out of pocket but will get access to all the co-op libraries to compensate. Members of NUCLC can use the library for free.
NUCLC is also known as “co-op” and that is the term used by other cities. Junior co-op members have a $40 fee. Members of the co-op library must have a co-op library card to access the materials for free.

4. Action/Policy Items:
   a. Review New bylaws and approval – Roger Dixon

Board Chair Roger Dixon introduced the next topic for discussion was reviewing new bylaws. He described the process the Board would take. First, they would like to approve the new bylaws at the meeting that night. Next, they would provide a copy to the City, who would format it according to proper style. Finally, it would be sent to the City Council. Ms. Wells added that if the bylaws were approved that evening, they would be on the City Council agenda for December 4. Next, the Board discussed each section of the bylaws document and made the following changes:

A. Authorization

Mr. Dixon corrected the number “4.12.60” to “4.12.060”

B. Name

Board Member Anderson noted that the comma should be removed and the period should go after the parenthesis.

C. Purpose

Mr. Dixon asked for feedback on the new “Purpose” section he created based on the “Robert Rules of Order.” Several board members gave positive feedback. Mr. Courtney felt that it did not directly parallel state code, but all items were addressed in the new purpose. Ms. Anderson disagreed with the phrasing in C. 2., which read “we represent the interests of highland citizens.” She felt it was too broad because the Board only represented the citizens’ interests regarding the Library. In response, Ms. Wells suggested they change C. 2. to “we represent the interests of highland citizens pertaining to library services” and the Board agreed.

Mr. Dixon explained the color coding of the comments. The blue font was his comments, the red font was Mr. Courtney’s, and the green font was Ms. Anderson’s.

D. Members.

Regarding subsection D. 1., Mr. Dixon suggested changing “between five and nine members” to read “between five to nine members” for clarification. After much discussion the Board decided to instead change the phrasing to “The Board shall recommend the number of members on the Board to the City Council.” Ms. Cardon concurred.

Ms. Wells proposed changing the D. 2. to better match the State Code. The Board decided to change “may” and “will” to “shall” and “may” so the sentence reads “Board members shall not be compensated but may be reimbursed for necessary and related expenses”.

Regarding D. 4., Mr. Dixon introduced the topic of whether the Board should have the ability to disenfranchise one of its members or if that power should be left to the Council. Ms. Anderson proposed that the Board should be able to recommend the removal of members to the City Council but the Board should not be able to remove members on their own because they do not have that authority according to
State Code. Mr. Courtney suggested leaving the wording as it was but striking out “majority vote” only. Several Board members disagreed because the bylaw was not supposed to focus on what the City Council could do, only the Board. The Board changed the bylaw to “The Board may recommend with 2/3 vote to the Highland City Council the removal of a Board member for misconduct or neglect of duty.” Ms. Wells noted that they should remove the State Code reference because it no longer matches the State Code.

Board Member Ed Dennis mentioned that the Board had not had training this year and the twelve-month window was closing, but Roger insisted that they did have training in January. Training was on the agenda to be discussed. The Board decided to use “shall” instead of “must” for consistency.

Mr. Dennis asked if the wording in D.6. “Members of the board are permitted to serve on the Highland City Library Foundation Board” should be changed to “Members of the board also serve on the Highland City Library Foundation Board.” The Board disagreed because it was not mandatory to serve on the Foundation Board. No changes were made.

Regarding section 7. a., Mr. Dennis requested to change the term “organizations”. The Board reworded 7. A. multiple times and finally decided on Mr. Burn’s suggestion, “The Board may approve liaisons.” The Board was pleased to have a shorter sentence that also removed the term “organizations” all together for Mr. Dennis.

Addressing 7. c., the Board felt they should use the same language as D. 2. which stated essentially the same thing but addressed Board members. Mr. Dennis suggested they instead remove 7. c. and change D. 2. to state, “Board members and Liaisons may not be compensated but will be reimbursed for necessary and related expenses incurred on assignment by the Board.” That way it would only need to be stated once. Likewise, they removed 7. d. and changed D. 3. to state, “Board members and liaisons are not exempt from late fees, fines, or other Library user fees.”

E. Officers

Regarding section E. 1. b. Mr. Dixon suggested removing “regular” because he felt it was unnecessary.

Mr. Dennis asked if they needed to include the parenthetical reference in 2. b. and Mr. Dixon gave permission to remove all of them. Ms. Anderson stated they may remove all parenthetical references from the Bylaws but suggested they save a footnoted version of the bylaws for historical references.

The Board briefly revisited a previous meeting topic about how to reduce the secretary position so Lisa Bullington was not overburdened in order to finally come to a decision. Ms. Wells recommended removing sections a. and c. under E. 4. and giving the duties to the Library Director. She suggested that having the secretary as a middle person for the duties was merely creating more work among more people. She scrapped the previously suggested idea to have two positions called “recording secretary” and “agenda secretary”. Mr. Cortney suggested they change all references within section E. from “officers” to “elected officers”. He also suggested they add a section five for the Executive Officer duties and move the newly removed secretary duties there.

In conclusion, Mr. Dixon requested they change the references in E. 1. only from “officers” to “elected officers.” Also, the Board decided to remove from E. 4. sections a. and b. and move them to a brand new section they will create as E. 5. that titled “Executive Officer.”
F. Meetings

Mr. Cortney stated that the Mayor requested clarification that special Board meetings must be open to the public and have notice just like regular meetings. Mr. Cortney proposed reordering the bylaws in section F., so that the section about special Board meetings comes before the section about the rules for all meetings, thus solidifying that “all meetings” includes special meetings. He would move F. 5. to the F. 2. spot, F. 6. would move to F. 3. spot, and place F. 2., 3., and 4. beneath them in order.

The Board then changed the wording of F. 1. to state that the Board shall “typically meet monthly” rather than “at least monthly” so they are not required to meet every month but it still gives a sense of how often they meet. Mr. Dennis suggested changing “open meetings laws” to “open meeting laws.” Michael Burns suggested they change “annual meeting calendar shall be approved at the end of the preceding year” to say, “prior to the end of the preceding year.” Mr. Dixon recommended they shorten F. 5. to read “The annual meeting calendar shall be approved and published on the City website according to its laws.” They will leave the reference to the Utah State Code in F. 3. because it wasn’t parenthetical and write out the word “section” before the State Code numbers.

Section F should be updated as follows:

1. The board shall typically meet monthly.
2. The annual meeting calendar shall be approved and published on the City website.
3. Special board meetings may be held at any time when called by the chair or by any three board members.
4. Members of the Board may participate electronically via telephone or other electronic means.
5. All meetings shall be open to the public, and public notice shall be provided pursuant to Utah State Code
6. Only business properly noticed shall be actionable.

G. Responsibilities

Ms. Wells suggested they change the phrasing of G. 2. to say, “Specific responsibilities of the Board include working with the Library Director in conjunction to.” Next, Mr. Dixon suggested adding 2. c. to “Executive Director’s Duties” and Ms. Wells said that would be fine. Mr. Dixon then changed Ms. Wells’ phrasing of G. 2. to say, “Specific responsibilities of the board include working in conjunction with the library director too”. Under 2. a., the Board changed to “provide oversight of the library fund”. Under 2. b., Ms. Wells recommended changing “make” to “approve” and “rules” to “policies.”

Mr. Dixon recommended changing 2. c. to say, “review the annual report to the State Library Board”. Ms. Wells suggested they pull out 2. f. and make it a new section three so the information would not be in conflict with the change in G. 2. that read “in conjunction with the library director.” Regarding section 2. g., Mr. Dennis suggested they drop the whole section which reads “and submitting a recommendation to the City Council for approval.” He also suggested they change “approve” to “recommend” so the section would read “Recommend new or adjusted Library positions” because the council has the authority to approve positions but the Board does not. Mr. Dixon further edited 2. g. to read “Review new or adjusted Library positions and submit a recommendation to the City Council.” Ms. Wells recommended they add “if necessary” at the end, but several Board members disagreed.
The Board edited 2. h. to read “Develop and maintain a long range strategic plan and submit the plan to the City Council for approval”. Under 2. i., Ms. Wells recommended they drop “as necessary” because it seemed unnecessary. The Board discussed whether they need to include a specific time period to submit the plan to the City Council and decided against it.

Referring to the new section that had been created by pulling out section 2. f., the Board edited the phrasing to read “In conjunction with City Administration: a. Determine duties and compensation of the Library Director. b. Upon vacancy, appoint a competent person as librarian. c. Provide input for the annual performance review of the director, based on the Director’s interactions with the Board.”

The Board discussed possibly removing the phrasing “based on the Director’s interactions with the Board,” but ultimately chose to keep it due to Mr. Dixon’s strong feelings about.

**H. Committees**

Under H. 3., The Board decided to drop any mention of the month and simply say “The members of each committee shall be determined by the Board.” It was also noted that the “h” in “Ad hoc” should be capitalized. The Board completed the bylaws discussion.

Doug Cortney wanted to change the version of Robert’s Rules of Order listed under section I. to “Newly Revised,” but the Board majority voted to keep “Simplified and Applied” due to it being several hundred pages shorter but still containing the same important details about informal meetings.

*Board Member Jessica Anderson MOVED to approve the updated bylaws.*
*Council Member Ed Dennis SECONDED the motion.*

The vote was recorded as follows:
- **Board Member Mike Burns** Yes
- **Board Member Doug Courtney** Yes
- **Board Member Nancy Pasaretti** Yes
- **Board Member Lisa Bullington** Yes
- **Board Member Jessica Anderson** Yes
- **Board Chair Roger Dixon** Yes
- **Board Member Natalie Reed** Yes
- **Council Member Ed Dennis** Yes

The motion passed

Mr. Dixon stated that in order to really move ahead with the operating procedures, the Board would need to get the committees assigned and have them take responsibility for fleshing out the operating procedures. Next, he introduced the City Council’s Municipal Code proposal in which they wanted to annually review the size of the Library Board. He would like to object the code because it’s unnecessary. Erin Wells explained that the intent was to bring the bylaws and the Code to the City Council to do all at once, which will happen in January.

Ms. Cardon suggested they table action/policy items e. New Volunteer Policy and f. Approval of New Page Position until the next meeting. The Board determined that they can and will do item f. Approval of New Page Position so they can recommend it to the City Council. Mr. Cortney suggested that the Board continue items 4. c., d., and e. to the next meeting.
The Board discussed details about the party such as date, location, and how many people to expect. Ms. Cardon brought up the problem that they would not be able to have the party in the Chambers on the proposed December 11th date and Ms. Wells responded that they could have the party at a Board member’s house instead.

Mr. Dixon asked the Board if they would like to have a meeting on December 18, 2018. Mr. Cortney stated it would be hard for the committee to meet and respond about the Operating Procedures in only two weeks. The Board decided to make committee assignments and meet in January instead of December. Next, the Board discussed if they needed to send the bylaws and Operating Procedures together and decided to only send the bylaws because they need more time to work on the Operating Procedures.

Mr. Dixon quickly discussed the Municipal Code Proposal with the Board so they would not have to postpone item 4. d. They all agreed that approving the Board size annually would be overkill. Ms. Wells suggested they simply remove the word “annually” from the Municipal Code Proposal and send it to the City. On January 8th the City would have both the Code and the bylaws to review and approve.

Wayne Tanaka spoke to Ms. Cardon about the new volunteer policy explaining that he was anxious to get it approved so he could explain the policy to the new page and people in general in the outreach. Ms. Cardon insisted they postpone discussing the volunteer policy for next time. Mr. Tanaka asked if he can explain the policy to people generally before it’s approved and Ms. Cardon said yes.

Mr. Cortney asked if there was any objection to postponing items c. and e. There was no objection made.

*Council Member Doug Courtney MOVED to postpone Action/Policy Items c. Operating Procedures and e. New Volunteer Policy until the January 24, 2019 meeting.*
*Board Member Jessica Anderson SECONDED the motion.*

The vote was recorded as follows:

- Board Member Mike Burns: Yes
- Board Member Doug Courtney: Yes
- Board Member Nancy Passaretti: Yes
- Board Member Lisa Bullington: Yes
- Board Member Jessica Anderson: Yes
- Board Chair Roger Dixon: Yes
- Board Member Natalie Reed: Yes
- Council Member Ed Dennis: Yes

The motion passed.

b. Committee Assignments – Roger Dixon

Mr. Dixon asked for volunteers to fill a liaison and 12 committee assignments. Nancy Passaretti volunteered to be liaison with Friends of the Library. The Board members signed up for committee assignments as follows with the first person listed being the Chair of that committee:
Committee Assignments:

- **Library Fund Committee**: Doug Courtney, Natalie Reed
- **Long Range Strategic Plan**: Roger Dixon, Mike Burns
- **Operations**: Natalie Reed, Doug Courtney
- **Outreach**: Lisa Bullington, Claude Jones
- **Personnel**: Mike Burns, Lisa Bullington
- **Records and Reports**: Jessica Anderson, Ed Dennis

Mr. Dixon announced that this was the first time they had these committee assignments. The purpose of the committees was to support the members and get feedback about their needs in the areas listed. He continued to state that Operating Procedures was composed of things he pulled out of the old bylaws and the Board members could do what they wanted. Mr. Dixon announced that he would work on general things related to meetings and the Board members would work on individual areas.

Mr. Dixon asked if they needed to hold a meeting on December 13, 2018. Most Board Members responded “no” because they did not feel they would be ready to discuss the issues. Only one member wanted to hold the meeting to discuss the new page position.

**Board Member Jessica Anderson** MOVED to approve the committee assignments as discussed. **Board Member Doug Courtney** SECONDED the motion.

The vote was recorded as follows:
- Board Member Mike Burns: Yes
- Board Member Doug Courtney: Yes
- Board Member Nancy Passaretti: Yes
- Board Member Lisa Bullington: Yes
- Board Member Jessica Anderson: Yes
- Board Chair Roger Dixon: Yes
- Board Member Natalie Reed: Yes
- Council Member Ed Dennis: Yes

The motion passed.

**Board Member Mike Burns** MOVED to not hold a December meeting. **Jessica Anderson** SECONDED the motion.

The vote was recorded as follows:
- Board Member Mike Burns: Yes
- Board Member Doug Courtney: Yes
- Board Member Nancy Passaretti: Yes
- Board Member Lisa Bullington: Yes
- Board Member Jessica Anderson: Yes
- Board Chair Roger Dixon: No
- Board Member Natalie Reed: Yes
Ms. Wells asked for clarification regarding the committee responsibilities. She wondered if they were going to review their responsibilities in relation to the operating procedures and then email Mr. Dixon ahead of time. Mr. Dixon announced that the next scheduled meeting would be January 24, 2019. The Board consensus was that January 10th be the deadline to provide a draft of their operating procedures. Mr. Dixon instructed them to email their draft to everybody on the Board and to feel free to send helpful comments.

5. Discussion Items:
   b. American Fork Library Board Training Conducted by Juan Lee, Jan 16 – Donna Cardon

Ms. Cardon asked if the group would like to attend the Juan Lee January 16th training at American Fork Library to fulfill the requirement for their training. The consensus of the Board was to attend. Mr. Dennis felt there should be an alternative for people who could not attend. Mr. Dixon suggested watching videos about how a board should operate, he felt they were done quite humorously by the state board of Wyoming. Mr. Cortney asked for confirmation that they’re covering the open and public meetings act. Ms. Wells stated that State law was separate; they must have a training and every board should have a public and open meetings training. City Recorder Cindy Quick would need to make sure all their boards fulfill the requirement.

4. Action/Policy Items:
   d. Approval of New Page Position

Ms. Cardon oriented the Board with the new library page position. She explained that it would be a lower pay scale job that would sort and re-shelve circulation items. They needed the page position because regular staff were spending too much time doing circulation. She would like more time spent on other tasks like reader’s advisory. She stated that Ms. Wells already budgeted for a library page position. Ms. Wells clarified that she did not budget for it but that they had money in the budget for the position.

Next, Mr. Cortney briefly asked about the benefits for the position. Ms. Wells responded that the position would receive some benefits but not health and dental. Ms. Passaretti asked if the 2,800 included those benefits, to which Ms. Cardon responded that that number did not include those miniscule benefits. Ms. Passaretti inquired if the library intended to purchase a sorter in the long-range planning and Ms. Cardon responded that book sorters were very large and the library did not have space for one. Ms. Cardon continued her explanation of the page position, explaining that they would work ten hours a week during peak busy times and during times when librarians were doing new programs. Mr. Burns stated that it seemed like a no brainer. Mr. Cortney thought it would be nice to have the job description in the agenda packet. Ms. Anderson noted that the job description was on the website under “job opportunities” and they could even apply.

Board Member Mike Burns MOVED that they approve the Page Position.
Board Member Nancy Passaretti SECONDED the motion.

The vote was recorded as follows:
Board Member Mike Burns Yes
Board Member Doug Courtney Yes
Board Member Nancy Passaretti Yes
Board Member Lisa Bullington Yes
Board Member Jessica Anderson Yes
Board Chair Roger Dixon Yes
Board Member Natalie Reed Yes
Council Member Ed Dennis Yes

The motion passed.

5. Discussion Items:
   a. Potential Meeting with Gary to Gain a Better Understanding of the Budget Process – Roger Dixon

Ms. Wells asked about the potential Meeting with Gary to gain a better understanding of the budget process and Mr. Dixon responded that they could discuss it later. Ms. Wells asked if this meeting would even be beneficial. Mr. Cortney explained that he was the person who brought up the topic because he would like more information about the budget process. Ms. Wells offered to sit down with him and explain it.

6. Future Agenda Items:

7. Future Meetings:

Mr. Dixon thanked the Board for a successful meeting. He reported that the next meeting would be January 24, 2019 at 7:00 pm, with the Highland Library Foundation meeting immediately following.

The meeting adjourned at 10:03 pm

I, Lisa Bullington, Secretary of the Highland Library Board, hereby certify that the foregoing minutes represent a true, accurate and complete record of the meeting held on November 27, 2018. This document constitutes the official minutes for the Highland City Library Board Meeting.
Item 4a
Final Review and Approval of Bylaws, Municipal Code and Operating Procedures
Bylaws of the Highland City Public Library Board
Revised November 2018

A. Authorization

B. Name
The official name shall be the Highland City Public Library Board ("the Board").

C. Purpose
The purpose of the Board is three-fold.
1. Work to improve the quality of library services by advising and supporting the Library Director and staff.
2. Represent the interests of Highland’s citizens pertaining to Library services.
3. Advise the City Council and the City Administration on matters pertaining to the operation of the Library.

D. Members
1. The Board shall recommend the number of members on the Board to the City Council.
2. Board members and liaisons shall not be compensated but may be reimbursed for necessary and related expenses incurred on assignment by the Board.
3. Board members and liaisons are not exempt from late fees, fines, or other Library user fees.
4. The Board may recommend by a two-thirds vote to the Highland City Council the removal of a Board member for misconduct or neglect of duty.
5. All Board members shall attend approved training or orientation annually.
6. Members of the Board are permitted to serve on the Highland City Library Foundation Board.
7. Liaisons
   a. The Board may approve liaisons.
   b. Although liaisons are not members of the Board, they
      i. receive meeting agendas,
      ii. may place report items on the Board’s agenda, and
      iii. may carry out assignments on behalf of the Board.

E. Officers
1. The elected officers of the Board shall include a Chair, Vice-Chair, and Secretary.
   a. These officers shall be elected to one-year terms at the regular meeting in July.
   b. In the event of an officer vacancy, the Board will elect a replacement officer at the next Board meeting, who shall serve the remainder of the current term.
2. The Chair shall:
   a. Preside at all Board meetings.
   b. Serve as the spokesperson, presenting the position of the majority of the Board in all official communications.
3. The Vice-Chair, in the absence of the Chair, shall assume all duties of the Chair.
4. The Secretary shall:
   a. Take notes at the meetings and send them to the City Recorder.
5. The Library Director serves as the Board Executive Officer and shall:
   a. Prepare the agenda for each meeting in coordination with the Chair.
   b. Send electronic copies of the agenda and information packet to the Board members and liaisons at least 48 hours prior to any regular meeting of the Board.
   c. Send the audio recording of each meeting to the City Recorder.

F. Meetings.
1. The Board shall typically meet monthly.
   1. An annual meeting calendar shall be approved and published on the City website and in any other locations required by open meeting laws.
   2. Special Board meetings may be held at any time when called by the Chair or by any three board members.
   3. Members of the Board may participate in Board meetings electronically via telephone or other electronic means.
   4. All meetings shall be open to the public, and public notice shall be provided pursuant to Utah State Code section 52-4-202.
   5. Only business properly noticed shall be actionable.

G. Responsibilities
1. In general, the Board shall maintain and care for the Library and shall establish policies for the Library’s operations consistent with the policies made by the City Council.
   a. Policies become effective when approved by a majority of the Board at a meeting.
2. Specific responsibilities of the Board include working in conjunction with the Library Director to:
   a. Provide oversight of the Library Fund.
   b. Approve, amend, and repeal policies for governing the library.
   c. Review the annual report to the State Library Board.
   d. Present an annual report to the City Council.
   e. Ensure the Basic Certification Standards are met.
   f. Review new or adjusted Library positions and submit a recommendation to the City Council for approval.
   g. Establish an outreach program, and
   h. Develop and maintain a long-range strategic plan and submit the plan to the City Council for approval.
3. In conjunction with City Administration:
   a. Determine duties and compensation of the Library Director
   b. Appoint a competent person as librarian upon vacancy of the Library Director.
   c. Provide input for the annual performance review of the Library Director based on the Director’s interactions with the Board.

H. Committees
1. The Board shall have the following standing committees: Library Fund, Operations, Records and Reports, Personnel, Outreach, and Long-range Strategic Planning.
2. The primary responsibilities of the committees consist in consulting with and supporting the Library Director, carrying out the assigned responsibilities of the committee, and informing the Board of progress and concerns in the relevant area of the committee.

3. The members of each committee shall be determined by the Board.

4. The term for each committee member shall be one year or until a replacement is appointed. Terms run from July 1 – June 30.

5. Each committee shall report to the Board at least annually.

6. Ad Hoc Committees may be created by the Chair, with the approval of the Board, at a regular meeting. Ad Hoc committees shall present reports or recommendations to the Board and shall serve until the completion of the work for which they were appointed.

I. Parliamentary Procedure
   The most recently published Robert’s Rules of Order: Simplified and Applied shall govern the parliamentary procedure of the Board.

J. Amendments
   Amendments to these Bylaws shall become effective after: 1) being adopted by a majority vote of the Board during a regular Board meeting and 2) being approved by the City Council.
1. A library board is created, pursuant to Utah Code Annotated Sections 9-7-401 through 9-7-410, consisting from five to nine citizens, one of whom shall be a Council Member. The size of the board may fluctuate based on the needs of the library. The size of the board shall be determined annually by the City Council after receiving a recommendation from the library board.

2. The term of each board member shall be for three years, which terms are staggered, such that two or three appointments are available each year. Term lengths may be adjusted in order to keep only two or three individuals from rotating off the board each year. Terms begin the first day of July. Board members shall not serve more than two full terms in succession.

3. Any vacancy occurring for a seat in which the term has not expired on the board shall be for the unexpired term of the departing board member.

4. The City Council may remove any board members for misconduct or neglect of duty.

5. The library board shall maintain and care for library by making recommendations concerning the use of the library, the amount of fines and fees, and the operation and care of the library. The board may establish policies concerning day to day use of the library and materials to be made available, which do not need specific Council approval, but are consistent with the policies made by the Council.

6. The Library Director shall serve as the executive officer for the library board.

7. The library board and City Council shall meet once a year to discuss the operations and care of the Library.

HMC (Ord. No. 2011-07, § 1, 2-15-2011)

HISTORY
Amended by Ord. O-2018-11 on 8/7/2018
I. **Role of the Library Board**
   a. The role of the Library Board is to:
      i. Establish a clear mission for the Library and a strategic plan allowing the Library to achieve that mission.
      ii. Set such policies for the Library as are needed to carry out its mission.
      iii. Provide oversight to ensure that Library policies are implemented effectively.
   b. By policy\(^2\) Library Board does NOT:
      i. Interfere in the day-to-day operations of the Library.
      ii. Dictate how policies are carried out.
      iii. Manage the Library Director or other Library staff.

II. **Board Membership, Officers, and Assignments**
   a. Library and Foundation Board Members.
      Seat 1. Ed Dennis 2020 (City Council) eddennis@highlandcity.org
      Seat 2. Nancy Passaretti 2019 nancysitaly@yahoo.com
      Seat 3. Lisa Bullington 2019 lisabullington1@gmail.com
      Seat 4. Claude Jones 2021 claudie.jones@gmail.com
      Seat 5. Michael Burns 2021 heymikeburns@gmail.com
      Seat 6. Roger Dixon 2019 dixonrd@xmission.com
      Seat 7. Jessica Anderson 2020 jessicaesq@gmail.com
      Seat 8. Natalie Reed 2021 nreedx69@gmail.com
      Seat 9. Doug Cortney 2020 djcortney@yahoo.com
   b. Liaisons from other entities.
      Friends of the Library Wayne Tanaka waynetanaka10@yahoo.com
   c. Library Board Officers.
      i. Chair - Roger Dixon
      ii. Vice-chair - Claude Jones
      iii. Secretary - Lisa Bullington
      iv. Executive Officer - Dona Cardon DCardon@highlandcity.org
   d. Library Board Liaison to the Friends of the Library.
      Nancy Passaretti
   e. Standing Committee assignments: (first person listed is the committee Chair)
      i. Library Fund - Doug Cortney, Natalie Reed, Claude Jones
      ii. Operations - Natalie Reed, Doug Cortney
      iii. Records and Reports - Jessica Anderson, Ed Dennis

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1 The long-term vision statement, mission statement, values statement, list of core competencies, and list of benefits provided by a public library are included in the preface to the Strategic Long-range Plan for the Library.
2 Policy: principle of action.
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iv. Personnel - Lisa Bullington, Mike Burns
v. Outreach - Claude Jones, Lisa Bullington, Wayne Tanaka, Nancy Passaretti
vi. Strategic Planning - Mike Burns, Roger Dixon

f. Foundation Board Officers
   i. Chair - Mike Burns
   ii. Vice Chair - Nancy Passaretti
   iii. Treasurer - Jessica Anderson
   iv. Secretary - Lisa Bullington

III. Procedures3 for Naming Board Members
a. For any Board vacancy, a notice asking for volunteers, shall be advertised by any means deemed appropriate by the Board.
b. Volunteer applications or nominees for open Board seats shall be discussed in a regular Board meeting and the Board shall make recommendations to the Mayor.
c. The new Board members shall be introduced at the Board meeting following the City Council’s approval.

IV. Procedures for Election of Board Officers. The officers of the Library Board are a Chair, a Vice Chair, and a Secretary.
a. Officers shall be elected to one-year terms at the regular July board meeting.
b. In the event of an officer vacancy, the Board will elect a replacement officer at the next regular Board meeting, who shall serve the remainder of the current term.
c. An officer may only serve a third consecutive term if approved unanimously by the Board.
d. Depending on the situation, the voting may be by voice, by ballot, or by show of hands.

V. Board Meeting Procedures. (Standard #2, Basic Certification Standards, Open Meetings Laws)
a. Organizing the meetings
   i. An annual meeting calendar shall be approved and published on the City website and in any other locations required by open meetings laws. (Appendix C, Sample Board Bylaws from the State)
   ii. All regular and special Board meetings shall be open to the public and noticed at least 24 hours in advance. N.B. Unless an emergency arises, even a special meeting must be properly noticed.
   iii. The regular meeting of the Board shall be on the fourth Thursday of each month at the Highland City Building at a time selected by the Board. Deviations may occur as a result of holidays or other events.
   iv. The Secretary shall work with the City Recorder to ensure the Library Board is following all Open Meetings Law Requirements including proper posting of annual meeting schedules, agendas, minutes, audio recordings, etc.

3 Procedure: an established or official way of doing something.
v. The Secretary shall assemble an agenda for each Board meeting and coordinate the agenda with the Chair and the Library Director.

vi. Any Board member wishing to have an item placed on the agenda must contact the Secretary at least 3 days prior to the meeting.

vii. The agenda and information packet shall be distributed electronically to the Board by the Executive Director of the Board (Library Director) 48 hours prior to the meeting.

viii. A Board member who is unable to attend a meeting shall notify the Chair as early as possible, so the Chair can determine if a quorum will be present for the meeting.

b. Order of Business
The following Order of Business shall be followed at regular meetings:
- Call to order
- Public comments
- Introductions
- Consent Agenda, including approval of minutes of previous meetings
- Reports
- Action/Policy Items
- Discussion Items
- Future Agenda Items
- Adjournment (Appendix C, Sample Board Bylaws from the State)

c. Conducting the Meetings
i. Robert's Rules of Order: Simplified and Applied shall govern the parliamentary procedure of the Board.

ii. Only business properly noticed shall be actionable. An item is “properly noticed” when included in the published agenda for the public to see. To be “actionable” an item must be placed in the “consent agenda” or in the “action/policy” portions of the agenda.

iii. A portion of the meeting may be designated for training to meet the State requirement for Board member training. (Standard #5, Basic Certification Standards)

VI. Polling the Board
From time to time it may be necessary to get the collective opinion of the Board on certain simple matters that are completely internal to the Board. This may be accomplished by asking the Chair to poll the Board. The Chair will request that the Secretary send the matter, by email, to the Board, collect the responses, and inform the Board of the decision.

VII. Standing Committees
The Board shall have the following Standing Committees: Library Fund, Operations, Records and Reports, Personnel, Outreach, and Strategic Planning. The main purpose for the Standing Committees is to provide support to the Library Director and the Library Staff. (Appendix C, Sample Board Bylaws from the State)

a. Each Committee shall proposal operating procedures for approval by the Board and is expected to follow these procedures in transacting its business.

b. Committees may choose to meet in person, communicate via electronic means or make individual assignments to accomplish their business.

c. The Library Director may assign Library staff members to work with the Committees.
d. Committee members may also be provided by the Friends of the Library as needed and with the approval of the Board and the President of the Friends.
e. Each Committee shall report to the Board at least annually.
f. Each Committee shall have at least 2 Board members, one of whom shall be designated as the Chair.
g. With approval of the Board, Committees may draw temporary members from the community to work on specific topics. Approval for temporary members may be secured by polling the Board.
h. Standing Committees have no authority to bind the City of Highland, the Highland City Public Library, or the Library Board.
i. Standing Committees have the authority to request meetings with or information from Library staff, in coordination with the Library Director.
j. Standing Committees represent the Board in fact finding and initial deliberations within their assigned scope.
k. Standing Committees shall make recommendations and provide regular updates to the Board

VIII. Standing Committee Operating procedures

a. Library Fund is tasked with: (9-7-404)
   i. Working with the Library Director to recommend/provide to the Board
      • a proposed Library budget,
      • new or updated policies affecting the Library Fund (“Fund”),
      • new or updated Library fees,
      • a quarterly summary of Fund status against budget,
      • regular updates during the annual budget process, and
      • information about any needed advocacy or extra-budget funding.
   ii. Supporting the Library Director as requested with City staff and Foundation interactions.
   iii. Other Fund-related activity as the Board may from time to time refer to it.

b. Operations. (Utah State Code 9-7-404, 405)
The Highland City Library Board Operations Committee:
   i. Oversees the operations of the library
   ii. Recommends new and revised Library policies (from the web pages 1/8/19)
      • Book Sale Policies
      • Circulation Policies
      • Collection Development Policy
      • Donations Policy
      • Exhibits, Posted and Distributed Materials Policy
      • Interlibrary Loan Policies
   iii. Internet and Online Access Policy
   iv. Reviews this policy at least every three years, and send a copy of the new policy to the Utah State Library Division
      • Patron Behavior Policy Statement
      • Open Meetings Policy
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- Meeting Room Policy
  v. Investigates and recommends decisions about patron appeals of Library Director decisions.
    - Fine assessments
    - Request for reconsideration of library materials
    - Use of meeting room

c. Records and Reports. (Utah State Code 9-7-406)
  i. The Committee shall assist the Library Director in keeping the records and submitting an annual report, as required by the State Library Board for certification.
  ii. The Committee shall review and approve the annual report prior to submission to the Board. The Board shall forward the report to the City Council for its information.
  iii. The Committee shall compile and present a report of its activities to the Board annually. The Committee shall ensure that the policies, procedures, and rules governing the library shall be maintained and reviewed annually by the Board.

Comments:

- What is the scope of the report in subparagraph 3? Would it be more reasonable for each committee to submit a report to the Board Chair each year? The Chair could then compile a Chair report to the City Council to supplement the annual report. As an alternative, the records committee could be in charge of compilation.
- Library records should be available and accessible to the public. Perhaps the entire annual report and other policies and procedures could be available on the website and/or on display in the library.
- Circulation, collection, and patron reports should be kept and presented at every meeting by the librarian. The City Council is also interested in the number of households using the library, if there is a way to obtain this data. The records committee is willing to help in any capacity with these types of reports.

d. Personnel. (Utah State Code 9-7-407)
  i. In coordination with the City Administrator, the Committee and the Board shall determine duties and compensation of the Library Director and take part in the recruitment and hiring of the Library Director (Utah State Code 9-7-407(1))
  ii. The Board shall approve, upon the recommendation of the Committee and the Library Director, new or adjusted Library positions as needed. (Utah State Code 9-7-407(2)) No positions shall be approved that would exceed the approved budget and without City Administration approval.
  iii. The Library Director’s annual review will be conducted as outlined in the Highland City Personnel Policies and Regulations manual. The Committee shall make a recommendation to the Board regarding the annual
evaluation of the Library Director relative to his or her responsibilities as outlined in the Board’s bylaws.

e. **Outreach.**
   i. The Committee shall work in conjunction with the Library Director on outreach activities and submit recommendations to the Board.
   ii. The Committee shall work with the Library staff on outreach to the community and library patrons.
   iii. The Committee shall work with the Library staff on outreach to the communities of Alpine and Cedar Hills

f. **Strategic Planning.** (Standard #3, Basic Certification Standards)
   i. In conjunction with the Library Director, the Committee shall review the Long-range Strategic Plan as to content and execution, report quarterly, and make recommendations to the Board.
   ii. Ensure that the efforts of the Library Foundation, Friends of the Library and any other relevant organizational support are coordinated with the Long-range Strategic Plan.
Appendix A.

Reference Information

Library Fund

The major revenue sources of the Library are

A. The dedicated Library Tax (FY 2018-2019 budget = $256,465)
   a. Maximum rate by state law is .001 (unless bonds have been issued to build a
      library site) per UCA §9-7-401(2).
   b. Current City rate is .000174 per Highland City Resolution 2018-17
   c. The rate generally declines each year because the total revenue is set with
      the rate calculated annually.
B. Library miscellaneous revenue (FY 2018-2019 budget = $24,000)
C. Library Fee in Lieu of Personal Property Tax (FY 2018-2019 budget = $23,598)
   a. Pro-rated amount of total received by City
D. Delinquent property tax collections (FY 2018-2019 budget = $13,110)
   a. Pro-rated amount of total received by City
E. Grant revenue (FY 2018-2019 budget = $5,200)
   a. There is an offsetting “Library Grant Expenditures” expense of $5,200 in the
      FY 2018-2019 budget suggesting this is categorical money.
F. Library donations (FY 2018-2019 budget = $500)

The major expenses of the Library are

A. Staff salaries/wages/benefits/overtime (FY 2018-2019 budget = $243,712.84)
B. Books and Materials (FY 2018-2019 budget = $23,000)
C. Information Technology (FY 2018-2019 budget = $18,500)
D. Travel & Other Miscellaneous (FY 2018-2019 budget = $6,500)
E. Library Grant Expenditures (FY 2018-2019 budget = $5,200)
F. Equipment (FY 2018-2019 budget = $5,000)
G. Special Programs (FY 2018-2019 budget = $3,500)