

# Library Board Meeting Agenda

## March 25, 2021

Meeting held electronically via Zoom. Phone Number: 1-253-215-8782. Meeting ID [832 6741 3787](#). Comments can also be submitted ahead of time by emailing [libraryboard@highlandcity.org](mailto:libraryboard@highlandcity.org).

### Legal Declaration:

I Roger Dixon, Highland City Library Board Chair, hereby declare that due to the COVID-19 pandemic, holding a Library Board meeting with a physical anchor location presents a substantial risk to the health and safety of those who may be present at the anchor location due to health concerns with Board members and their family members. Members of the public are invited to participate in the electronic means which are detailed in the Board Meeting agenda. This declaration is dated March 25, 2021

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

**1. Public Comment**

**2. Consent**

Approve minutes for meeting 02/25/2021

**3. Reports**

Director's Report  
Feasibility Study Report

**4. Action/Policy Items**

Electronic Meeting Policy

**5. Discussion Items**

Recertification  
Board team-building gestures

**6. Future Agenda Items**

**7. Closed Session**

The Highland City Library Board may temporarily recess the meeting to convene in a closed session to discuss the character, professional competence, or physical or mental health of an individual as provided by Utah Code Annotated §52-4 -20

**8. Adjournment**

**Minutes from a Regular Meeting of the  
HIGHLAND CITY PUBLIC LIBRARY BOARD**  
Thursday, February 25, 2021 at 7:00 p.m. via Zoom

IN ATTENDANCE

**Board Members**

Roger Dixon, Chair  
Jessica Anderson, Secretary  
Mike Burns  
Briawna Hugh  
Claude Jones  
Kim Rodela, City Council Rep.  
Edgar Tooley

**Other**

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

**Absent Board Members**

Becky Lewis  
Natalie Reed, Vice-Chair

A quorum of the Board being present, Board Chair Roger Dixon welcomed those in attendance and began the Library Board meeting as a regular meeting at 7:11 p.m. The meeting agenda was posted on the Utah State Public Meeting Website at least 24 hours prior to the meeting.

Roger read the following legal declaration aloud:

I Roger Dixon, Highland City Library Board Chair, hereby declare that due to the COVID-19 pandemic, holding a Library Board meeting with a physical anchor location presents a substantial risk to the health and safety of those who may be present at the anchor location due to health concerns with Board members and their family members. Members of the public are invited to participate in the electronic means which are detailed in the Board Meeting agenda. This declaration is dated February 25, 2021.

AGENDA

**1. Public Comment**

None.

**2. Annual Open Meetings Training**

The Board received training on the Utah Open & Public Meetings Act from Stephannie Cottle, the Highland City Recorder, pursuant to Utah Code section 52-4-104.

- Public policy/definitions
  - The Library Board is a public body and is required to comply with the open meetings act.

- The Library Board correctly reads the statement at the beginning of electronic meetings but needs to establish rules about electronic meetings. Stephannie will send us a list of ideas for the rules to consider at our next meeting.
- A quorum must be present before Board meetings can begin.
- Notice requirements
  - The Board must give annual notice of regularly scheduled meetings and then notice of changes or cancellations.
  - Meeting agendas have to be posted at least 24-hours before Board meetings. The agenda cannot be changed if it is less than 24-hours before the meeting.
  - No action can be taken unless it is an agenda item.
- Minutes and recordings
  - Minutes needs to include the date, time, the people who were there and not there, the substance of all things that were said in the meeting, the name of each person who spoke, and the substance of what they said.
  - "For the record" statements need to be included.
  - Board meetings need to be recorded.
  - Minutes and recordings need to be posted three business days after they are approved.
- Closed meetings
  - Only certain things can be discussed in closed session, such as the sale of property, litigation, and personnel issues.
  - Certain things cannot be discussed in closed session. Interviews cannot be conducted; resolutions cannot be passed.
- Penalties
  - The Act is enforced by the attorney general's office. Violations are a Class B Misdemeanor.

Stephannie Cottle left the meeting.

### 3. Consent Agenda

1. *Approval of minutes from November 19, 2020, January 7, 2021, and January 28, 2021.*

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

Yes	Roger Dixon, Chair
Yes	Jessica Anderson
Yes	Mike Burns
Yes	Briawna Hugh
Yes	Kim Rodella
Yes	Edgar Tooley

The motion passed.

#### **4. Reports**

##### *1. Director's Report*

Donna Cardon gave her report. Circulation statistics are approaching pre-pandemic levels.

Claude Jones joined the meeting.

Program participation is also up. The Winter Reading Program has been very successful. The library is considering adding back a Wednesday story time. Programs coming up in March include a new March Madness-style competition for the top 16 adult fiction books checked out this year.

This month the library conducted lots of research about changing the ILS system to Koha. A new chart about the library's literacy kits has substantially increased their circulation.

The library is also busy with grants. The CLEF grant money of \$5,200 came in for circulating materials. The library is applying for another COVID-19 grant from the state library for better AV equipment for electronic programs.

Library assistant Gretchen Homer accepted a full-time position with the City. The library offered additional hours and team shifting to the other library assistants and is interviewing for a new programs team member.

##### *2. Feasibility Study Report*

The Board discussed the status of the feasibility study. The survey ended and had over 900 respondents. Donna briefly went through a preliminary visual analysis Mayor Mann put together of the survey results. The next meeting for the feasibility study team is next week, and Donna will report on that at our next meeting.

#### **5. Action/Policy Items**

##### *1. Migration to Koha ILS*

Donna reported on the library's research into the Koha ILS system, including reaching out to libraries who have switched. None of the libraries have regretted the switch. The library would like to move forward with the switch. The migration will cost \$8,800. There is no cost to use Koha as an open source program, but most libraries hire a company to manage the Koha system. The library has selected Bywater, which is used by several Koha libraries in Utah. The annual fee for Koha is \$3,400. Bywater's customer service is reported to be very responsive and better than SirsiDynix. SirsiDynix costs about \$12,000 a year. The data is hosted in the cloud rather than a server. Unallocated funds from FY 2021 to cover the migration cost, but it is a budget adjustment.

Jessica Anderson moved to approve the allocation of \$8,800 from the FY 2021 library budget to pay for the migration from SirsiDynix to Koha ILS. Claude Jones seconded the motion. The vote was recorded as follows:

Yes Roger Dixon, Chair  
Yes Jessica Anderson  
Yes Mike Burns  
Yes Briawna Hugh  
Yes Claude Jones  
Yes Kim Rodela  
Yes Edgar Tooley

The motion passed.

*2. Preliminary FY2022 budget*

Donna explained the preliminary budget and the budget process. The budget in the packet is a rough draft that has not been submitted to the City. Many necessary projections are still outstanding and the numbers are estimates.

Staff Wages. The City did a wage study and found that the library assistants' pay was below market levels. This budget includes a 10% raise for the library assistants, which will increase the average wage from \$11.50 to \$12.70 per hour. This is as much as the library can afford at the moment. There is also an increase in benefits due to rising health care costs and taxes.

Program Budget. The budget includes an increase to the program budget of \$1,500, largely for community outreach via the welcome bags and to continue the winter reading program.

Equipment & IT. The budget includes a decrease of \$15,000 for equipment and of \$8,200 for IT software due to the Koha switch.

The library anticipates that the carryover for 2022 will be less than the \$37,000 for 2021.

Briawna Hugh moved to approve the preliminary budget as presented. Claude Jones seconded the motion. The vote was recorded as follows:

Yes Roger Dixon, Chair  
Yes Jessica Anderson  
Yes Mike Burns  
Yes Briawna Hugh  
Yes Claude Jones  
Yes Kim Rodela  
Yes Edgar Tooley

The motion passed.

Erin Wells left the meeting.

### *3. Circulation Policy adjustment*

Donna reported on new information about the collection process. There is no way to mark an account as being sent to collection. The collection agency stated that they cannot legally collect for overdue fines, only for actual costs such as replacement costs. Accordingly, the circulation policy needs to be changed to reflect that.

The Board discussed the proposed changes to the policy and elected to change only the second sentence of Section III.J.

Briawna Hugh moved to approve the changes to the physical items policy as discussed. Claude Jones seconded the motion. The vote was recorded as follows:

Yes	Roger Dixon, Chair
Yes	Jessica Anderson
Yes	Mike Burns
Yes	Briawna Hugh
Yes	Claude Jones
Yes	Kim Rodela
Yes	Edgar Tooley

The motion passed.

## **6. Discussion Items**

### *1. Board seats expiring in 2021*

Donna noted that the seats of Claude Jones, Mike Burns, and Beckie Lewis and are expiring in June 2021 but that they are eligible for an additional term.

## **7. Future Agenda Items**

The Board's next regular meeting is scheduled for March 25, 2021 at 7:00 p.m.

## **8. Adjournment**

Jessica Anderson moved to adjourn the Library Board meeting. Briawna Hugh seconded the motion. The vote was recorded as follows:

Yes	Roger Dixon, Chair
Yes	Jessica Anderson

Yes Mike Burns  
Yes Briawna Hugh  
Yes Claude Jones  
Yes Kim Rodela  
Yes Edgar Tooley

The motion passed.

The Board briefly discussed the potential of returning to in-person meetings as the vaccine for COVID-19 becomes more widely available.

The meeting adjourned at 8:11 p.m.

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I, Jessica Anderson, Highland City Library Board Secretary, hereby certify that the foregoing minutes represent a true, accurate, and complete record of the meeting held on February 25, 2021. This document constitutes the official minutes for the Highland City Library Board Meeting.



HIGHLAND CITY

## LIBRARY BOARD AGENDA REPORT ITEM #4

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**DATE:** March 25, 2021  
**TO:** Library Board  
**FROM:** Donna Cardon, Library Director  
**SUBJECT:** Electronic Meeting Policy

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**PURPOSE:**

Because of state code, the Library Board needs to craft and adopt an Electronic Meeting Policy.

**BACKGROUND:**

Since March 2020, the Library Board has been meeting electronically to prevent the spread of the COVID-19 virus. Last month during our Open Meetings training, we discovered that we are required to adopt an Electronic Meeting Policy to delineate when and how the Board is allowed to conduct electronic meetings. I commissioned the Board Policy Committee to craft a policy based on some sample policies sent to me by the City Recorder. The committee has drafted a version based on the particular needs and practices of the Board and today we will consider the draft, make any needed adjustments and vote on its adoption.

**FISCAL IMPACT:**

No fiscal impact

**STAFF RECOMMENDATION:**

The Library Board accept the Electronic Meeting Policy created by the policy committee.

**PROPOSED MOTION:**

I propose that the Library Board adopt the Electronic Meeting Policy as presented.

**ALTERNATE MOTION:**

I propose that the Library Board adopt the Electronic Meeting Policy as amended.

**ATTACHMENTS:**

1. Draft of the Electronic Meeting Policy

## Highland Library Board Electronic Meetings Policy

- 1.1. The Library Board (“Board”) may hold meetings with or without a physical anchor location pursuant to relevant state and city law.
- 1.2. Members of the Board may participate in Board meetings via telecommunications under the terms of this policy.
  - 1.2.1. All persons at an anchor location and all persons participating from remote locations shall have real time audio (and preferably video) contact with all participants.
  - 1.2.2. Any form of telecommunication may be used, as long as it allows for real time interaction for discussions, questions and answers, and voting.
  - 1.2.3. Members participating from remote locations shall use appropriate equipment and take other precautions to eliminate static or other disturbances to the orderly conduct of the meeting.
  - 1.2.4. Any member participating from a remote location shall arrive and initiate contact early to ensure the equipment to be used is in proper working order.
- 1.3. Members who desire to participate in a meeting of the Board via telecommunications shall notify the library’s director and the chair of the Board of their intent at least one week in advance of the meeting, so appropriate arrangements can be made to conduct the meeting via telecommunications. This notice requirement may be waived in the event of emergency conditions.
- 1.4. Members participating via telecommunications are considered present for purposes of establishing a quorum. In the event that a lack of communications with any member results in a lack of a quorum, no additional business may be conducted until the quorum can be reconstituted. Continuances may be granted as set forth by law. Business already conducted remains valid and binding.