

# **Library Board Meeting Agenda**

## **June 24, 2021**

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

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

**1. Public Comment**

**2. Consent**

Approve the May 27<sup>th</sup> meeting minutes

**3. Reports**

Director's Report

Friends Report

**4. Action/Policy Items**

Reducing the size of the Library Board

Draper Suncrest Neighborhood

**5. Discussion Items**

Recruitment

**6. Future Agenda Items**

Election of Board Officers

**7. Adjournment**

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

Thursday, May 27, 2021 at 7:00 p.m.

IN ATTENDANCE

**Board Members**

Roger Dixon, Chair  
Mike Burns  
Briawna Hugh  
Natalie Reed, Vice-Chair  
Edgar Tooley

**Other**

Donna Cardon, Library Director and  
Board Executive Officer

**Absent Board Members**

Jessica Anderson, Secretary  
Claude Jones  
Kim Rodela, City Council Rep.

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 7:00 p.m. The meeting agenda was posted on the Utah State Public Meeting Website at least 24 hours prior to the meeting.

AGENDA

**1. Public Comment**

None.

**2. Consent Agenda**

1. *Approve minutes for meeting 03.25.2021.*

Briawna Hugh moved to approve the minutes from the March 25, 2021 meeting. Natalie Reed seconded the motion. The vote was recorded as follows:

Yes	Roger Dixon, Chair
Yes	Mike Burns
Yes	Briawna Hugh
Yes	Natalie Reed
Yes	Edgar Tooley

The motion passed.

### **3. Reports**

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

Donna Cardon gave her report for the last two months. March was an amazing month for physical items circulation. The library is back on track with circulation and library visits. The board discussed ebook purchases and circulation. In April, the library added two additional story time slots. In May, the programs paused to get ready for summer reading. In May, there was a Mother's Day take and make, the Friends' used book sale, and the summer reading kickoff. The summer reading kickoff has been very successful and patrons are excited. Summer story times start next week outside.

During May, the library completed its certification. It happens every other year now and makes the library eligible for CLEF grants. Natalie Reed came to do the safety walkthrough. The state also had an application for an award for an outstanding COVID library. Donna applied.

One of the library's current goals is to increase library card holders. Going forward, they are going to be strict about participation in programs. To participate, you need a library card. Roger proposed appointing a sub-committee to review the issue of the substantial decrease in library card holders. Donna only keeps six months of user data, because the data will otherwise clog the database and slow it down. However, there are statistics from prior periods. Some data about the demographics of the patrons at the time of obtaining the library cards is available, but it is limited. The Board assigned the reports committee (Edgar and Kim) to look further into this issue of how demographic changes might have impacted the decrease in library card holders and to report back.

Donna discussed a summary of national statistics for 2019 for all of different states and how their libraries are doing. It includes Utah's averages on key factors. Utah's average revenue for libraries per capita is \$40 per resident. Ours is \$20. Our library is also substantially behind state averages on library size and amount spent on collection per capita. Within a year, Highland will likely be the smallest library, per capita, in the state. Despite this, our circulation per capita is higher than average. Due to weeding, we have room for about 10,000 more books, but then the library will be at capacity. This information should be included in the Board's report to the City Council in the fall. Modern libraries are offering maker spaces, sewing spaces, green screen recording spaces, checkout of appliances, etc. Highland cannot even think about offering services to due space and money constraints. Because Highland taxes

have not been raised in 10 years, every City department has to do with less and less each year.

Donna reported on the Koha contract issue. The library appears to have been able to get out of the contract without penalty and will definitely consider returning to them when the Sirsi contract expires. Sirsi recently contacted the library about a new, free interface, and the fact that the current contract has not expired.

## *2. Feasibility Study Report*

The Board discussed the results of the feasibility study. It included the library and the arts council, even though the library foundation paid for it. The two entities had different wish lists, so the renderings include proposed Phase 1 (multi-use space, meeting rooms, storage space, bathrooms, and lobby, etc.) and Phase 2 (theatre, green room, dressing rooms, loading dock, amphitheater, etc.). The position of the building was shifted slightly but could not be shifted as far north as Donna wanted due to code restrictions. Roger noted the possible lack of sufficient parking in the proposed plans. These renderings are good to use to start inspiring public opinion on a public multi-use space.

The Board discussed the potential benefit of the community space to the library and the library's other needs. The main benefit of the community space would be for programing space. But the community space does not include additional collection space and having programs away from the library is not ideal, as programs are partially designed to get people to come in and borrow books. What may serve the library's needs the best is an expansion of the existing space. The library could feasibly expand its existing space to double the size, which would still be relatively small but better. It is unclear how much the cost would be, but it is likely cheaper than the community space option and is something the City Council might fund in the future.

It would be nice to have a community space in Highland, like the Provo Library or other public, downtown spaces. The community space, if it was designed for rentals, could be a good source of income. There is a cultural, PR challenge in getting residents to invest money long-term in the community.

There is one more step in the feasibility study. They will provide cost estimates for each of the two phases.

### 3. *Friends of the Library Report*

Donna noted that the Friends have been very active. They earned \$1,200 this month, \$800 via the book sale and the rest via online book sales. Tiffany recently resigned as treasurer of the Friends. They are sponsoring entries in the parades in Cedar Hills, Alpine, and Highland and featuring patrons of the year in each city.

### **4. Action/Policy Items**

#### 1. *Approve final version of FY 2022 Budget*

The Board discussed the final version of the 2021-2022 budget. Donna noted changes from the preliminary budget, such as an additional \$10,000 in a COVID grant (while will be used for books) and higher than predicted income via taxes. Donna is predicting a \$25,000 carryover for next year, which will be key to covering increasing payroll costs. The amount on internal IT is going up, because the library is putting the public access computers on the same replacement schedule the City uses for employee computers. A city department can keep up to 35% of their budget unallocated for reserve. Given the realities of the budget predictions over the coming years, Donna is hoping to keep putting aside money each year. The library previously had a large reserve (for potential use on a bigger building), which the City Council did not approve of and made the library spend. The Board discussed the issue of keeping a reserve.

Mike Burns moved to approve the final version of the budget as proposed. Briawna Hugh seconded the motion. The vote was recorded as follows:

Yes	Roger Dixon, Chair
Yes	Mike Burns
Yes	Briawna Hugh
Yes	Natalie Reed
Yes	Edgar Tooley

The motion passed.

#### 2. *Circulation Policy Handicap Exemption*

The Board discussed the proposed addition to the circulation policy to allow disabled patrons to request an extended checkout period of up to six weeks. The Board discussed various checkout period scenarios. The system attaches the circulation time

by type of material (books, DVDs, etc.) not by section (children's, adult, etc.). However, the due date can be manually changed when the item is checked out. Asking for information about disabilities can be tricky. But opening the policy to any patron could open it to abuse. The extension "up to six weeks" seems appropriate. The language as written will allow the library to extend checkouts as needed.

Briawna Hugh moved to adopt the circulation policy as proposed. Natalie Reed seconded the motion. The vote was recorded as follows:

Yes	Roger Dixon, Chair
Yes	Mike Burns
Yes	Briawna Hugh
Yes	Natalie Reed
Yes	Edgar Tooley

The motion passed.

## **5. Discussion Items**

### *1. New Member Recruitment*

The Board discussed the issue of new members. Donna spoke with a patron about serving on the Board, but he lives in Alpine, so he cannot be on the Library Board but can be on the Foundation Board and/or a member of the Friends. Nancy, who previously served on the Library Board, agreed to be on the Foundation Board. No other applications for the Library Board have come in. The Board discussed the idea of going back to a 7-person board. Doing so would require a bylaw amendment and would make the quorum size smaller. Natalie announced that she is moving to Idaho shortly. (She was posed to be the next chair.) So, even with a 7-person board, we need to recruit one new member, due to Becky and Mike leaving.

### *2. Help at Cedar Hills Family Fair*

The library scheduled a booth at the fair, even though the Friends are not doing one. Donna will be there all day. She would love some help, so she can get lunch or have company. Briawna and Edgar noted that they could help.

## **6. Future Agenda Items**

- Recommend new members

- Officer election

The Board's next regular meeting is scheduled for June 24, 2021 at 7:00 p.m.

## **7. Adjournment**

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

Yes	Roger Dixon, Chair
Yes	Mike Burns
Yes	Briawna Hugh
Yes	Natalie Reed
Yes	Edgar Tooley

The motion passed.

The meeting adjourned.

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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 May 27, 2021. This document constitutes the official minutes for the Highland City Library Board Meeting.



HIGHLAND CITY

# LIBRARY BOARD AGENDA REPORT ITEM #

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**DATE:** June 24, 2021  
**TO:** Library Board  
**FROM:** Donna Cardon, Library Director  
**SUBJECT:** Reducing the size of the Library Board

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**PURPOSE:**

The Board will address the question of the number of Board members.

**BACKGROUND:**

Recently, two of our Library Board members have resigned for personal reasons, and another has chosen not to reapply for a second term of service. Therefore, there are currently three unfilled seats in the Library Board. Efforts have been made to recruit new members, but with no success.

The Library Board used to have seven members, but two more were added to more easily staff the five standing committees established in the Bylaws. However, in recent years, the committee responsibilities have been light. The Library Director and Library Board Chair therefore think that the Library Board could function adequately with either seven or even six members. Neither the Library Board Bylaws, nor the Procedures document state the number of members the board is to have, though the procedures document does list the nine seats and who are currently filling the seats.

The Municipal Code requires that the Library Board have between five and nine members, and states and that the City Council determines the number of Board members, “after receiving a recommendation of the Library Board.” (4.12.060 A) If the Library Board decides we would like to reduce the number of members, the change will have to be approved by the City Council.

**FISCAL IMPACT:**

No fiscal impact

**STAFF RECOMMENDATION:**

The Library Board recommends to the City Council that the number of Library Board Members be changed to 7.

**PROPOSED MOTION:**

I propose that the Library Board recommend to the City Council that the number of board seats be decreased to seven, and the Operating Procedures document be updated to reflect the change.

**ALTERNATE MOTION:**

I propose that the Library Board recommend to the City Council that the number of board seats be decreased to six, and the Operating Procedures document be updated to reflect the change.

**ATTACHMENTS:**

Library Board Procedures (track changes)

# Highland City Library Board Organization and Operating Procedures

## I. Board Role

- A. The role of the Library Board is to
1. Establish a clear mission for the Library and a strategic plan allowing the Library to achieve that mission.
  2. Set such policies for the Library as are needed to carry out its mission.
  3. Provide oversight to ensure that Library policies are implemented effectively.

## II. Members and Officers

### A. Constitution of the Board

1. The Library Board currently consists of seven members.

### B. Vacancies

1. Advertisements of Board vacancies include a brief summary of the position, a solicitation for volunteers, and information about how to volunteer.
  - a) For expected vacancies (such as the end of a member's term of office), advertisement is made between 60 and 90 days before the vacancy begins.
  - b) For unexpected vacancies, advertisement is made as soon as practical once the vacancy occurs.
2. Volunteer applications or nominees for open Board seats shall be discussed in a Board meeting and the Board shall make recommendations to the Mayor.

### C. Officers

1. An officer may serve a third consecutive term if approved unanimously by the Board.

## III. Board Meetings

### A. Time and place

1. 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.

### B. Preparation

1. The Executive Officer (Library Director) shall assemble an agenda for each Board meeting and coordinate the agenda with the Chair.
2. Any Board member wishing to have an item placed on the agenda must contact the Executive Officer at least 3 days prior to the meeting.
3. The agenda and information packet shall be distributed electronically to the Board by the Executive Officer 48 hours prior to the meeting.

# Highland City Library Board Organization and Operating Procedures

4. 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.

## C. Conduct of Meetings

### 1. General

- a) 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.

### 2. Order of business

- a) The following Order of Business shall be followed at meetings, excepting that items not needed at any given meeting may be omitted:
  - Call to order • Public comments • Introductions • Consent Agenda • Reports • Action/Policy Items • Discussion Items • Future Agenda Items • Adjournment (Appendix C, Sample Board Bylaws from the State)

### 3. Consent agenda

- a) The Board establishes a Consent Agenda to provide an efficient meeting process. Items that are not expected to require discussion or debate may, at the Chair’s option, be placed in the Consent Agenda portion of the meeting.
  - (1) Any item will be pulled from the Consent Agenda at the request of one or more members. No vote is required to pull the item. The Chair shall decide where to place any such item on the agenda.
  - (2) Approval of the Consent Agenda by the Board constitutes approval of each item on the Consent Agenda at the time of approval.
  - (3) Minutes of the meeting will include the full text of motions/resolutions adopted under the Consent Agenda portion of the meeting.

### 4. Voting

- a) Voting may be by voice, ballot, or show of hands. Whatever method is used; the Chair announces the individual votes (or a unanimous decision) for inclusion in the minutes.

### 5. Training

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

## D. Official records

# Highland City Library Board Organization and Operating Procedures

1. The Executive Officer 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.

## E. Electronic Meetings Policy

1. The Library Board (“Board”) may hold meetings with or without a physical anchor location pursuant to relevant state and city law.
2. Members of the Board may participate in Board meetings via telecommunications under the terms of this policy.
  - a) 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.
  - b) Any form of telecommunication may be used, as long as it allows for real time interaction for discussions, questions and answers, and voting.
  - c) 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.
  - d) 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.
  - e) This electronic meeting policy does not apply to public comment or participation. When meetings are held in a physical anchor location, public comment cannot be made electronically.
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.
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.

## IV. Communication

### A. Polling between meetings

# Highland City Library Board Organization and Operating Procedures

1. From time to time it may be necessary between meetings 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. No decision reached in this manner has the ability to bind the City of Highland, the Highland City Public Library, or the Library Board.

## V. Committees

### A. Standing committees

1. General
  - a) The Board shall have the following Standing Committees: Library Fund, Policy, Reports, Personnel, Outreach, and Strategic Planning.
  - b) The main purpose for the Standing Committees is to provide support to the Library Director and the Library Staff.
  - c) It is the responsibility of the Library Director to provide guidance to the committees how they can provide this support.
2. Library Fund Committee: (9-7-404)
  - a) Supports the Library Director as requested on budget, fee, and fund issues.
3. Library Outreach.
  - a) Supports the Library Director as requested on outreach to the community, library patrons, and other communities such as Alpine and Cedar Hills.
4. Library Policies. (Utah State Code 9-7-404, 405)
  - a) Supports the Library Director as requested on policy issues.
  - b) Investigates and recommends decisions about patron appeals of Library Director decisions such as fine assessments, request for reconsideration of library materials, or use of meeting room.
5. Library Reports. (Utah State Code 9-7-406)
  - a) Supports the Library Director as requested on reports.
  - b) The Committee shall review the annual report prior to submission to the Board.
6. Library Long-range Strategic Planning. (Standard #3, Basic Certification Standards)
  - a) In conjunction with the Library Director, the Committee shall review the Long-range Strategic Plan as to content and execution, and make recommendations for updates to the Board.

# Highland City Library Board Organization and Operating Procedures

- b) 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.

## VI. Reference Information

### A. Members (terms expire June 30 of the year)

Library Board members	Term Expiration
Seat 1. Kim Rodella	2023
Seat 2. Briawna Hugh	2022
Seat 3. Edgar Tooley	2022
Seat 4. Claude Jones	2024
Seat 5. (Currently vacant)	2024
Seat 6. Roger Dixon	2022
Seat 7. Jessica Anderson	2023

### B. Officers and liaisons

- 1. Officers
  - a. Chair - Roger Dixon
  - b. Vice-chair – Natalie Reed
  - c. Secretary – Jessica Anderson
  - d. Executive Officer - Donna Cardon
- 2. Liaisons from other entities
  - a. Friends of the Library: Wayne Tanaka

### C. Committee assignments

Library Fund – Claude Jones, Briawna Hugh, Mike Burns, Becky Lewis (?)  
Policies – Jessica Anderson, Kim Rodella  
Reports – Edgar Tooley, Kim Rodella  
Outreach - Briawna Hugh, Claude Jones, Becky Lewis (?)  
Strategic Planning – Mike Burns, Roger Dixon, Edgar Tooley, Natalie Reed



HIGHLAND CITY

# LIBRARY BOARD AGENDA REPORT ITEM #

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**DATE:** June 24, 2021  
**TO:** Library Board  
**FROM:** Donna Cardon, Library Director  
**SUBJECT:** Draper Suncrest Neighborhood

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**PURPOSE:**

The Library Board will address the question of non-resident cards for the Draper Suncrest neighborhood.

**BACKGROUND:**

The city of Draper has neighborhoods in both Salt Lake County and Utah County. Residents in the Salt Lake County neighborhoods are eligible to receive free Salt Lake County Library System library cards. Those in the Suncrest neighborhood, which is in Utah County, are not. Fairly frequently, people from the Suncrest neighborhood ask if they can get free library cards at Highland Library since we are the closest library to their neighborhood. We are willing to give them non-resident cards for the regular fee of \$70, but Draper does not reimburse them part of the fee. The library staff would like to have Draper City consider offering its Suncrest residents the same kind of reimbursement for Library fees as Alpine and Cedar Hills does.

I talked with the Highland City staff and asked how the Library Board might approach Draper about offering a non-resident card reimbursement. They suggested that it would be most appropriate for the Library Board to bring the topic to Mayor Mann and have him approach the Mayor of Draper.

**FISCAL IMPACT:**

The Library could have a slight increase in non-resident fee income if Suncrest residents purchased library cards, but it probably wouldn't be significant.

**STAFF RECOMMENDATION:**

The Library Board Outreach Committee meet with Mayor Mann to discuss the Draper Suncrest neighborhood library reimbursement issue.

**PROPOSED MOTION:**

I propose that the Library Board Outreach Committee meet with Mayor Mann about the Draper Suncrest neighborhood library card reimbursement.