

Library Board Meeting Agenda

July 22, 2021

Highland City Hall

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

1. Public Comment

2. Consent

Approve minutes for June meeting

3. Reports

Director's Report

Foundation Report

4. Action/Policy Items

Elect Officers

Committee Bylaw Change

5. Discussion Items

Going Fine Free

Feasibility Study Extension

6. Future Agenda Items

Preparing presentation for the City Council

7. Adjournment

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

Thursday, June 24, 2021 at 7:00 p.m.

IN ATTENDANCE

Board Members

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

Other

Donna Cardon, Library Director and
Board Executive Officer

Absent Board Members

Mike Burns
Briawna Hugh
Natalie Reed, Vice-Chair (resigned
June 7, 2021)

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 7:29 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 the May 27th meeting minutes*

Jessica Anderson moved to approve the consent agenda. Claude Jones seconded the motion. The vote was recorded as follows:

Yes	Roger Dixon, Chair
Yes	Jessica Anderson
Yes	Claude Jones
Yes	Kim Rodela
Yes	Edgar Tooley

The motion passed.

3. Reports

1. Director's Report

Donna Cardon gave her report. The library has been hopping. The Summer Reading Program has been very popular. Registrations in the first five days were more than all of last year. Story times on the lawn are very popular, between 70-80 people attend each week. A new teen program has started. The Stuffed Animal Sleepover was a success. The Scholastic Book Fair did not result in a big benefit to the library and had a mixed response from patrons.

The library is back to pre-COVID protocols. The books are no longer quarantined and all materials and furniture are back out. There is no mask requirement.

Summer programs will include a Virtual Pet Show, where patrons can submit pictures of their pets to be displayed on social media and in the library. The end of summer reading party is part of the Highland Fling and the theme will be Reach for the Magic.

The Friends will have an entry in the Highland Fling parade, and the library will have a booth. The library also had a booth at the Cedar Hills festival, and it was a success. The Friends are going to have another used book sale during the Highland Fling. The Friends are paying for the teen and adult prizes for summer reading.

The library FY2022 budget was approved by the City Council without comment. Two grants are coming in. An ARPA grant for \$12,000, which is signed and funds should be available July 1. The second grant is a special grant through the ARPA, for bringing grandparents and grandchildren together via ereaders loaded with ebooks that appeal to seniors and the Tumblebooks App that features e-picture books and via ten monthly grandparent's story time during the upcoming school year. This is a good way to reach seniors, where the library does not have funds to buy the most popular books in large-print format.

2. Friends of the Library Report

See above in the director's report.

4. Action/Policy Items

1. Reducing the size of the Library Board

The Board briefly discussed reducing the number of seats on the Board due to the current lack of interested members and the reduced workload of the standing committees. (Both the library director and the friends of the library are doing work the Board used to do.) The City Council will need to make the change, upon recommendation from the Library Board. The state requires 5-9 seats. The Board debated whether a Board of six or seven would be best given the current situation and quorum requirements. The Board also briefly discussed potential recruits.

Kim Rodela moved 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. Jessica Anderson seconded the motion. The vote was recorded as follows:

Yes	Roger Dixon, Chair
Yes	Jessica Anderson
Yes	Claude Jones
Yes	Kim Rodela
Yes	Edgar Tooley

The motion passed.

2. Draper Suncrest Neighborhood

The Board discussed the issue of Utah County Draper residents not qualifying for Salt Lake County library cards. These residents often come to the Highland Library expecting to get library cards for free. They can obtain non-resident cards but have to pay for them. Donna proposes that we reach out to Draper about the potential of reimbursement. It has been suggested that the best way to do this is to have Mayor Mann approach the Draper City mayor. The Outreach Committee (Briawna and Claude), along with Roger, could be sent to discuss this with Mayor Mann. It might be most effective if the issue was brought to Draper's attention by the affected citizens. But the Board has the ability to open the discussion with Mayor Mann.

Claude Jones moved that the Library Board Outreach Committee meet with Mayor Mann about the Draper Suncrest neighborhood library card reimbursement. Edgar Tooley seconded the motion. The vote was recorded as follows:

Yes	Roger Dixon, Chair
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Yes	Jessica Anderson
Yes	Claude Jones
Yes	Kim Rodela
Yes	Edgar Tooley

The motion passed.

5. Discussion Items

1. Recruitment

See above re: reducing the size of the Library Board.

6. Future Agenda Items

- Election of board officers

The Board's next regular meeting is scheduled for July 22, 2021 at 7:00 p.m.

7. Adjournment

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

Yes	Roger Dixon, Chair
Yes	Jessica Anderson
Yes	Claude Jones
Yes	Kim Rodela
Yes	Edgar Tooley

The motion passed.

The meeting adjourned at 8:06 p.m.

I, Jessica Anderson, Highland City Library Board Secretary, hereby certify that the foregoing minutes represent a true, accurate, and complete record of the meeting held on May 27, 2021. This document constitutes the official minutes for the Highland City Library Board Meeting.



HIGHLAND CITY

LIBRARY BOARD AGENDA REPORT ITEM #4a

DATE: July 22, 2021
TO: Library Board
FROM: Donna Cardon, Library Director
SUBJECT: Library Board Officer Elections

PURPOSE:

In accordance with the Bylaws, the Library Board will elect officers for the coming year.

BACKGROUND:

The Bylaws of the Highland City Library Board state, “The elected officers of the Board shall include a Chair, Vice-Chair, and Secretary. These officers shall be elected, by majority vote, to one-year terms at the regular meeting in July.”

Officers for 2020-2021 have been:

- President: Rodger Dixon,
- Vice-Chair: Natalie Reed,
- Secretary: Jessica Anderson.

Natalie has resigned from the Library Board and has moved out of Highland. Responsibilities for each officer are described in the Library Board Bylaws.

FISCAL IMPACT:

None

STAFF RECOMMENDATION:

The Library Board should choose among our members new Board officers.

PROPOSED MOTION:

I propose that _____ serve as Board Chair, _____ serve as Vice-Chair, and _____ serve as Secretary for the 2021-2022 year.

ATTACHMENTS:

1. Bylaws approved 2020_08_27

**Bylaws of the Highland City Public Library Board
Revised August 2020**

A. Authorization

The Board is authorized by Utah Code 9-7-401 to 410 and Highland Municipal Code 4.12.010 and 4.12.060. The Board shall operate under the direction of the Highland City Council and consistent with the policies approved by Highland City Council. An *Organization and Operating Procedures* document works in conjunction with these bylaws

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, by majority vote, 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 Board's next meeting, who shall serve the remainder of the current term.
2. The Chair shall:
 - a. Preside at all the Board meetings.
 - b. Serve as the spokesperson, presenting the position of the majority of the Board in all official communications.
3. The Vice-Chair shall:
 - a. In the absence of the Chair, assume all duties of the Chair.
 - b. Serve as the presumptive chair-elect, subject to the Board's regular voting procedures.
4. The Secretary shall:
 - a. Take official minutes 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.
2. An annual meeting calendar shall be approved and published on the City website and in any other locations required by open meeting laws.
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 in Board meetings 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 section 52-4-201.
6. Only business properly noticed shall be actionable.

G. Responsibilities

1. 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 of the Library Director.
 - b. Participate in the selection of the Library Director.
 - c. Appoint a qualified person as Library Director.
 - d. 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, Policies, Reports, 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.

Adopted 11/29/2018, revised 2/28/2019, 8/27/2020



HIGHLAND CITY

LIBRARY BOARD AGENDA REPORT ITEM #4b

DATE: July 22, 2021
TO: Library Board
FROM: Donna Cardon, Library Director
SUBJECT: Committee Bylaws Change

PURPOSE:

To reconsider how Library Board committees are constituted.

BACKGROUND:

The current Bylaws of the Highland City Library Board establishes five standing committees: Library Fund, Policies, Reports, Outreach, and Long-range Strategic Plan. Each year members are elected to those committees, and in this past year, the committees have had between 2 to 4 members.

Since 2018, the committees have not really functioned as committees. Individuals from each committee have been very helpful in preparing reports or policies, but rarely have committees met or collaborated as a unit outside of regular board meetings.

Now that the size of the Library Board has been reduced from nine to seven, it doesn't make as much sense to establish five standing committees. Each committee would be either too small to merit the title of committee, or large enough to represent nearly half the board. I therefore propose that the Board no longer elect standing committees, but instead appoint members of ad hoc committees as needs arise.

FISCAL IMPACT:

No fiscal impact

STAFF RECOMMENDATION:

The Library Board eliminate the standing committees and instead appoint ad hoc committees as needs arise.

PROPOSED MOTION:

I propose that the Library Board accept the changes to the Bylaws and Operating procedures that eliminate standing committees and instead allow the appointment of ad hoc committees as needed.

ALTERNATE MOTION:

ATTACHMENTS:

1. Bylaws (track changes)
2. Procedures (track changes)

**Bylaws of the Highland City Public Library Board
Revised August 2020**

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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.
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E. Officers

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- a. These officers shall be elected, by majority vote, 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 Board's next meeting, who shall serve the remainder of the current term.
2. The Chair shall:
 - a. Preside at all the Board meetings.
 - b. Serve as the spokesperson, presenting the position of the majority of the Board in all official communications.
3. The Vice-Chair shall:
 - a. In the absence of the Chair, assume all duties of the Chair.
 - b. Serve as the presumptive chair-elect, subject to the Board's regular voting procedures.
4. The Secretary shall:
 - a. Take official minutes 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.
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 - 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 of the Library Director.
 - b. Participate in the selection of the Library Director.
 - c. Appoint a qualified person as Library Director.
 - d. 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, Policies, Reports, 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.~~
- 6.1. 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.

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

J. Amendments

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Adopted 11/29/2018, revised 2/28/2019, 8/27/2020

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.

D. Committees

- 1. The Library Board can establish ad hoc committees as need arises.
- 2. These committees will consist of no more than three members. They report their activities to the rest of the Board at regular Board meetings.

Highland City Library Board Organization and Operating Procedures

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.
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.

Highland City Library Board Organization and Operating Procedures

- (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
 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.

Highland City Library Board Organization and Operating Procedures

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
 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.~~

Highland City Library Board Organization and Operating Procedures

- ~~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.~~
 - ~~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, liaisons, and officers

- 1. 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

Library Board officers

- a) Chair - Roger Dixon
 - b) Vice-chair – Natalie Reed
 - c) Secretary – Jessica Anderson
 - d) Executive Officer - Donna Cardon DCardon@highlandcity.org
- 2. Liaisons from other entities
 - a) Friends of the Library: Wayne Tanaka
waynetanaka10@yahoo.com

Highland City Library Board Organization and Operating Procedures

B. ~~Committee assignments~~

1. ~~Library Fund — Claude Jones, Briawna Hugh, Mike Burns, Becky Lewis (?)~~
2. ~~Policies — Jessica Anderson, Kim Rodella~~
3. ~~Reports — Edgar Tooley, Kim Rodella~~
4. ~~Outreach — Briawna Hugh, Claude Jones, Becky Lewis (?)~~
- 5.3. ~~Strategic Planning — Mike Burns, Roger Dixon, Edgar Tooley, Natalie Reed~~