

# **Library Board Meeting Agenda**

## **Thursday, July 23, 2020**

Meeting Held Electronically via Zoom. Phone Number: (1-253-215-8782). Meeting ID: (859 1315 5926). Comments can also be submitted ahead of time by emailing [LibraryBoard@highlandcity.org](mailto:LibraryBoard@highlandcity.org).

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

**1. Public Comment**

**2. Consent**

- a. Approval of Minutes from June 25, 2020

**3. Reports**

- a. Director's Report
- b. Strategic Plan Committee Report

**4. Action/Policy Items**

- a. Election of new officers
- b. Appointment of new committee members

**5. Discussion Items**

- a. Past Board Meeting Minutes
- b. Future Board Minutes
- c. Makeup of the Library Board

**6. Future Agenda Items**

- a. Guest Speaker: Charlene Crozier of Orem Library
- b. Adoption of executive minutes instead of comprehensive minutes for future Library Board meetings.
- c. Review of applications for new Board member.

**7. Adjournment**

Highland City Library Board Meeting  
June 25, 2020  
Zoom Meeting

Call to order 7:05 by Roger Dixon

In attendance: Roger Dixon, Mike Burns, Natalie Reed, Edgar Tooley, Donna Cardon, Kim Rodella

Mr. Dixon called for public comment, but there was none

Mr. Dixon asked about the consent items, but we did not have any past minutes to approve.

Mr. Dixon invited the Library Director, Donna Cardon to present the director's report.

Ms Cardon shared her computer screen to display slide related to her director's report. The first one showed statistics from April and May 2020 and May 2019. She pointed out that although some statistics were comparable compared to last year, like the amount of money spent on physical items, and the amount of use of ebook/audiobooks, most of the statistics were considerably lower because the library was closed during April and May and was only offering curbside pickup. She observed that when the library opened June 1<sup>st</sup>, there were 781 items checked out which was about half the total number checked out in the previous month.

Mr Tooley asked about the amount spent on e-books and asked why the number was 0 in 2019. Ms Cardon noted that the Library didn't start spending extra money on e-books until the 2020 fiscal year that started in July 2019.

Ms Cardon also noted that the total physical collection is 200 higher than a year ago even though the staff undertook a large weeding project during the library closer. She recounted that the Library donated 20 moving boxes full of discarded books to the Friends of the Library to get them out of the way before the Library Opened on June 1. She also noted that those books would be offered for sale at the Friends of the Library booksale scheduled for July 30<sup>th</sup>.

Ms Cardon then showed a picture of some of the Library staff wearing face masks. She mentioned that the Library opened with limited hours on July 1<sup>st</sup>, and with full hours on July 15. Staff were required to wear masks while working with patrons, and had sneeze guards in place. Mr. Tooley asked if the Library was requiring patrons to wear face masks. Ms. Cardon replied that they were recommending face masks but not requiring them. She noted that about half the patrons wore masks, and half did not. There was some discussion among members that they had observed about the same percentages in grocery stores and other public places. Ms Cardon mentioned that the attendance at the Library was perhaps not as high as a year ago, but there was still a steady stream of patrons. She said it would be interesting to do the June statistics and see how they compared with the June statistics of 2020.

Ms Cardon then showed a picture on the screen of the new self-checkout stands. She mentioned that they were installed the previous Thursday, June 18. Patrons and staff were generally pleased with them, but currently everyone was still learning to use them. Ms Cardon mentioned that during July the Library

was offering free replacement cards for patrons that had lost their physical card, as a way to celebrate the new stands.

Ms Cardon then showed a slide about Summer Reading. It contained the current year registration of 470, compared to last year's registration at the end of June 979. She observed that the epidemic had affected participation in Summer Reading, and that considering everything, she was pleased to have the 470 that had registered. The slide also broke the registration down by age group as noted below.

- |                  |               |
|------------------|---------------|
| • 2019           | 2020          |
| • Ages 0-5=237   | Ages 0-5=103  |
| • Ages 6-11=465  | Ages 6-11=181 |
| • Ages 12-18=152 | Ages 12-18=99 |
| • Adults=189     | Adults=87     |

She said she was pleased that the teen registration was relatively high, 2/3 of last year instead of half, since the Library had been trying to increase teen participation because of their LSTA grant focused on service to teens.

Ms Cardon then showed a slide with a picture of the Library's Storys in the Park program. She explained that the day it was taken was chilly, so they had set up the venue so people could sit in the sun, but that usually it was set up to maximize shade. She related that there had been 30-50 people at each story time and that parents were very grateful to have an event they could bring their children to since so many options for activities were closed due to the epidemic. Ms Cardon said that there were usually 10-20 people who participated in the Junior Explorers and Tween Time programs that occurred after the Story time each week.

Ms Cardon then showed a slide of a promotion for a program the Library would be offering in July called "A Day at Wizard School". It will be July 30, from 4:00-8:00 and will support social distancing. Families can register for a 15-minute slot. Each slot will only have 12 people. The group will move from class to class so there will be no large gathering. The event commemorates the 40<sup>th</sup> anniversary of the fictional character, Harry Potter, and will also serve as a "End of Summer Reading" party.

Under "Other Notes" Ms. Cardon mentioned the Learn, Feel, Act initiative that Mayor Mann is undertaking with the help of Rondell Hugh. The library has been and will continue to play a supportive roll in the project. She also noted that she had received words that within a few months, RB Digital, a e-audiobook service available to Library patrons would go away because it has been bought out by Overdrive, who will acquire its assets and then discontinue the service. That was the end of the Director's Report.

Mr. Dixon asked Ms Cardon to present the report about the City Survey.

Ms Cardon started with an overview slide that showed the number of participants in the survey and their ages. She noted that the responses skewed toward an older population. 32% of responses were from people over 65, which only comprise 15% of the population. Likewise, people ages 25-34 only made up 4% of the responses, but make up 12% of the population.

She changed to a slide of the Service Rating of various city departments. The Library had about 83% of responses rate them as good-excellent. Ms Cardon noted that, although this was a good rating, there was room for improvement there.

The next slide showed ratings for personnel in city departments. The Library had 94% of respondents rate the Library personnel as good or excellent and in that category it was the highest rating in the city. Ms Cardon recognized that she currently has an excellent staff.

Ms Cardon noted that the next slide was less encouraging. It showed how many respondents supported increasing funding for different city projects. Only about 30% supported increased funding for the library, down several percent from the previous year. Ms Cardon noted that this made the hope of expanding the library less probable.

The final slide showed responses to the Library's question about which library materials did people want more of. The highest response was e-audiobooks, followed by adult fiction. Ms Cardon noted that these responses reflected the older demographic of the responders. That ended the report about the City Survey

Mr Dixon noted that the next item on the agenda was the community assessment. Ms Cardon asked the board members if any of them had done additional assessment interviews. None had. Mr. Burns asked where the list of people who we hoped to interview was and Ms Cardon said it was on a google doc and she would send a link after the meeting. He then asked if there were set questions we were supposed to ask, and she said that she could send those on as well. Ms Cardon acknowledged that it was hard to do the assessment interviews because of the epidemic. Mr. Tooley asked if they could be done over the phone, and Ms Cardon replied that they could.

Mr. Dixon invited the group to move on to the action item: Creating a committee to explore future capital projects.

Ms. Cardon explained that this action item was prompted by a comment by Mr. Tooley. He had said that there was likely to be stimulus funding available because of the economic downturn due to the Coronavirus epidemic. He had stated that the Library would be more likely to get funding if they had a plan in place. Ms. Cardon also noted that Erin Wells had asked that if a committee was formed, they should report at the next City Council meeting that they were undertaking an investigation of possibly expanding the library.

Mr. Burns brought up the question of whether we needed a new committee, or if this topic could be addressed by the Strategic Planning committee. Ms Reed noted that the committee could consist of the Strategic Planning Committee plus a few other members. Mr Burns noted that currently there were only two people assigned to the Strategic Plan committee. Mr. Dixon stated that maybe we should appoint an additional member the Strategic Plan committee, but Ms Cardon didn't think we could do that as it was not noted in the agenda as an action item. Mr. Dixon thought it fell under the topic of that was noticed as an action item. Ms Cardon noted that next month the Board would elect new officers, and they could make committee assignments at that time.

Mr. Burns motioned that the Board not create a new Future Capital Projects committee at this time. The motion was seconded by Ms. Reed, the vote was unanimous in the affirmative.

Then Mr. Burns motioned that the Strategic Plan committee would consider future capital projects as they reworked the strategic plan. The motion was seconded by Ms Reed, and the vote was unanimous in the affirmative.

Ms Cardon asked if we should still, then, inform the City Council of our intent to investigate this question. Ms Rodella suggested that the Council already knew the Library was interested in a bigger facility. She thought it would be better to come up with a more concrete plan than to just suggest that we were starting to look into the possibilities.

Ms Cardon stated that she was beginning to come to the conclusion that the public would not support the creation of a bigger library with more books, but that the city would support the creation of a community center. She said that she wanted the Library to have a place at the table so that the community center would have space for both big and small library programs.

Ms. Rodella stated that the City Council had received a request from a private company for public/private venture to make a community recreation center on the boarder of Amercian Fork and Highland. The Center would have space for sporting facilities, but also rooms for classes and events the Library could use. She said the project was still in very early stages, and that is why she had not mentioned it to us before. Ms Cardon said that as the proposal went forward, the Library would like a place at the table in the planning stages.

The next topic of discussion was updating the Strategic Plan. Ms Cardon stated that almost all the items included in the previous strategic plan had been completed already. Mr. Burns asked if the Library had a new list of plans, and Ms Cardon said she was talking with her managers to develop some. Ms Cardon said she would like to schedule a meeting of the strategic plan committee. Mr. Burns suggested the next Monday, but Ms. Cardon said she couldn't be ready that soon. She suggested the first Monday in July. A meeting was scheduled for Monday July 6 at 10:00.

Ms Cardon introduced the next topic, which was the Library Board Training requirement. Since it is the end of the fiscal year, those who had not attended the in person training in January, needed to complete

an online training. She said she didn't have a list of those who attended the first training. Mr. Burns, Dixon, Tooley, and Ms Reed said they had all attended. They also remembered the Ms Hugh had also attended. Ms Cardon noted the name and then showed a slide with some links to online training people could take if they missed the live training. She said she would email them out to the Library Board.

The topic then changed to Future Agenda Items. Ms Cardon stated that the election of new officers would be on the next meeting agenda. She then asked if the meeting was scheduled for July 23<sup>rd</sup>, even though it was the day before a state holiday. She thought it was but wasn't sure. Mr. Dixon said he thought it might have been rescheduled for the 16<sup>th</sup>. Ms Cardon thought they had considered that, but then people had said they would be available on the 23<sup>rd</sup> after all. Ms Cardon asked those in attendance if they were available on the 23<sup>rd</sup>, and all said they were.

The Library Board meeting was then adjourned at about 8:15 pm.



HIGHLAND CITY

# LIBRARY BOARD AGENDA REPORT ITEM #3A

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**DATE:** July 23, 2020  
**TO:** Library Board  
**FROM:** Donna Cardon, Library Director  
**SUBJECT: Motion:** Election of Officers

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**PURPOSE:**

The Board will elect Library Board Officers for July 2020 - June 2021.

**BACKGROUND:**

According to the Bylaws of the Highland City Public Library Board;

“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.”

The duties of the officers are as follows:

- “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, 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.”

The 2019-2020 officers were:

President: Roger Dixon  
Vice President: Claude Jones  
Secretary: Doug Courtney

Officers can be re-elected to positions, or the Board can choose to elect different people to these positions.

**FISCAL IMPACT:**

None

**PROPOSED MOTION:**

I propose that \_\_\_\_\_ serve as Chair, \_\_\_\_\_ serve as Vice-Chair, and \_\_\_\_\_ serve as Secretary of the Highland City Library Board for the 2020-2021 year.

**ATTACHMENTS:**

None



HIGHLAND CITY

# LIBRARY BOARD AGENDA REPORT ITEM # 3B

**DATE:** July 23, 2020  
**TO:** Library Board  
**FROM:** Donna Cardon, Library Director  
**SUBJECT: Motion:** Appointment of Library Board Committee Members

**PURPOSE:**

To update appointments to various Library Board Committees.

**BACKGROUND:**

According to the Bylaws of the Highland City Library Board

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.”

It is therefore time for the Board to determine the makeup of the standing committees for the year 2020-2021

**FISCAL IMPACT:**

None

**PROPOSED MOTION:**

The following Library Board members will serve on the following committees for the term of one year starting July 2020, with the first name in the list serving as the chair of the committee.

\_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ shall serve on the Library Fund committee,

\_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ shall serve on the Policies committee,

\_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ shall serve on the Reports committee,



\_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ shall serve on the Outreach committee,  
And \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ shall serve on the Long-range  
Strategic Plan committee.

**ATTACHMENTS:**

1. Current Committee Assignments

## **Board Assignments - Members, officers, liaisons, and committees (Updated 31 July 2019)**

### **1. Library Board members**

- Seat 1. Kim Rodella (CC) 2023
- Seat 2. Briawna Hugh 2022
- Seat 3. Edgar Tooley 2022
- Seat 4. Claude Jones 2021
- Seat 5. Michael Burns 2021
- Seat 6. *Roger Dixon* 2022
- Seat 7. Jessica Anderson 2023
- Seat 8. Natalie Reed 2023
- Seat 9. Doug Cortney 2021

### **2. Library Board officers**

- Chair - Roger Dixon
- Vice-chair - Claude Jones
- Secretary – Doug Cortney
- Executive Officer - Donna Cardon

### **3. Liaisons from other entities**

- Friends of the Library: Wayne Tanaka

### **4. Liaisons to other entities**

- Friends of the Library:

### **5. Standing Committee assignments (person listed first in the Chair)**

- **Library Fund** - Doug Cortney, Natalie Reed, Claude Jones
- **Policies** - Natalie Reed, Doug Cortney, Briawna Hugh
- **Reports** - Jessica Anderson, Ed Dennis, Edgar Tooley
- **Outreach** - Claude Jones, Lisa Bullington, Wayne Tanaka, Briawna Hugh
- **Strategic Planning** - Mike Burns, Roger Dixon, Edgar Tooley

### **6. Members of the Library Foundation Board**

- Mike Burns
- Jessica Anderson
- Roger Dixon