Library Board Meeting Agenda
July 25, 2019
Highland City, West Conference Room
5400 West Civic Center Drive, Highland UT 84003

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

1. Public Comment

2. Introductions
   a. Welcome New Members

3. Consent
   a. Approval of May 23, 2019 Meeting Minutes

4. Reports
   a. Director’s Report
   b. Friends of the Library Report

5. Action Items
   a. Elect Officers and Organize Standing Committees
   b. Organize Ad Hoc Website Committee
   c. Adopt Annual Board Calendar
   d. Adopt Proctored Exam Policy

6. Discussion Items
   a. Press Releases
   b. Open Meeting Review (for new members)
   c. Book Sale at Alpine Days

7. Future Items
   a. Website Approval
   b. Study Room Policy

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 July, 2019
Cindy Quick, MMC, City Recorder

THE PUBLIC IS INVITED TO PARTICIPATE IN ALL LIBRARY BOARD MEETINGS
PRESIDING: Library Board Chair Roger Dixon

LIBRARY BOARD MEMBERS PRESENT: Jessica Anderson, Mike Burns, Doug Cortney, Roger Dixon, Nancy Pasaretti, Natalie Reed

LIBRARY BOARD MEMBERS ABSENT: Lisa Bullington, City Council Rep Ed Dennis, Claude Jones

CITY STAFF PRESENT: Library Director Donna Cardon

OTHERS: Friends of the Highland City Library President Wayne Tanaka

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

A quorum of the Board being present, Board Chair Roger Dixon welcomed those in attendance and began the Library Board meeting at 7:00 PM as a regular meeting. The meeting agenda was posted on the Utah State Public Meeting Website at least 24 hours prior to the meeting.

1. Public Comment:

No public comment

2. Communication Items
   a. Director’s Report

Library Director Donna Cardon presented the April library statistics.

Board Member Mike Burns noted that digital item checkout continues to be much higher than last year. Ms. Cardon noted that the Library has purchased extra copies of popular items and that good collection development of digital materials is likely driving higher usage.

Mr. Burns asked if we can release under-used digital materials for use by patrons of other libraries. Nobody knew the answer to this question, but Ms. Cardon said that the library cooperative does not pool digital materials. Ms. Cardon noted that some digital materials expire after a set number of checkouts.

Ms. Cardon reported that

- the Library’s collection reached 50,000 items on May 8, having roughly doubled since the Library was founded,
• Kim and Shelly attended Uplift Training at the State Library, addressing one of the strategic goals,
• she submitted the preliminary certification documents to the State Library and is waiting for the State Library to schedule a follow-up interview, and
• the Library recently repurposed an iPad for use in the Children’s Department.

Board Member Nancy Passaretti asked why volunteer numbers continue to be low compared to last year. Ms. Cardon said that she has now included both Friends and Library Board volunteer hours in the statistic, so this should no longer be an issue. Ms. Cardon said there has been some discussion amongst the staff about what volunteers should do and that resultant drama might scare some volunteers away. She described the correction for this situation as being a work in progress.

Ms. Cardon reported that she installed a door counter and has manually counted patrons for two days to help normalize the count by establishing a percentage of the total count that represents staff, children repeatedly passing through the doorway, and the like.

Ms. Cardon noted that Juan Lee, the Library’s State Library Consultant, recently accepted a new position as Director of the Wasatch County Library and that a new Consultant has not yet been appointed as far as we know. This may delay the certification process this year.

Ms. Cardon distributed materials for the summer reading program, noting that all ages can receive rewards both for reading and for participating in family/community activities. She noted that the Friends have collected prizes from seven different businesses and thanked the members of the Friends for their hard work.

The Library’s Page recently left, and Ms. Cardon reported that Kiersten was hired to fill this position temporarily.

Ms. Cardon directed the Board’s attention to the safety inspection information distributed to the Board. She reported that some changes (e.g., moving chairs away from doorways) have already been completed, some require additional research (e.g., whether or not the front door qualifies as a “fire door” that must remain closed), and some still need improvement.

Ms. Cardon reported that she expects the Library to reach full capacity (approximately 55,000 items based on available shelving) in roughly 12 months. Staff has been weeding the collection and will reconsider the donations policy after the summer reading program concludes.

b. Friends of the Library Report

There was no Friends of the Library report at this time.

c. Foundation Restructure

Board Member Jessica Anderson reported progress on the issue and said the committee created by the Foundation Board met and will make recommendations at the next Foundation Board meeting.

d. ULA Conference Report

Board Member Doug Cortney reported that he attended the recent Utah Library Association conference, as did both Kim and Shelly. He reminded the Board that a Trustee membership in the ULA is free. He spoke at the conference with both the chair of the Public Section and the incoming President-elect about
holding a training for Trustees as one of the pre-conference sessions. He said he attended several good sessions and collected information from vendors that he’ll provide to Ms. Cardon.

3. Consent Agenda:
   a. April 22, 2019 Minutes
   b. Minor Adjustments to Volunteer, Patron Behavior, and Physical Item Circulation Policies

Mr. Dixon pulled the April 22 Minutes from the consent agenda, placing it as item (a) under Action Items.

Board Member Mike Burns MOVED to approve the consent agenda as updated.
Board Member Jessica Anderson SECONDED the motion.

The vote was recorded as follows:
Board Member Jessica Anderson Yes
Board Member Mike Burns Yes
Board Member Doug Cortney Yes
Board Chair Roger Dixon Yes
Board Member Nancy Passaretti Yes
Board Member Natalie Reed Yes

The motion passed.

4. Action Items:
   a. April 22, 2019, Minutes

Mr. Dixon said that the first line of the second paragraph under item 3(b) should read “Friends of the Library hours had not been included as volunteer hours,” noting the omission of the word “not” in the printed copies.

Board Member Doug Cortney asked that on page 5, first paragraph, second to last sentence that Tim Merrill’s title be included so the sentence should read “asked if City Attorney Tim Merrill had reviewed the policy…….”

Board Member Jessica Anderson MOVED to approve the minutes as amended.
Board Member Nancy Passaretti SECONDED the motion.

The vote was recorded as follows:
Board Member Jessica Anderson Yes
Board Member Mike Burns Yes
Board Member Doug Cortney Yes
Board Chair Roger Dixon Yes
Board Member Nancy Passaretti Yes
Board Member Natalie Reed Yes

The motion passed.

Friends of the Highland Library President Wayne Tanaka arrived.

With unanimous consent, Mr. Dixon adjusted the order of business so the Friends of the Library report could be made at this time.
Mr. Tanaka reported that Summer Reading Program donations were going well and that people seemed very willing to donate if asked. The Friends has received 27 Mini Monster Cookies from the Pizza Pie Cafe, and the Painted Daisy will make a donation after its Memorial Day rush is over. The Friends is working with the new gymnastics studio and the bike shop. He said that the Friends needs to ensure it doesn’t duplicate solicitations made for the Highland Fling and noted that members of the Friends wear their badges when soliciting donations, so everyone knows whom they represent.

Ms. Passaretti said that Purple (in Alpine) is a very community-oriented business and that ASEA, where her daughter works, is rapidly growing. She suggested the Friends should approach both companies. Mr. Tanaka responded that this is a great idea and that, more broadly, he would like to get the Foundation on corporate matching-funds lists.

Mr. Tanaka said he’s very pleased with how well the Friends is doing given that it’s only a year old.

Mr. Dixon asked if we could work with Julie to soften the “don’t ask these organizations” list. Ms. Cardon responded that we could do so since we have a good relationship with the Fling and the city in general. Ms. Cardon said we’re finding some companies may be hesitant to donate larger sums to the Fling but are strong supporters of the Library and are still willing to donate small items to support the Library. Mr. Tanaka said that the current process is working sufficiently for now and suggested that we not rock the boat by approaching Julie.

Mr. Tanaka reported that there are several families – representing as many as 20 kids – signed up to take part in the Friends’ Cedar Hills Parade entry. Ms. Cardon reported that six of the planned ten “umbrella aliens” are completed and that she will check to see if we’re licensed to use the desired music.

Mr. Tanaka reminded the Board that the Friends will conduct a book sale at Heritage Park after the Cedar Hills Parade on June 8.

b. Fiscal Year 2019/2020 Library Budget

Ms. Cardon presented the proposed FY 2020 Library budget, noting that the City Council approved the tentative budget on May 21, with the only major direction to the Library being to keep expenditures at no more than the dedicated tax levy. She noted that part-time salaries increased due to the recent pay increase.

Mr. Tanaka asked how many employees the Library currently has. Ms. Cardon responded that the Library has a staffing level of 5.5 FTE, which is quite a lean staff-to-resident ration compared to other area libraries.

Mr. Tanaka asked if there is a staffing standard based on collection size, and Ms. Cardon responded that she was unaware of any such measurement.

Mr. Dixon asked for clarification about what the “includes Sami’s wages” comment meant on line 22-43-30. Ms. Cardon responded that the Story Teller’s pay had previously been included in line 22-43-14 (“Salaries/Wages Part-Time”) but that City Finance Director Gary LeCheminant provided direction this year that it should be recorded against Programming instead.

Mr. Dixon asked for clarification about a comment in the budget document about a grant for Self Checkout and RFID tagging. Ms. Cardon responded that the grant will be awarded in September if the Library receives it, with the funds arriving in February. If it is not received, both the revenue (on line 22-36-12) and expense (on line 22-43-50) will be dropped from the budget, for a net change of $0.
Ms. Cardon noted that Assistant City Administrator Erin Wells’ salary is divided across city departments and that the Library’s portion is 25%, which is included on line 22-43-11 (“Salaries/Wages”). Mr. Dixon asked how this percentage was determined. Nobody was certain, and the Board informally agreed to ask Ms. Wells how this percentage is calculated.

Ms. Anderson asked if the website cost is also pro-rated across departments. Ms. Cardon responded that this is an ongoing, extra charge for the Library because it has special formatting on its portion of the city website. Additionally, there was a one-time cost of $3,500 in FY 2019. Ms. Cardon said there will be time to preview the new web pages during the first week in August, which will allow three weeks for changes before the new site goes live.

Ms. Anderson asked if the Internal Service IT Expense is new this year. Ms. Cardon responded that the city just created an account for staff computer costs, with amounts charged to each department based on the number of staff computers each has.

Mr. Cortney noted the comment for Delinquent Property Taxes (line 22-31-11) noted that the actual number may be lower and asked what will offset the loss if that’s the case. Ms. Cardon responded that income from non-resident cards looks like it may come in higher than budgeted and said that if this does not fully offset any shortage, she would expect to make up the difference from the Programming budget.

Board Member Mike Burns MOVED to approve the FY 2019/2020 Library budget as presented. Board Member Jessica Anderson SECONDED the motion.

The vote was recorded as follows:
Board Member Jessica Anderson    Yes
Board Member Mike Burns            Yes
Board Member Doug Cortney          Yes
Board Chair Roger Dixon            Yes
Board Member Nancy Passaretti     Yes
Board Member Natalie Reed          Yes

The motion passed.

c. Privacy Policy
Ms. Cardon reminded the Board that it began looking at the Privacy Policy two months ago but wanted City Attorney Tim Merrill to review it before approval. She said Mr. Merrill’s role is to adjudicate rather than to create policies, so she asked the Board to approve the policy before his review. Ms. Wells has reviewed the policy, and her suggestions are included in the current draft.

Mr. Cortney asked how the “designated person” is tracked. Ms. Cardon responded that the Library’s software includes a notes field that is used to record parental information for children’s accounts and that the same mechanism is used in the “designated person” case, tracking ID just like with parents.

Ms. Anderson asked if the prohibition against sharing circulation histories conflicts with procedures related to the Northern Utah County Library Co-operative or to OverDrive. Ms. Cardon responded that other Co-op Libraries only receive verification that a patron is “a user in good standing” and that OverDrive directly collects this information. Ms. Cardon noted that the Library does not even receive this information from OverDrive and that users must accept the OverDrive terms before using the service, which is also true for other such third-party services provided through the Library.
Mr. Dixon noted that the proposed policy does not have a standardized usage for gender-ambiguous third-person pronouns, vacillating between “he/she,” “he,” and “they.” Mr. Dixon suggested the need for a style guide and asked if the city used one. Ms. Cardon said she was unaware of any such style guide in use by the city, and Ms. Anderson said that terminology used in such a case would be explicitly defined in a legal document.

*Board Member Nancy Passaretti MOVED to use the singular “they” in all documents considered by the Board at the meeting.*

*Board Member Jessica Anderson 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 Mike Burns</td>
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<td>Board Member Doug Cortney</td>
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<td>Board Chair Roger Dixon</td>
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<td>Board Member Nancy Passaretti</td>
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<tr>
<td>Board Member Natalie Reed</td>
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*The motion passed unanimously, meeting the 2/3 requirement for reconsideration.*

Mr. Dixon suggested changing the fourth line in the “Circulation Information” section to read “of their minor children” instead of “of minor children.” There was no objection.

Ms. Anderson suggested adding a comma after “to their account” on the third line of the “General” section and removing the comma after “as a spouse” on the fifth line of the “General” section. There was no objection.

Mr. Dixon suggested capitalizing Library and Library Director in all stand-alone cases in the document, as this has been the Board’s standard usage, and to change “accessible to a third party” beginning on the fifth line of the “Computer Use Information” section to “accessed by a third party.” There was no objection.

Mr. Cortney asked why the option for a guest pass was needed. Ms. Cardon responded that the user’s library card number is used to access the computers and that a guest pass allows non-tracked access.

Mr. Dixon suggested changing “at a Northern” on the first line of the “Information Shared with Co-op Libraries” section to “at another Northern.” There was no objection.

Mr. Dixon asked if the requirement for patrons to opt out of photo usage was legal. Ms. Anderson made a quick online search and found a reference stating that adults have no expectation of privacy but that there may be liability if one posts a picture of a minor that is harmful, that will endanger the child to stalkers and molesters, or that invites or procures unwanted attention and danger to the child. Ms. Anderson said that the reference she found should not be considered an authoritative source. Mr. Tanaka said that corporate advertising always requires a photo release and payment of consideration.

*Board Member Mike Burns MOVED to approve the Privacy Policy with the amendments discussed and to forward the approved version to City Attorney Tim Merrill for review, specifically flagging the “Library Programs” section for particular attention.*

*Board Member Natalie Reed SECONDED the motion.*
The vote was recorded as follows:
Board Member Jessica Anderson  Yes
Board Member Mike Burns       Yes
Board Member Doug Cortney     Yes
Board Chair Roger Dixon       Yes
Board Member Nancy Passaretti Yes
Board Member Natalie Reed     Yes

The motion passed.

5. Closed Session
At 8:35 PM Board Member Doug Cortney MOVED that the Library Board recess to convene a closed session to discuss the character, professional competence, or physical or mental health of an individual as provided by Utah Code Annotated §52-4-205.
Board Member Mike Burns SECONDED the motion.

The vote was recorded as follows:
Board Member Jessica Anderson  Yes
Board Member Mike Burns       Yes
Board Member Doug Cortney     Yes
Board Chair Roger Dixon       Yes
Board Member Nancy Passaretti Yes
Board Member Natalie Reed     Yes
The motion passed.

The CLOSED SESSION adjourned at 8:46 PM

Board Member Mike Burns MOVED to recommend Highland City Mayor Rod Mann interview all five Library Board candidate; recommend that Roger Dixon be re-appointed to the Library Board because of his proven track record, attention to detail, and experience; and recommend that Jodi Pegram be appointed to the Library Board because of her connection to the Alpine School District and her time of residency in Highland.
Board Member Jessica Anderson SECONDED the motion.

The vote was recorded as follows:
Board Member Jessica Anderson  Yes
Board Member Mike Burns       Yes
Board Member Doug Cortney     Yes
Board Chair Roger Dixon       Present
Board Member Nancy Passaretti Yes
Board Member Natalie Reed     Yes
The motion passed.

Mr. Cortney committed to send a copy of this motion to Ms. Cardon, who will forward it to Mayor Mann.

6. Adjournment:
Mr. Dixon said that the next Board agenda will include discussion about the proper community advocacy role for the Board and a bylaws amendment.

Ms. Passaretti announced that the current meeting would be her last as a member of the Library Board since she will be out of town in June. She said it had been a privilege serving on the Board and that she particularly appreciated Mr. Dixon’s service and the thoroughness with which he approaches his role.

The Board thanked Ms. Passaretti for her service.

*Board Member Jessica Anderson MOVED to adjourn the Library Board meeting.*

*Board Member Mike Burns SECONDED the motion.*

The vote was recorded as follows:

- Board Member Jessica Anderson: Yes
- Board Member Mike Burns: Yes
- Board Member Doug Cortney: Yes
- Board Chair Roger Dixon: Yes
- Board Member Nancy Passaretti: Yes
- Board Member Natalie Reed: Yes

The motion passed.

The meeting adjourned at **8:55 PM**

I, Doug Cortney, Highland City Library acting Board Secretary, hereby certify that the foregoing minutes represent a true, accurate and complete record of the meeting held on May 23, 2019. This document constitutes the official minutes for the Highland City Library Board Meeting.
DATE: Date: July 25 2019
TO: Library Board
FROM: Donna Cardon
SUBJECT: Election of officers and appointment of committees

STAFF RECOMMENDATION:
Library Board elect officers and appoint committee members as dictated in the Library Board Bylaws.

BACKGROUND:
The Library Board Bylaws state that “The elected officers of the Board shall include a Chair, Vice-Chair, and Secretary. These officers shall be elected to one-year terms at the regular meeting in July.” It also states that, “The Board shall have the following standing committees: Library Fund, Policies, Reports, Outreach, and Long-range Strategic Planning,” and that, “The term for each committee member shall be one year or until a replacement is appointed. Terms run from July 1 – June 30.” In accordance with these directives, the Library Board needs to elect officers and appoint committee members for the 2019-2020 year.

FISCAL IMPACT:
None

PROPOSED MOTION:
I move that Library Board appoint __________ as Chair, ______________ as Vice Chair, and ___________ as Secretary for the 2019-2020 year.
I move that _________________ be appointed to ______________committee.

ATTACHMENTS: None
Library Board appoint an ad hoc website committee to develop content to be included in the new Library Board website.

In September 2019, Highland City will be launching a new website with a distinctive Library header and an expanded set of Library webpages. One of the new library pages will be a Library Board page. The information about the Library Board on the current website is pretty minimal and the Board may want to appoint a committee to develop additional content for the new website.

No significant impact.

I move that Library Board appoint the following people to an ad hoc website committee: (nominated Board Members to be included here)

1. Library webpage layout 1
2. Library webpage layout 2
Example of an Interior Page

Subhead One
This text is 15pt with a 24pt line height. Lorem ipsum has been the industry's standard dummy text ever since the 1500s. It is long established fact that a reader will be distracted by the readable content of a page when looking at its layout. The point of using Lorem Ipsum is that it has a more-or-less normal distribution of letters, making it look like readable English.

Subhead Two
Lorem ipsum is simply dummy text of the printing and typesetting industry. Lorem ipsum has been the industry's standard dummy text ever since the 1500s. It is long established fact that a reader will be distracted by the readable content of a page when looking at its layout. The point of using Lorem Ipsum is that it has a more-or-less normal distribution of letters, making it look like readable English.

Contact Us
Highland City Library
5400 Civic Center Drive
Suite 2
Highland, UT 84003
Circulation Desk: 801-772-4018
Email Circulation Staff
Director: Donna Cardon
Email Director

Office Hours
Library Hours:
Monday–Thursday: 10:00 am to 8:00 pm
Friday: 10:00 am to 4:00 pm
Saturday: 12:00 pm to 4:00 pm

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DATE:  July 25, 2019
TO:  Library Board
FROM:  Doug Cortney, member
SUBJECT:  Annual Board Calendar

STAFF RECOMMENDATION:
Library Board discuss draft calendar and either adopt an initial calendar or refer the matter to a committee for refinement.

BACKGROUND:
There are some items the Board needs to do each year. I’d like to put these things onto a standard schedule to be sure they don’t get lost in the day-to-day shuffle.

FISCAL IMPACT:
No fiscal impact expected.

PROPOSED MOTION:
I move that Library Board adopt the board calendar for inclusion in the Board Procedures document.

ALTERNATIVE MOTION #1:
I move that Library Board refer the proposed board calendar to the Strategic Planning committee with instructions to report back with a recommendation at the Board’s August meeting.

ALTERNATIVE MOTION #2:
I move that Library Board create an ad-hoc Board Calendar committee consisting of not more than three members to be named by the chair and that the Library Board refer the proposed board calendar to this committee with instructions to report back with a recommendation at the Board’s August meeting.

ATTACHMENTS:
1. Proposed Board Calendar
Proposed Board Calendar

Q3: Board organization
• July
  o First meeting for new members
  o Elect board officers
  o Establish board committee membership
  o Strategic plan highlights for the coming year
• August
  o Review presentation to City Council
  o Review bylaws and procedures
  o Assign committee tasks to achieve strategic goals
• September
  o Board training

Q4: Planning
• October
  o Review strategic plan
• November
  o Update strategic plan
• December - NO REGULAR BOARD MEETING

Q1: Policy Review
• January
  o Policy review: Collections
    ▪ Collection Development
    ▪ Circulation
    ▪ Special Collections
    ▪ Donations
  o Policy review: Patrons
    ▪ Privacy
    ▪ Patron Behavior
    ▪ Internet/Online Access
    ▪ Test Proctoring
• February
  o Policy review: Board and Miscellaneous
    ▪ Open Meetings
    ▪ Book Sale
    ▪ Meeting Rooms
• March
  o Policy review: Board and Miscellaneous

Q2: Looking Back
• April
  o Publicize board vacancies
  o Open Meetings training
• May
  o Internal audit
• June
  o Assess progress against plan
  o Final meeting for departing members
Library Board approve a Proctored Exams Policy

One of the services that the Highland Library offers is to proctor exams for people who are taking online classes or need to take other kinds of exams. For a long time, the Library offered this service without any written policy. The staff has felt that it would be useful to have a written policy that we could post online and share with both students and educators so they can understand exactly what service we are offering. I looked at other libraries and developed the attached policy statement in conjunction with the Library Board policy committee.

The Library collects a fee for proctoring exams, but that fee is not being changed at this time, so there is no fiscal impact.

I move that Library Board approve the Proctored Exams Policy.

I move that Library Board approve the Proctored Exam Policy as amended.

1. Proctored Exam Policy
Test Proctoring Services

The Highland City Library can administer exams for institutions including distance learning centers, colleges and universities, and licensing agencies. Staff members will act as proctors and will verify identification, ensure that the time limit for taking the test is adhered to, and see that the completed test is returned in the manner specified.

How much does it cost?

There is a $10 fee for each exam scheduled for proctoring. Payment will be accepted at the time the exam is administered.

When is test proctoring available?

Proctoring services are available by prearranged appointment during library hours. Please schedule all exams at least one week in advance.

Please note that:

- Tests can be administered in the study room near the circulation desk. The proctor does not stay in the room while the test is being taken, but will monitor from a distance.
- Tests that have not been taken or rescheduled 30 days past the test date will be discarded.
- We will do our best to accommodate all requests, but staff schedules and technical challenges may interfere.

If any of the following conditions apply, the student will need to take the examination in another location:

- In-room direct supervision of the testing is required.
- Timing of individual sections of an exam is required.
- Disabling of the internet or restricting of access to sites on the internet is required.
- Group testing of multiple individuals is required.
- Proctor’s personal information, such as a Social Security number, is required.

Additional test proctoring services are available at these local testing centers:

- BYU Testing Center
- UVU Testing Center
- USU - Orem Campus Testing Center
How do I begin the process?

Notify the school or institution of the library’s address and any other pertinent information. The test will be sent to the library from the school or institution.

Highland City Library
5400 W Civic Center Dr. Suite 2
Highland UT 84003
801-772-4528
circstaff@highlandcity.org

Next, request an appointment by calling the Library. A librarian will get back to you as soon as possible verifying your appointment. Please be sure to include both the date and the time you wish to take the test.

What can I expect during my session?

- Please be prepared to arrive at the scheduled time. Bring your photo ID, proctoring fee, and any allowable testing materials (e.g., calculator, pen, pencil, notes).
- A Highland City librarian will be scheduled to proctor the exam. However, the proctor who begins supervising the exam may be replaced by another proctor before your exam is over.
- Due to the nature of a library, we cannot guarantee a quiet place or continuous monitoring throughout the exam. You will be in sight of the proctor and the proctor will check on you periodically. Library services take priority over proctoring.
- Proctors cannot interpret test instructions or assist in technical matters for an online test.
- Proctors will enforce any rules listed in exam materials.
- You or your testing institution is responsible for any postage required to return your exam by mail. Payment must be received before the test is mailed.

What happens once I finish the exam?

- After the test is taken and the papers are signed indicating that the appropriate procedures were used, the test is then sent back for grading.
- You are encouraged to contact your testing institution, after the exam, to make sure they have received your completed exam. Allow a few days for exams returned via postal mail.
STAFF RECOMMENDATION:
Library Board discuss the attached information as needed.

BACKGROUND:
Highland Municipal Code §4.12.100 requires “each board, committee, or commission to comply with notification requirements for meetings and minutes as outlined in Utah Code Annotated Section 52-4.

FISCAL IMPACT:
No fiscal impact.

ATTACHMENTS:
1. Open and Public Meetings: Overview
Open and Public Meetings: Overview

Purpose: to ensure actions are taken openly and deliberations are conducted openly.
Meeting: any convened meeting where a quorum is present. This does not include chance gatherings.
Training: each member must be provided with annual training on the Open and Public Meetings Act.

Details
- Meetings must be open to the public (UCA §52-4-201)
- Public notice of meetings is required (UCA §52-4-202)
  - At least 24 hours in advance
  - Agenda, date, time, and place
  - “Reasonable specificity” about topics to be considered
    - Discussion (not action) about non-agenda items raised by the public is OK
  - Emergency meetings (UCA §52-4-202)
    - Only if “unforeseen circumstances” require an emergency meeting
    - “Best notice practicable” to the public is required
    - Must attempt to notify all members
    - A majority of members must approve of the meeting
- Minutes and recording of each meeting must be kept (UCA §52-4-203)
- Closed meetings (UCA 52-4-204)
  - Permitted if a quorum is present at a noticed meeting and 2/3 of members present vote to close the meeting.
  - No ordinance, resolution, rule, regulation, contract, or appointment may be made during closed session.
  - Only items falling in one or more of the following categories may be discussed during closed session.
    - Discussion about character, professional competence, or physical/mental health of someone
    - Strategy discussion for collective bargaining, litigation, or purchase/sale of property
    - Discussion regarding deployment of security systems/personnel
    - Investigation of alleged criminal conduct
  - The body is generally required to keep a recording of the closed meeting (although there are some exceptions).
- Transmitting electronic messages to other members when the body is not convened in an open meeting is fair game.
- The city could be liable for attorney and court costs if someone sues to enforce these rules.
- It is a misdemeanor knowingly or intentionally to violate the closed meeting provisions.

What does this mean for the Library Board?
- Public notice of meetings is posted at least 24 hours ahead of the meeting.
- An audio recording and written minutes of each meeting are posted online.
- We very rarely have need to close a meeting.