

# Library Board Meeting Agenda

## August 27, 2020

Meeting Held Electronically via Zoom. Phone Number: (1-253-215-8782). Meeting ID: (889 8276 4103). 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. Annual Training**

Advocacy for Capital Improvement: By Charlene Crozier, director of the Orem Library

**3. Consent**

Approve minutes for:

- A. November 2019
- B. February 2002
- C. July 2020

**4. Reports**

- A. Director's Report
- B. Outreach Committee Report

**5. Action/Policy Items**

- A. Library Board Minutes
- B. Revising Duties of Library Board Officers

**6. Discussion Items**

- A. Report to the City Council
- B. Strategic Plan

**7. Future Agenda Items**

- A. Approve Strategic Plan
- B. Approve Report to Council

**8. Closed Session**

The Highland City Library Board may temporarily recess the meeting to convene in a closed session to discuss the character, professional competence, or physical or mental health of an individual as provided by Utah Code Annotated §52-4-205.

**9. Adjournment**

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

Thursday, November 21, 2019 at 7:30 p.m. at Highland City Hall

IN ATTENDANCE

**Board Members**

Mike Burns  
Doug Cortney, Secretary  
Briawna Hugh  
Claude Jones, Vice-Chair  
Natalie Reed  
Edgar Tooley

**Other**

Donna Cardon, Library Director and  
Board Executive Officer  
Wayne Tanaka, Friends of the  
Library Present

**Absent**

Roger Dixon, Chair  
Jessica Anderson  
Ed Dennis, City Council Rep.

Vice-Chair Claude Jones called the meeting to order. A quorum was present.

AGENDA

**1. Public Comment**

None

**2. Consent**

*a. Approve October 24, 2019 Meeting Minutes*

Doug Cortney pulled the minutes from the consent agenda.

Doug noted an error in the minutes that stated that Natalie both made the motion and seconded the motion on the calendar. Natalie noted additional errors in the minutes related to the director's report.

*b. Approve the version of the Strategic Plan approved by the City Council*

Natalie Reed moved to approve the consent agenda with the noted changes to the minutes. Briawna Hugh seconded the motion. The motion passed.

Yes	Mike Burns
Yes	Doug Cortney
Yes	Briawna Hugh
Yes	Claude Jones, Vice Chair
Yes	Natalie Reed
Yes	Edgar Tooley

### **3. Reports**

#### *a. Director's report*

Discussion of October statistics and library card expiration data. Family Fun Night was a big success with about 50 attendees. Donna Cardon reported on upcoming events, grant applications, and library happenings. Saratoga Springs is pulling out of the NUCLC consortium. The soft launch of the new family cards started this week. We will be hosting library board training in January.

#### *b. Friends of the Library report*

Wayne Tanaka reported on behalf of the Friends. Received 501 status approval. The 501(c)(3) specific status should be in place by the end of the year. They are moving forward with an online book sale program through vendors and will be accepting all kinds of books. A boy scout is building and placing some donation boxes for his Eagle scout project.

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

#### *a. Library Budget Adjustments FY 2019-2020*

City Council will be approving budget adjustments in January. Library ended up with more carryover than anticipated, and revenue from non-resident fees is more than expected. The equipment budget will be bumped up due to some expected repairs and replacement. The book budget will be restored. The IT budget needs to be raised to account for the self-checkout stands. The biggest increase is in supplies for more library cards and RFID tags. There are still excess funds, but it is unclear how much money will come in from grants. Options for use of the excess were discussed, including an emergency fund, technology replacement, and extending Saturday hours. After discussion, it was agreed that if there is an excess, it will be earmarked for technology and equipment replacement.

Doug Cortney moved to approve the budget adjustments, allowing for minor adjustments due to grant uncertainty. Mike Burns seconded the motion. The motion passed.

Yes	Mike Burns
Yes	Doug Cortney
Yes	Briawna Hugh
Yes	Claude Jones, Vice Chair
Yes	Natalie Reed
Yes	Edgar Tooley

*b. Book Donation Criteria Policy*

The library is reaching capacity, and donations take a great deal of staff time for processing. Because of the Friends book sale initiative, the library would like to pass the donation process off to the Friends entirely, with the prerogative to occasionally review the Friends books to see if any would be good additions to the library catalog. The language of the policy and the ramifications of the policy were discussed.

Mike Burns moved to adopt the book donation policy. Briawna Hugh seconded the motion. The motion passed.

Yes	Mike Burns
Yes	Doug Cortney
Yes	Briawna Hugh
Yes	Claude Jones, Vice Chair
Yes	Natalie Reed
Yes	Edgar Tooley

*c. Advocacy Initiative*

Donna Cardon presented an idea for an advocacy initiative. She would like to conduct a needs assessment for our community. First, identify local influential people in four areas: government, education, business, faith. We could start with four in each category. Second, we go to those people and ask them about the needs of the community (not what the library can do for them). Third, we collect the identified needs and consider what the library could do to meet those needs. Four, make plans to meet whatever needs we can. Five, go back to the influences and let them know

what the library is doing. It's a big project, but it is a necessary step to building a consensus around a bigger building, etc.

Mike Burns moved that the Library Board move forward with the advocacy initiative as outlined. Doug Cortney seconded the motion. The motion passed.

Yes	Mike Burns
Yes	Doug Cortney
Yes	Briawna Hugh
Yes	Claude Jones, Vice Chair
Yes	Natalie Reed
Yes	Edgar Tooley

Donna Cardon asked the Board members to start making a list of possible influencers in advance of the next meeting.

## **5. Discussion Items**

### *a. Christmas Party*

The Christmas party is coming up. Board members and their spouses and library staff are invited. Board members should bring a potluck item and one of their favorite books hidden in a bag.

### *b. Next Step Discussion*

The library staff does not want us to start making plans for a bigger building until the City Council is on board.

### *c. Library Board Training Schedule*

We will be hosting a library board training meeting in January with American Fork and possibly Saratoga Springs. Donna Cardon will identify when the council room is available and see if one of those dates work for American Fork.

## **6. Future Agenda Items**

- Advocacy initiative assignments
- Approval of final budget adjustments
- Preliminary next fiscal year budget numbers

The next meeting will be on January 23, 2020.

## **7. Adjournment**

Doug Cortney moved to adjourn. Mike Burns seconded the motion. The motion passed.

Yes	Mike Burns
Yes	Doug Cortney
Yes	Briawna Hugh
Yes	Claude Jones, Vice Chair
Yes	Natalie Reed
Yes	Edgar Tooley

The meeting was adjourned.

Minutes prepared by Jessica Anderson on August 2, 2020 from the audio recording.

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

Thursday, February 27, 2020 at 7:00 p.m. at Highland City Hall

IN ATTENDANCE

**Board Members**

Roger Dixon, Chair  
Jessica Anderson  
Mike Burns  
Doug Cortney, Secretary  
Briawna Hugh  
Claude Jones, Vice-Chair  
Natalie Reed  
Kim Rodella, City Council Rep.  
Edgar Tooley

**Other**

Donna Cardon, Library Director and  
Board Executive Officer  
Erin Wells, Assistant City  
Administrator  
Wayne Tanaka, Friends of the  
Library President

**Absent**

None

Chair Roger Dixon called the meeting to order. A quorum was present.

AGENDA

**1. Public Comment**

None

**2. Consent**

*a. Approve January 23, 2020 Meeting Minutes*

Roger Dixon pulled the minutes from the consent agenda.

**3. Reports**

*a. Director's report*

- Discussion of January's statistics and specific programs: Pennies on the Dollar program, Junior Explorer Club, Teen STEM Club
- Discussion of events: Census station will open March 12; Fairytale Ball is coming up on March 21 from 11 to 1 with online registration.

- Discussion of new self-checkout stands: They will be installed soon. Library will likely have to close to install RFID tags. Got an LSTA grant for about half of the cost. The other half will come out of the library budget.
- Other: links to EBSCO databases; training on preventing suicide; summer reading kickoff is May 29; possibility of fine arts center project that would include the library

*b. Friends of the Library report*

- First quarterly book sale was successful and made \$462.63
- Friends are charging \$10 annual fee to become a member
- Online book sales are just starting and are going well
- Supporting summer reading and continuing with impact stories project
- Potentially exploring having a youth council member join the Friends board

**4. Action/Policy Items**

*a. Circulation Policy Revision: DVD check out*

Discussion of proposal to extend loan period of DVDs from one week to three weeks to match the loan periods for the rest of the collection (except inter-library loan). This is highly requested by patrons. DVD shelves are getting full. If we don't start checking out more DVDs, we'll have to substantially weed them. This change will probably decrease the amount of money the library collects in overdue fines. Discussion of the policy language.

Natalie Reed moved to approve the changes to the circulation policy to extend the DVD check out period. Briawna Hugh seconded the motion. The motion passed.

Yes	Roger Dixon, Chair
Yes	Jessica Anderson
Yes	Mike Burns
Yes	Doug Cortney
Yes	Briawna Hugh
Yes	Claude Jones
Yes	Natalie Reed
Yes	Kim Rodella
Yes	Edgar Tooley

*b. Circulation Policy Revision: Collections*

Discussion of potential modification of prior approved policy sending patrons to collections when they have \$50 or more in fees for lost or damaged items or overdue fines to sending people to collections only when they have over \$50 in fees for lost or damaged items, not \$50 in overdue fines. Discussion of what other local libraries' policies on collections are. Discussion of political and practical ramifications of policy changes and enforcement. Discussion of changing collections threshold to \$100 but still sending patrons to collections for both fines and fees. Discussion of the policy language.

Mike Burns moved to change the circulation policy to send patrons to collections when they have \$100 or more in fines or fees. Natalie Reed seconded the motion. The motion passed.

Yes	Roger Dixon, Chair
Yes	Jessica Anderson
Yes	Mike Burns
Yes	Doug Cortney
Yes	Briawna Hugh
Yes	Claude Jones
Yes	Natalie Reed
Yes	Kim Rodella
Yes	Edgar Tooley

*c. Approve January 23, 2020 Meeting Minutes*

Roger Dixon noted an error on the last page of the minutes related to fine amounts and as to who prepared the minutes.

Mike Burns moved to approved the minutes as amended. Jessica Anderson seconded the motion. The motion passed.

Yes	Roger Dixon, Chair
Yes	Jessica Anderson
Yes	Mike Burns
Abstained	Doug Cortney
Yes	Briawna Hugh
Yes	Claude Jones
Yes	Natalie Reed

Yes	Kim Rodella
Yes	Edgar Tooley

## 5. Discussion Items

### a. *Board seats expiring this year*

Jessica Anderson, Natalie Reed, and Kim Rodella's terms expire in June 2020, and they are eligible to reapply. We will review applications and make recommendations to the mayor at the April meeting.

### b. *Book drop replacement*

As previously discussed, the book drop needs to be replaced. At the moment, because of the lower LSTA grant, there is no money in the budget to do this now. The Friends of the Foundation may be able to provide funds. It will be about \$7,000 (for a box and two carts). We will need to readdress the issue in the fall. Once the library gets a new one, the Friends would like to refurbish the old one to use for donations.

### c. *Community assessment*

Discussion of the planned community assessment as part of the library's community advocacy project. The Board will be approaching community leaders to ask them about issues in the community, consider whether the library can address those issues, and then go back and let the people know what the library is doing. The City Administrator, Nathan Crane, is enthusiastic about the project and the potential for the library to serve the larger Highland government. Discussion of the list Donna Cardon developed of questions to be asked. Erin Wells talked about the potential for different city groups to participate in this project. An initial list of potential people to talk to was discussed. The methodology and purpose were discussed.

Briawna Hugh, on behalf of the Outreach Committee, will make a Google sheet with the list of names. Board members can sign up for people to talk to. Once the Board has completed a few interviews, we can consider expanding the project to other city groups. The goal will be to have each Board member conduct one interview prior to the next meeting. Donna will order name tags for the Board members.

### d. *The challenge of staff funding*

Employee costs are currently about 70% of the library's budget. As Highland reaches buildout, the money coming in from property taxes will level off. But employment costs will not level off, and employee costs will become a larger and larger portion of the library budget. After a number of years, this will be unsustainable. This will be something we will need to anticipate and prepare for. We may need to find a creative way to fund the library with funding that adjusts to cost of living increases.

## **6. Future Agenda Items**

- a. *Budget approval*

## **7. Adjournment**

Minutes prepared by Jessica Anderson on August 1, 2020 from the audio recording.

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

Thursday, July 23, 2020 at 7:00 p.m. via Zoom

IN ATTENDANCE

**Board Members**

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

**Other**

Donna Cardon, Library Director and  
Board Executive Officer

Chair Roger Dixon called the meeting to order at 7:00 p.m. A quorum was present.

AGENDA

**1. Public Comment**

None

**2. Consent**

*a. Approval of minutes from June 25, 2020*

Jessica Anderson moved to approve the consent agenda. Briawna Hugh seconded the motion.

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

### **3. Reports**

#### *a. Director's report*

Donna Cardon summarized her report. The written version was distributed to Board Members prior to the meeting.

- Discussion that statistics have shifted due to COVID.
- Discussion of staffing in the library given the demands of COVID.
- Discussion of issues with the library's email reminders and scheduled system updates.
- Discussion of library's participation in the City's Learn Feel Act program.
- Discussion of new book drop. It has been ordered and will be paid for out of the library's budget. It is likely that the location of the box will not change.

#### *b. Strategic plan committee report*

- Committee needs more members, which will be accomplished today.
- Roger Dixon checked up on some property values - the old city hall property and the parcel next to UCCU - for a potential swap, provided the old city hall property was rezoned to commercial, giving the city 2.4 acres east of the police station.
- Discussion of keeping an eye out for examples of the types of building that would work for the library/community center.
  - Springville Library is one potential example.
  - Highland population is 19,000; build out might be 25,000.

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

#### *a. Election of new officers*

Discussion of prior officers and potential future officers. Discussion of changing role of vice-chair to be chair-elect. Amendment of the bylaws to address the change will be a future agenda item.

Mike Burns moved to elect Roger Dixon as chair, Natalie Reed as vice-chair, and Jessica Anderson as secretary. Natalie Reed seconded the motion.

Yes	Roger Dixon, Chair
Yes	Jessica Anderson

Yes	Mike Burns
Yes	Briawna Hugh
Yes	Natalie Reed
Yes	Kim Rodella
Yes	Claude Jones
Yes	Edgar Tooley

*b. Appointment of new committee members*

OLD\*

**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

NEW\*

**Library Fund** - Claude Jones, Briawna Hugh, Mike Burns, new board member

**Policies** - Jessica Anderson, Kim Rodella

**Reports** - Edgar Tooley, Kim Rodella

**Outreach** - Briawna Hugh, Claude Jones, new board member

**Strategic Planning** - Mike Burns, Roger Dixon, Edgar Tooley, Natalie Reed

\*First member listed is the chair.

Discussion of committee makeup and board members' strengths. Discussion of potential chairs for each committee.

Jessica Anderson moved to adopt new committee chairs and members as listed. Natalie Reed seconded the motion.

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

## 5. Discussion Items

### a. Past Board Meeting Minutes

Discussion of past minutes outstanding, as compiled by Roger with the City Recorder:

- **Library Board Meeting of October 24, 2019:** Minutes were presented and approved at the November 21 Meeting. However, they do not appear on the City Website. (See Highland City Website)
- **Library Board Meeting of November 21, 2019:** Minutes were never submitted by the Board Secretary to the City Recorder.
- **Library Board Meeting of January 23, 2020:** Minutes were taken by Jessica Anderson in the absence of the Board Secretary. They were presented and approved at the February 27, 2020 Board Meeting. However, they do not appear on the City Website. (See Highland City Website)
- **Library Board Meeting of February 27, 2020:** Minutes were never submitted by the Board Secretary to the City Recorder.
- **Library Board Meeting of March 26, 2020:** Meeting was cancelled due to COVID-19.
- **Library Board Meeting of April 23, 2020:** Minutes of the April meeting were never submitted by the Board Secretary to the City Recorder.
- **Library Board Meeting of May 28, 2020:** Meeting was cancelled due to COVID-19.
- **Library Board Meeting of June 25, 2020:** Minutes were taken by the Librarian, Donna Cardon, due to the absence of the Board Secretary. This was a virtual meeting held on Zoom and no recording was made of the meeting. The minutes were presented at this July Board Meeting.

Jessica Anderson will forward her notes, if any, from the meetings missing minutes to Roger Dixon.

### b. Future Board Minutes

Discussion re proposal of executive minutes versus transcribed minutes. Transcribed minutes seem unnecessary where the secretary takes minutes and full recordings are available. Executive minutes will save about \$800 a year in transcription costs. We will prepare July's meeting minutes as executive minutes and vote at the next meeting as to whether to make it a permanent change.

*c. Makeup of the Library Board*

Doug Courtney tendered his resignation, effective July 21, 2020. The Board thanks Doug Courtney for his contributions to the library during his time on the Board.

Advertisement that there is a vacant spot on the Board will go out in the August City newsletter. We will review applications at the August meeting.

**6. Future Agenda Items**

*a. Guest Speaker: Charlene Crozier of Orem Library*

Donna will invite Ms. Crozier to come to the August 2020 meeting as advocacy training for 2020-2021. Discussion of 2019-2020 training requirements.

*b. Adoption of executive minutes instead of comprehensive minutes for future Library Board meetings*

*c. Review of applications for new Board member*

*d. Bylaw amendment to change the vice-chair to chair elect*

*e. Preparation of October presentation to City Council*

The Board's next meeting is scheduled for August 27, 2020 at 7:00 p.m.

**7. Adjournment**



HIGHLAND CITY

# LIBRARY BOARD AGENDA REPORT ITEM #5a

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**DATE:** August 27, 2020  
**TO:** Library Board  
**FROM:** Donna Cardon, Library Director  
**SUBJECT:** Library Board Minutes

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**PURPOSE:**

The Library Board is investigating the possibility of not engaging a transcriptionist to prepare Library Board Meeting minutes.

**BACKGROUND:**

Library Boards are required by the open meetings act (UT 52-4-2-303) to keep “written minutes of an open meeting” (2a) and to “post to the state website a copy of the approved minutes.” (4-e 2a) In the past the Board has kept overview minutes during meetings. Then after the meeting, a hired transcriptionist has checked the overview minutes against a recording to ensure their completeness and accuracy. The use of a transcriptionist has, in the past, been cumbersome and costs about \$800 last year. The Board, therefore, is proposing that they no longer employ a transcriptionist to prepare minutes, but that they use the “executive” style minutes, taken by the secretary, as the official meeting minutes.

City management does have concerns for this proposal as the Library does have a dedicated tax and they feel it is the board’s special duty to be stewards over the use of tax revenues. Anyone who is curious how the Board is fulfilling their duty should be able to thoroughly research meeting activities, and without more detailed minutes, this would be difficult. In addition, while at this time it is City practice to keep recordings of meetings, they are not required to be retained permanently whereas minutes are. In addition, they believe that while the minutes were initially cumbersome due to the transcriptionist, most of the more recent issues were due to other factors. We believe that any difficulties will be eliminated with new people filling the Board’s positions.

**FISCAL IMPACT:**

This change would save the library about \$800 annually in fees to the transcriptionist.

**ALTERNATIVE MOTION 1:**

The Library Board proposes that the Board no longer engage a transcriptionist to help

prepare minutes, but that they use the minutes taken by the secretary and approved by the board as the official meeting minutes.

**ALTERNATIVE MOTION 2:**

The Library Board proposes that the Board wait three months to make a decision as to whether to continue using the transcriptionist to help prepare minutes.

**ATTACHMENTS:**

1. Utah Code 52-4-203

<a href="#">Index</a>	Utah Code
<a href="#">Title 52</a>	Public Officers
<a href="#">Chapter 4</a>	Open and Public Meetings Act
<a href="#">Part 2</a>	Meetings
<a href="#">Section 203</a>	Written minutes of open meetings -- Public records -- Recording of meetings. (Effective 5/8/2018)

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**Effective 5/8/2018**

**52-4-203. Written minutes of open meetings -- Public records -- Recording of meetings.**

- (1) Except as provided under Subsection [\(7\)](#), written minutes and a recording shall be kept of all open meetings.
- ( ( Written minutes of an open meeting shall include:
- 2 a (i) the date, time, and place of the meeting;
- ) ) (ii) the names of members present and absent;
- (iii) the substance of all matters proposed, discussed, or decided by the public body which may include a summary of comments made by members of the public body;
- (iv) a record, by individual member, of each vote taken by the public body;
- ( the name of each person who:
- v (A) is not a member of the public body; and
- ) (B) after being recognized by the presiding member of the public body, provided testimony or comments to the public body;
- (vi) the substance, in brief, of the testimony or comments provided by the public under Subsection [\(2\)\(a\)\(v\)](#); and
- (vii) any other information that is a record of the proceedings of the meeting that any member requests be entered in the minutes or recording.
- (b) A public body may satisfy the requirement under Subsection [\(2\)\(a\)\(iii\)](#) or [\(vi\)](#) that minutes include the substance of matters proposed, discussed, or decided or the substance of testimony or comments by maintaining a publicly available online version of the minutes that provides a link to the meeting recording at the place in the recording where the matter is proposed, discussed, or decided or the testimony or comments provided.
- ( A recording of an open meeting shall:
- 3 (a) be a complete and unedited record of all open portions of the meeting from the commencement of the meeting through adjournment of the meeting; and
- ) (b) be properly labeled or identified with the date, time, and place of the meeting.

( ( As used in this Subsection [\(4\)](#):

<sup>4</sup> a ( "Approved minutes" means written minutes:

) ) i (A) of an open meeting; and

) (B) that have been approved by the public body that held the open meeting.

(ii) "Electronic information" means information presented or provided in an electronic format.

( "Pending minutes" means written minutes:

i (A) of an open meeting; and

i (B) that have been prepared in draft form and are subject to change before being approved by the public body that held the open meeting.

(iv) "Specified local public body" means a legislative body of a county, city, town, or metro township.

(v) "State public body" means a public body that is an administrative, advisory, executive, or legislative body of the state.

(vi) "State website" means the Utah Public Notice Website created under Section [63F-1-701](#).

(b) Pending minutes, approved minutes, and a recording of a public meeting are public records under [Title 63G, Chapter 2, Government Records Access and Management Act](#).

(c) Pending minutes shall contain a clear indication that the public body has not yet approved the minutes or that the minutes are subject to change until the public body approves them.

(d) A state public body and a specified local public body shall require an individual who, at an open meeting of the public body, publicly presents or provides electronic information, relating to an item on the public body's meeting agenda, to provide the public body, at the time of the meeting, an electronic or hard copy of the electronic information for inclusion in the public record.

( A state public body shall:

e (i) make pending minutes available to the public within 30 days after holding the open meeting that is the subject of the pending minutes;

( within three business days after approving written minutes of an open meeting:

i (A) post to the state website a copy of the approved minutes and any public materials distributed at the meeting;

) (B) make the approved minutes and public materials available to the public at the public body's primary office; and

(C) if the public body provides online minutes under Subsection [\(2\)\(b\)](#), post approved minutes that comply with Subsection [\(2\)\(b\)](#) and the public materials on the public body's website; and

(iii) within three business days after holding an open meeting, post on the state website an audio recording of the open meeting, or a link to the recording.

( A specified local public body shall:

- f (i) make pending minutes available to the public within 30 days after holding the open meeting that is the subject of the pending minutes;
- (ii) within three business days after approving written minutes of an open meeting, post and make available a copy of the approved minutes and any public materials distributed at the meeting, as provided in Subsection [\(4\)\(e\)\(ii\)](#); and
- (iii) within three business days after holding an open meeting, make an audio recording of the open meeting available to the public for listening.

( A public body that is not a state public body or a specified local public body shall:

- g (i) make pending minutes available to the public within a reasonable time after holding the open meeting that is the subject of the pending minutes;
  - (ii) within three business days after approving written minutes, make the approved minutes available to the public; and
  - (iii) within three business days after holding an open meeting, make an audio recording of the open meeting available to the public for listening.
- (h) A public body shall establish and implement procedures for the public body's approval of the written minutes of each meeting.
- (i) Approved minutes of an open meeting are the official record of the meeting.
- (5) All or any part of an open meeting may be independently recorded by any person in attendance if the recording does not interfere with the conduct of the meeting.
- (6) The written minutes or recording of an open meeting that are required to be retained permanently shall be maintained in or converted to a format that meets long-term records storage requirements.
- ( Notwithstanding Subsection [\(1\)](#), a recording is not required to be kept of:
- <sup>7</sup> (a) an open meeting that is a site visit or a traveling tour, if no vote or action is taken by the public body; or
  - (b) an open meeting of a local district under [Title 17B, Limited Purpose Local Government Entities - Local Districts](#), or special service district under [Title 17D, Chapter 1, Special Service District Act](#), if the district's annual budgeted expenditures for all funds, excluding capital expenditures and debt service, are \$50,000 or less.

Amended by Chapter [425](#), 2018 General Session



HIGHLAND CITY

# LIBRARY BOARD AGENDA REPORT ITEM #5b

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**DATE:** August 27, 2020  
**TO:** Library Board  
**FROM:** Donna Cardon, Library Director and Briawna Hugh, Secretary  
**SUBJECT:** Revising duties of Library Board Officers

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**PURPOSE:**

The Library Board would like to alter the Library Board Bylaws regarding duties of officers.

**BACKGROUND:**

Section E-3 of the Library Board Bylaws states that: “The Vice-Chair, in the absence of the Chair, shall assume all duties of the Chair.” During our election of Library Board officers in the July Library Board Meeting, we were discussing the roll of the Vice-Chair. It was suggested that to add greater continuity from one year to the next that the Vice-Chair during the final year of the current chair’s term, should be considered the “Chair-Elect” and assume the position of Chair in the following year.

**FISCAL IMPACT:**

No fiscal Impact

**PROPOSED MOTION:**

I propose that the bylaws of the Highland City Library Board be altered as discussed.

**ALTERNATE MOTION:**

**ATTACHMENTS:**

1. Bylaws of the Highland City Library (track changes)

To: Library Board  
From: Jessica Anderson  
Date: August 27, 2020  
Re: Proposed Amendment to Officers Section of Bylaws

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Based on the discussion surrounding the officer elections held in July 2020, I propose we amend the bylaws to state as follows:

**Section E.3**

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.

**Section E.1.a**

- a. These officers shall be elected, by majority vote, to one-year terms at the regular meeting in July.

**PROPOSED CHANGES TO "OFFICERS" SECTION IN REDLINE**

**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~~ in the absence of the Chair, ~~shall~~ 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 notes 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.