

# Library Board Meeting Agenda

## September 26, 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

### 3. Consent

- a. Approve August 22, 2019 Meeting Minutes

### 4. Reports

- a. Library Director's Report
- b. Friends Reports
- c. Committee Report

### 5. Discussion Items

- a. Online Video Training
- b. Presentation to City Council
- c. Family Cards Issue

### 6. Closed Session

The Highland 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

### 7. Future Items

- a. Review Strategic Plan
- b. Physical Circulation Polity

### 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](http://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 23<sup>rd</sup> day of September, 2019**

**Cindy Quick, MMC, City Recorder**

**THE PUBLIC IS INVITED TO PARTICIPATE IN ALL LIBRARY BOARD MEETINGS**

# Library Board Meeting Minutes

## August 22, 2019

### Waiting Formal Approval

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

**PRESIDING:** Library Board Chair Roger Dixon

#### LIBRARY BOARD

**MEMBERS PRESENT:** Jessica Anderson, Mike Burns, Doug Cortney, Ed Dennis, Briawna Hugh, Claude Jones, Natalie Reed, Edgar Tooley

#### LIBRARY BOARD

**MEMBERS ABSENT:** (none)

**CITY STAFF PRESENT:** Library Director Donna Cardon, Highland City Assistant Administrator Erin Wells

**OTHERS:** Claudia Stillman, Tiffany Whiting

**7:02 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 **7:02 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:

There was no public comment.

#### 2. Introductions

Board Member Natalie Reed introduced herself to Board Members Briawna Hugh and Edgar Tooley. Next, Whiting introduced herself.

#### 3. Consent

- a. Approve June 27, 2019 Meeting Minutes
- b. Approve July 25, 2019 Meeting Minutes
- c. Schedule for City Council Report

Library Board Chair Roger Dixon moved to pull item 3b. Approval of the June 27, 2019 Minutes and move them to the last Action Item on the agenda. All Board Members were in agreeance. Board Member Mike Burns asked for clarification that the motion should then be to approve the July 25, 2019 Meeting Minutes and the Schedule for City Council Reports.

Donna Cardon explained that she was scheduled to give a report to City Council on October 1<sup>st</sup> and would present the Strategic Plan on that day as well and ask for any revisions. She would then take the Council feedback and present it at the Library Board Meeting in October and any revisions would then be taken back to the City Council for approval on October 15<sup>th</sup>.

NOTE: Board Member Ed Dennis arrived.

*Board Member Doug Cortney MOVED to adopt the consent agenda.*

*Board Member Claude Jones SECONDED the motion.*

*The vote was recorded as follows:*

<i>Board Member Jessica Anderson</i>	<i>Yes</i>
<i>Board Member Mike Burns</i>	<i>Yes</i>
<i>Board Member Doug Cortney</i>	<i>Yes</i>
<i>City Council Rep Ed Dennis</i>	<i>Yes</i>
<i>Board Chair Roger Dixon</i>	<i>Yes</i>
<i>Board Member Briawna Hugh</i>	<i>Yes</i>
<i>Board Member Claude Jones</i>	<i>Yes</i>
<i>Board Member Natalie Reed</i>	<i>Yes</i>
<i>Board Member Edgar Tooley</i>	<i>Yes</i>

*The motion passed.*

#### **4. Reports**

##### **a. Director's Report**

Ms. Cardon reported that due to Summer Reading Program participation their numbers were up from the previous year. The State Statistical Report was completed and distributed to the Board. The Grant money received for Discovery Kits was used to buy the kits which were currently being processed by Staff of the Library for checkout soon. Next, Ms. Cardon stated that the Library Staff had provided face painting at the Fling and Friends held a book sale at the Fling and Alpine Days events. Also, artist Glenn Stucki has donated artwork for the Teen Corner which is underway. The School Supplies for Fines program had accumulated many supplies that will be donated to local schools. Fall programs will include a parent and child book club, tween scene, 1000 books for Kindergarten, Lego, and comics and costumes. Then, Mr. Burns and Mr. Dixon stated they have suggestions for presenters for the comics and costumes program. Ms. Cardon will follow up with their suggestions later.

Next, there will be a new public campaign highlighting a new idea each month, for example the first month will highlight the word “educate” and all topics will relate to the value a library space has in the modern world. Themes will be highlighted on the Library website, Facebook page and stickers for children distributed at the Library. Then, Board Member Claude Jones asked about digital resources that are only available for Library use. Ms. Cardon stated the only resource with limited onsite availability is the Salt Lake

Tribune. Library Board Member Briawna Hugh asked if the Battle of the Books selections was made known to local school librarians.

**b. Committee Reports**

Claudia Stillman reported on three parades that the Library participated in. In the coming year the parade theme might be Imagine Your Story and feature Harry Potter in 2020 since this would be his 40<sup>th</sup> birthday. The Friends are considering an online book sale. Currently, are two options with either BookScouter.com or a similar option based out of Boise.

**d. Web Page Report**

Board Member Edgar Tooley reviewed the web page and compared this with other libraries. Their web page did compare to others and included board members, minutes, bylaws and operating procedures. A possible change was noted to omit the use of email addresses found on the web page. Board Member Jessica Anderson stated providing contact information is a State mandate. Highland City Assistant Administrator Erin Wells stated the City maintains email addresses for the City Council and Planning Commission and it would be easy to do for the Library. Then Ms. Hugh noted at Alpine Days many had asked how to recommend a book to the Library using an online platform. Then, Board Member Claude Jones suggested adding a comment and feedback form. Mr. Tooley reiterated that the website should include policy documents, minutes, committees with descriptions, email or a contact.

**c. Strategic Plan Progress Report**

Ms. Cardon reported that the Library has largely accomplished its strategic goals to date. She reviewed progress against 2019 plans.

- In progress juvenile fiction series labels
- Near completion of literacy kits
- Programs except for Senior programs have been planned and will meet expectation.
- On track with technology programs.
- Kim and Shelly attended ULA (staff training has not been completed and improvement is underway)
- Progression of teen corner
- Completion of the reference desk

**5. Action/Policy Items:**

**a. Additional Committee Assignments**

Mr. Dixon noted in July at their meeting an assignment had been left available. Also, that there might be an opening for Members to join a committee. He asked if Friends needed a liaison and who should that be. Then, Ms. Stillman stated Friends does not need a liaison.

*Board Member Mike Burns MOVED to eliminate the Library Board liaison to the Friends.*

*Board Member Jessica Anderson SECONDED the motion.*

*The vote was recorded as follows:*

<i>Board Member Jessica Anderson</i>	<i>Yes</i>
<i>Board Member Mike Burns</i>	<i>Yes</i>
<i>Board Member Doug Cortney</i>	<i>Yes</i>
<i>City Council Rep Ed Dennis</i>	<i>Yes</i>
<i>Board Chair Roger Dixon</i>	<i>Yes</i>
<i>Board Member Briawna Hugh</i>	<i>Yes</i>
<i>Board Member Claude Jones</i>	<i>Yes</i>
<i>Board Member Natalie Reed</i>	<i>Yes</i>
<i>Board Member Edgar Tooley</i>	<i>Yes</i>

*The motion passed.*

## **b. Circulation Policy Changes**

Ms. Cardon stated Staff would like a policy change, that children under 12 years old library accounts should be linked to their parent's library account due to the difficult nature of tracking multiple children's accounts. With the suggestion that once children reach the age of 12 the parents are no longer required to link accounts but can do so by choice. Under current policy a parent must permit children five and above to obtain a library card. Existing library accounts will not be converted to the new policy. Then, Board Member Ed Dennis asked why only link accounts until 11 years old. Ms. Cardon stated that privacy is a concern for children and with subjects like teen suicide as a rising concern these ages may need more privacy.

Next Ms. Hugh stated that it is important to give teens opportunity to be accountable and responsible. Then, the Board discussed that teens who need the privacy would be the ones that a parent would not approve the unlinked account. Ms. Cardon suggested they could require all card for 12 and above to be separate from parents. The Board discussed it would be hard to fine parents when they are unable to see teen accounts. Then, Board Member Doug Courtney commented that the proposed text amendment removed the minimum age of five years for a card. Ms. Anderson suggested that the teachers working at Alpine and Cedar Hills receive a free library card like those working in Highland. In conclusion. Mr. Dennis stated that patrons with delinquent fines would not be allowed to check out materials. He asked for clarification on definitions for patrons and suggested the wording be changed to cardholders or household.

*Board Member Ed Dennis MOVED to refer the proposed change to the Policy Committee with a report expected back in September.*

*Board Member Mike Burns SECONDED the motion.*

*The vote was recorded as follows:*

<i>Board Member Jessica Anderson</i>	<i>Yes</i>
<i>Board Member Mike Burns</i>	<i>Yes</i>
<i>Board Member Doug Cortney</i>	<i>Yes</i>
<i>City Council Rep Ed Dennis</i>	<i>Yes</i>
<i>Board Chair Roger Dixon</i>	<i>Yes</i>
<i>Board Member Briawna Hugh</i>	<i>Yes</i>
<i>Board Member Claude Jones</i>	<i>Yes</i>
<i>Board Member Natalie Reed</i>	<i>Yes</i>
<i>Board Member Edgar Tooley</i>	<i>Yes</i>

*The motion passed.*

**c. Assign Committees to Address Specific Items on the Strategic Plan**

Mr. Courtney stated the Board calendar that was approved included this Item for August. He asked if the Board and Committees should focus on research to support the strategic goals made by Library Staff. Mr. Burns indicated that the review of the circulation policy was one of these Items. He felt that each individual committee should consider Items rather than the Board decide for them. Then Ms. Anderson stated that Ms. Cardon should determine work and approach committees and Ms. Cardon agreed. She stated that most work towards strategic plan happens on a Staff level.

*Board Member Mike Burns MOVED that each committee review the strategic plan with the intent of identifying goals they could work on that would fulfill that plan, that each committee report back in the September meeting, and that Library Director Cardon be invited to ask for help as needed.*

*Board Member Ed Dennis SECONDED the motion.*

*The vote was recorded as follows:*

<i>Board Member Jessica Anderson</i>	<i>Yes</i>
<i>Board Member Mike Burns</i>	<i>Yes</i>
<i>Board Member Doug Cortney</i>	<i>Yes</i>
<i>City Council Rep Ed Dennis</i>	<i>Yes</i>
<i>Board Chair Roger Dixon</i>	<i>Yes</i>
<i>Board Member Briawna Hugh</i>	<i>Yes</i>
<i>Board Member Claude Jones</i>	<i>Yes</i>
<i>Board Member Natalie Reed</i>	<i>Yes</i>
<i>Board Member Edgar Tooley</i>	<i>Yes</i>

*The motion passed.*

**d. Approve June 27, 2019 Meeting Minutes**

The Board determined changes to the minutes. Mr. Dixon felt the second and third sentence in the first paragraph of Item 4a was confusing. Ms. Anderson suggested that the sentences be restated explaining that Ms. Cardon was noting that last year the numbers

were so high because we were trying to get into the NUCLC program. This year, however, the numbers were low because we were no longer trying to get into the program. She suggested it read that the numbers were low this year in comparison with last year because we are no longer trying to get into NUCLC program. Ms. Anderson asked to strike “had met beyond” and replace with “had exceeded her” in 4a, fifth paragraph. Mr. Dixon stated that in 4c, at the top of page 4 it stated that Ms. Cardon didn’t know the number of residents of Alpine and Cedar Hills had ever been told how many of their residents hold library cards. He asked her if she knew the numbers now. Ms. Cardon stated the information was available but she had not looked it up yet. Mr. Dixon requested that in the first sentence of item 5b the meeting was in May not June.

*Board Member Jessica Anderson MOVED to approve the June minutes as amended.  
Board Member Ed Dennis SECONDED the motion.*

*The vote was recorded as follows:*

<i>Board Member Jessica Anderson</i>	<i>Yes</i>
<i>Board Member Mike Burns</i>	<i>Yes</i>
<i>Board Member Doug Cortney</i>	<i>Yes</i>
<i>City Council Rep Ed Dennis</i>	<i>Yes</i>
<i>Board Chair Roger Dixon</i>	<i>Yes</i>
<i>Board Member Briawna Hugh</i>	<i>Yes</i>
<i>Board Member Claude Jones</i>	<i>Yes</i>
<i>Board Member Natalie Reed</i>	<i>Yes</i>
<i>Board Member Edgar Tooley</i>	<i>Yes</i>

*The motion passed.*

#### **e. Schedule for City Council Report**

Ms. Cardon stated that the proposal is to present the Annual Report and Strategic Plan to the Council on October 1<sup>st</sup>. Then, revision was on as need based on Council feedback and then will be submitted for approval on October 15<sup>th</sup>. Next, Ms. Wells stated they should provide a high level view to the City Council that included major and strategic plans. She noted that on September 23<sup>rd</sup> the attachments for the agenda were due to Ms. Cardon for the City Council October 1<sup>st</sup> meeting. Then, Ms. Anderson suggested that the Reports Committee meet to determine how to present the statistical report and other items, that the Strategic Plan Committee meet to do the same for the strategic plan, and that both do a dry run of the presentation at the Board’s September meeting.

*Board Member Jessica Anderson MOVED to approve the schedule as written.  
Board Member Ed Dennis SECONDED the motion.*

*The vote was recorded as follows:*

<i>Board Member Jessica Anderson</i>	<i>Yes</i>
<i>Board Member Mike Burns</i>	<i>Yes</i>
<i>Board Member Doug Cortney</i>	<i>Yes</i>
<i>City Council Rep Ed Dennis</i>	<i>Yes</i>

<i>Board Chair Roger Dixon</i>	<i>Yes</i>
<i>Board Member Briawna Hugh</i>	<i>Yes</i>
<i>Board Member Claude Jones</i>	<i>Yes</i>
<i>Board Member Natalie Reed</i>	<i>Yes</i>
<i>Board Member Edgar Tooley</i>	<i>Yes</i>

*The motion passed.*

## **6. Discussion Items**

### **a. Board Training**

Mr. Cortney stated that the approved annual calendar has listed Board training in September and he suggested that the Board identify desired training to ensure completion in September. Then, Ms. Anderson asked if the State provides training each year as they did last year. Ms. Cardon responded that American Fork had arranged with the State to present last year's session and that American Fork invited Highland, so the Board should not rely on it happening again this year. She stated that the State is not required to provide a training. Then, Mr. Dixon stated that online videos were used in the past. Next, Ms. Anderson read the certification requirement.

Mr. Dixon asked if Ms. Cardon thought there were any areas where the Board needed training. Ms. Cardon responded that she'd be willing to identify a training video for everyone to watch. The Board informally agreed that Ms. Cardon would identify a training video and email everyone a link before the next meeting, that everyone would watch the video, and that in September the Board would discuss the topics raised in the video.

### **b. Feasibility of Providing Board Members with an iPad or Equivalent Device**

The Board discussed possibilities to reduce the use of paper. The conversation concluded that Board Members can bring their own devices and individuals could decide whether to print the packets that will still be available through Dropbox or email. The Board agreed they would rather not use Library money for this purpose.

- Mr. Dixon asked if distributing a device was a feasible option
- Mr. Dennis stated the Council will likely not find new money for these leaving expenses coming from existing Library funds
- Mr. Dixon suggested funds found in through the Foundation
- Ms. Anderson stated Kindle Fire has a lower price and similar function
- Ms. Hugh stated she found the printed agenda useful but not the entire packet
- Mr. Jones indicated Planning Commission materials are downloaded to Dropbox

## **7. Future Items**

### **a. Approve Report for City Council**

### **b. Review the Strategic Plan for Presentation to City Council**

Ms. Wells stated that Ms. Cardon's one-year anniversary as Library Director occurs in October and that the Board can weigh in on her evaluation. She asked the Board to include a closed session for its September meeting where this can be discussed.

## **8. Adjournment**

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

*Board Member Ed Dennis SECONDED the motion.*

*The vote was recorded as follows:*

<i>Board Member Jessica Anderson</i>	<i>Yes</i>
<i>Board Member Mike Burns</i>	<i>Yes</i>
<i>Board Member Doug Cortney</i>	<i>Yes</i>
<i>City Council Rep Ed Dennis</i>	<i>Yes</i>
<i>Board Chair Roger Dixon</i>	<i>Yes</i>
<i>Board Member Briawna Hugh</i>	<i>Yes</i>
<i>Board Member Claude Jones</i>	<i>Yes</i>
<i>Board Member Natalie Reed</i>	<i>Yes</i>
<i>Board Member Edgar Tooley</i>	<i>Yes</i>

*The motion passed.*

*The meeting adjourned at **9:25 pm***

*I, Doug Cortney, Highland City Library Board Secretary, hereby certify that the foregoing minutes represent a true, accurate and complete record of the meeting held on August 22, 2019. This document constitutes the official minutes for the Highland City Library Board Meeting.*