

# Library Board Meeting Agenda

## 19 November 2020

Meeting held electronically via Zoom. Phone Number: 1-253-215-8782. Meeting ID 825 6567 5736. Comments can also be submitted ahead of time by emailing [libraryboard@highlandcity.org](mailto:libraryboard@highlandcity.org).

### **Legal Declaration:**

I Roger Dixon, Highland City Library Board Chair, hereby declare that due to the COVID-19 pandemic, holding a Library Board meeting with a physical anchor location presents a substantial risk to the health and safety of those who may be present at the anchor location due to health concerns with Board members and their family members. Members of the public are invited to participate in the electronic means which are detailed in the Board Meeting agenda. This declaration is dated Monday, November 19, 2020.

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

**1. Public Comment**

**2. Consent**

Approve Minutes for October 22, 2020 meeting

**3. Reports**

Director's Report

Feasibility Steering Committee Report

**4. Action/Policy Items**

2021 Schedule

**5. Discussion Items**

What to Include in the Library Space, Brainstorming Session

Christmas Celebration

**6. Closed Session**

The Library Board may temporarily recess the Board 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 Agenda Items**

Budget adjustments

**8. Adjournment**

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

Thursday, October 22, 2020 at 7:00 p.m. via Zoom

IN ATTENDANCE

**Board Members**

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

**Other**

Donna Cardon, Library Director and  
Board Executive Officer

**Absent**

None

A quorum of the Board being present, Board Chair Roger Dixon welcomed those in attendance and began the Library Board meeting at 7:01 p.m. as a regular meeting. The meeting agenda was posted on the Utah State Public Meeting Website at least 24 hours prior to the meeting.

Roger read the following legal declaration aloud:

I Roger Dixon, Highland City Library Board Chair, hereby declare that due to the COVID-19 pandemic, holding a Library Board meeting with a physical anchor location presents a substantial risk to the health and safety of those who may be present at the anchor location due to health concerns with Board members and their family members. Members of the public are invited to participate in the electronic means which are detailed in the Board Meeting agenda. This declaration is dated October 22, 2020.

AGENDA

**1. Public Comment**

None

**2. Consent Agenda**

*Approval of Minutes from September 24, 2020*

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

Yes	Roger Dixon, Chair
Yes	Jessica Anderson
Yes	Mike Burns
Yes	Claude Jones
Yes	Natalie Reed
Yes	Edgar Tooley

The motion passed.

Briawna Hugh, Kim Rodella, and Becky Lewis joined the meeting.

### **3. Reports**

#### *1. Director's Report*

Donna Cardon summarized her report.

- September was National Library Card Month. The library ran a promotion that if you applied for a library card during the month, you were entered into a drawing. And the numbers are up.
- Next strategy to get card holders up. The library is considering sending a Christmas card to each household in Highland that does not have a library card. This would be an expensive endeavor. So, a test will be done on two neighborhoods during Thanksgiving to see what the response would be.
- Donna set up assessment interviews with each of the principals at the elementary schools in Highland, Alpine, and Cedar Hills. Donna reports that this was a great process, with great feedback. The principals are excited about the Tumble books program.
- The library will no longer be getting new furniture with the CARES Act money, because the regulations were changed, so the City can use the money for public safety. The library will get some items from the funds, including masks and hand sanitizer and better ventilation in the building.
- The library is now doing virtual options for all programs, even those that have live components as well such as story time, junior explorers, etc.

- This coming Saturday is the Super Hero Saturday event, which will be live but carefully constructed to follow COVID-19 guidelines, with each group limited to six and with substantial sanitization.
- The library will be holding a Halloween walk for kids to come trick-or-treating.
- The library will be participating as a host entity in NaNoWriMo this year.

## 2. *Foundation Meeting Report*

Briawna Hugh, chair of the Foundation, reported on the Foundation's quarterly meeting. The major topic was funding the feasibility study. The Foundation approved spending up to \$5,000 for the feasibility study. The Foundation is also in search of additional members and specifically a treasurer.

## 3. *Outreach/Community Assessment*

No other outreach efforts were completed this month, other than Donna's meetings with the school principals. The main thing the principals reported is that the teachers are super stressed out. They teach their live class during the day and then teach online at night.

Briawna, who is involved with the schools, agreed and reported on the shift for the middle and high schools to a hybrid model. The teachers are overwhelmed and grades are dropping due to a combination of factors such as kids not being proactive about online work and teachers not responding in a timely manner to inquiries. The teachers would like more volunteers.

The possibility of having a winter reading program was discussed as a way to support families and kids. If there is another round of COVID-19 funding, this may be a good program to pitch. It could also be structured in a way where various activities earn points.

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

### 1. *Approve revisions to Strategic Plan*

Donna Cardon reported on her report to the City Council on the strategic plan. The opportunity to start a feasibility study at a substantial discount dropped into our laps, because the company has COVID-19 money to spend by the end of the year. Donna did research, took the issue to the Foundation, and then brought the idea to the City Council. The City Council was semi-reluctant and concerned about doing the

feasibility study so quickly, because it might appear that the City Council has committed to the plan. Donna assured them that they study would be carefully crafted to state that this is just an exploration to see if it would even work. It took a great deal of discussion, but it did pass. After the vote, Donna approached Kurt Ostler about being on the exploration committee, and he agreed. The City Council liked the idea of a community center rather than a library program space.

Donna revised the strategic plan to account for the timeline shift on the feasibility study. The City Council did not have specific recommendations about changes to the strategic plan.

Briawna Hugh moved to approve the revised strategic plan as presented by Donna, with a correction for a typo. Natalie Reed seconded the motion. The vote was recorded as follows:

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

The motion passed.

## *2. Reconsideration request for the book The Illness Lesson by Clare Beams*

A patron submitted a reconsideration form, asking the library to remove its copy of *The Illness Lesson*, by Clare Beams from the collection.

The policy is as follows:

“The Library does not buy pornography (as defined by the Utah State Code, Title 76-10-1203) or material which trade exclusively in sensationalism or would offend community standards.”

The patron was very offended about the marketing of the book and its portrayal of young girls being subjected to offensive treatment.

Donna Cardon, Becky Lewis, Jessica Anderson, Briawna Hugh, Roger Dixon, Claude Jones read the book.

Becky reported that she thought the book was well-written and brought up issues some people might be offended by but that it is historically accurate in that the "treatment" in the book did actually happen. People don't have to read it, but it should be available for those who would be interested in it.

Claude Jones noted that the treatment the girls in the book received is unfortunately something that still happens, such as the doctor who molested a gymnastic team.

Briawna Hugh reported that she has read a few books about women during this period in history, and this kind of thing happened to women with regularity. "Hysteria" was considered a women's problem, and the treatments did involve molestation. This does not fall into the category of pornography. This is historical and something we can learn from.

Discussion of the description of the "treatment" was discussed. It was not graphic or sexy and is portrayed as abhorrent. Several characters speak out against it. The consensus is that the book does not violate the library's policy.

Claude Jones moved to approve the library retaining its copy of *The Illness Lesson* by Clare Beams. Jessica Anderson seconded the motion. The vote was recorded as follows:

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

The motion passed.

### 3. Feasibility Study

Donna reported that the Foundation and the City Council have approved moving forward with the feasibility study. The City Council would like to consider what other income sources might support the building once it is open, so the building could possibly be self-sustaining. Provo Library rents out its spaces, and the money from the rentals pays all of the gas, electric, and janitorial for the whole building.

Donna would like the Library Board to approve the feasibility study. And she would like to consider who would be on a steering committee and the role the various entities will play in relation to each other. Potential members of the committee would be two city councilors, a member of the Arts Council, a member of the Foundation Board, a member of the Friends, maybe a member of the group that was interested in building a theatre space. The feasibility study has to be started by the end of the year, but it doesn't not have to be finished by the end of the year.

Members of the steering committee were discussed: Donna Cardon, Roger Dixon, Briawna Hugh, Kim Rodella, and Kurt Ostler. More members can be added as the project moves forward.

Briawna Hugh moved that Library Board approve the commission of a feasibility study by the Highland City Library Foundation, for a new Library Program Space on the property east of the current city center building. Natalie Reed seconded the motion. The vote was recorded as follows:

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

The motion passed.

### 5. Discussion Items

## 1. *Next Steps Related to the Feasibility Study*

See above discussion about steering committee.

## 2. *Library Service Priorities Brainstorming Session*

Donna would like to steer this exercise toward the topics covered by the feasibility study. The Library Board participated in a brainstorming/whiteboard activity.

What categories of people are in our area?

- Entrepreneurs/professionals
- Seniors/adults/teens/kids
- Families
- Mormons/non-Mormons
- Middle class/upper class
- Students: college/high school/middle/elementary
- Republicans/democrats
- People involved in the community (civic minded, volunteers)
- Runners/bikers/pickle ballers
- Book clubs
- Gardeners (Master Gardener Association)
- Home schoolers
- Fine artists/performing artists
- LBGTQ
- Spanish speakers
- Chinese speakers (dual language enrollment)
- Students at public schools/charter schools/private schools

What could a community space do to serve these populations?

- Club meetings
- Storing books and physical materials
- Library programs
- Concerts
- Orchestra practice
- Rec programs
- Performing arts
- Wedding and other receptions
- Exhibit space
- Author events

- Maker space
- Business meetings/seminars
- Study rooms
- Political meetings
- Vending machines
- Store/coffee cart
- Teen hangout space
- Game space
- Recording studio (video and audio)
- Charging stations/wi-fi
- Car charging station
- Senior meals/game day
- Catering kitchen
- Support groups
- Health fair/health services (including mental health)
- Continuing education classes (for professionals)
- Extension classes
- Check out non-standard materials (tools, small appliances, tech)

The project cannot serve all of these purposes, but it is good to keep this list in mind as it moves forward. Eventually, this list will be narrowed down to what is most important for our community and will inform the space design based on what is (1) feasible and (2) desirable.

### 3. *Visit a library next month?*

Donna Cardon has been told that it will be helpful to visit other library spaces, as we start exploring this project further. Maybe the steering committee could visit some locations. Roger noted that as people travel, they could visit local libraries and take pictures or video. It was decided that this is probably best done as an individual effort rather than a group one, given the limitations of the pandemic. Donna will circulate a list of suggested locations.

## **6. Future Agenda Items**

1. *Budget Adjustments*
2. *Feasibility Study*
3. *Donna's Annual Evaluation (closed session)*

The Board's next meeting is scheduled for November 19, 2020 at 7:00 p.m. Jessica Anderson cannot attend, and Edgar Tooley volunteered to take minutes.

## **7. Adjournment**

Claude Jones moved to adjourn the Library Board meeting. Briawna Hugh seconded the motion. The vote was recorded as follows:

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

The motion passed. The meeting adjourned at 8:37 p.m.



HIGHLAND CITY

# LIBRARY BOARD AGENDA REPORT ITEM #4

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**DATE:** November 19, 2020  
**TO:** Library Board  
**FROM:** Donna Cardon, Library Director  
**SUBJECT:** 2021 Library Board Meeting Schedule

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**PURPOSE:**

To establish a Library Board meeting schedule for the coming year.

**BACKGROUND:**

Each year the Library Board is required to submit a meeting schedule. The Board has traditionally met the fourth Thursday of each month except December, and when the fourth Thursday coincides with a state or national holiday. The 2021 proposed meeting schedule follows this precedent, except that an additional meeting has been added the first week in January to enable the Board to approve the 2021 library budget adjustments before they are considered by the City Council later in January.

**FISCAL IMPACT:**

None

**STAFF RECOMMENDATION:**

The suggested schedule should be approved.

**PROPOSED MOTION:**

I move that that Board adopt the meeting scheduled as discussed.

**ATTACHMENTS:**

1. Proposed Library Board Schedule

## Proposed Library Board Meeting Schedule 2021

Regular meeting date and time: Fourth Thursday of each month at 7:00 p.m.

January (Budget Adjustment Meeting)	*January 7, 2021
January	January 28, 2021
February	February 25, 2021
March	March 25, 2021
April	April 22, 2021
May	May 27, 2021
June	June 24, 2021
July	July 22, 2021
August	August 26, 2021
September	September 23, 2021
October	October 28, 2021
November	*November 18, 2021
December	*No Meeting

\* indicates a departure from the regular meeting date/time.