

Library Board Meeting Agenda

June 27, 2019

Approved August 22, 2019

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, Claude Jones

LIBRARY BOARD

MEMBERS ABSENT: Lisa Bullington, Nancy Passaretti, Natalie Reed

CITY STAFF PRESENT: Library Director Donna Cardon

OTHERS: Briawna Hugh, Friends of the Highland City Library President Wayne Tanaka, Edgar Tooley

7:03 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 **7:03 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.

Mr. Dixon welcomed Briawna Hugh and Edgar Tooley, who have been appointed to the Library Board and will take office July 1.

1. Public Comment:

There was none.

2. Recognition of Lisa Bullington and Nancy Passaretti

The Board thanked Lisa and Nancy for their service.

3. Welcome New Members

Briawna Hugh introduced herself to the Board. Ms. Hugh stated that she moved to Highland from Seattle three years ago and that she has four children. She is an English teacher by trade and has been heavily involved with the Elementary and Junior High PTA in recent years. She hopes is to help with outreach. Next, Edgar Tooley introduced himself to the Board. Mr. Tooley stated that he has lived in Highland over 20 years and has six children, only one lives in the home. His background is in IT and he specialized in

technology. Mr. Tooley stated that he loves coming to the Library and that he hopes to use his interest in technology to help improve the Library.

4. Communication Items

a. Director's Report – Donna Cardon

Library Director Donna Cardon reported to the Library Board that last month had been eventful. She reported the statistics had been up since the last year. She noted that the numbers were low this year in comparison with last year because we are no longer trying to get into the NUCLC program. Currently, the Library is tracking the usage of the study room. Next, Board Member Jessica Anderson asked if the count of registered users is a new statistic. Ms. Cardon responded that the Library has the past numbers but that she has not previously included it in the Board report. Ms. Cardon reported the program attendance had been awesome and Kelly the program coordinator was doing a good job.

Friends of the Library President Wayne Tanaka asked if the Summer Reading Program was included in the Program figures. Ms. Cardon responded that it was. She stated the goal was 1,000 registrants. Currently, they were at 987 registered participants. The registration will remain open until the final week of the program. She noted Summer Reading was going well and that the kick-off magic show, starring Jason Fun had an overflow crowd and many great activities followed.

Ms. Cardon reported that she attended the American Library Association's annual conference. She visited four self-checkout vendors in preparation for writing a grant for self-checkout this fall. Then, Mr. Tanaka asked how many other local libraries offer self-checkout, and Ms. Cardon responded only they do not. Ms. Cardon stated it's an important privacy feature because it allows patrons to check out books without a librarian knowing the materials being checked out for patron privacy. She noted that the cost for a self-checkout unit varies from \$2,500 to \$9,000 (including software) and that she hopes to get two units.

Next, they discussed RFID. She stated that adding RFID tagging would be an additional expense and noted that one option is to do self-checkout first and hold off on RFID tagging until a future year. Ms. Hugh noted that RFID is extremely helpful if someone is checking out a whole pile of children's books. Then, Mr. Tooley asked if there are plans to monitor books leaving the library to ensure they're first checked out. A Member asked if gates needed to be installed and Ms. Cardon felt this wasn't necessary for their community.

Ms. Cardon reported the conference had exceeded her expectations. She had recently gone through the Library's certification paperwork with the State Representative and that everything looked good. She stated we expect to get final notification in July. Mr. Dixon asked who Juan Lee's replacement as the Library's State Consultant. Ms. Cardon responded that she spoke with Rachel Cooper regarding paperwork but that she will likely not be our permanent consultant and that a permanent replacement has not yet been selected as far as we know.

Ms. Cardon demonstrated a new literacy kit to the Board, announcing that she hoped to have a soft launch of their availability on Monday, July 1. The Library has recently purchased 50 kits (two on each of 25 topics) with funding from a Library Services & Technology Act grant. Then, Ms. Hugh asked what the checkout duration will be for the kits. Ms. Cardon responded that they will be checked out for

three weeks, just like books, but that the overdue charge will be \$1/day instead of the \$0.10/day for a book.

Ms. Cardon indicated that because the front door has an exit sign, currently, it is considered a fire exit which requires it to be closed during business hours. The conflict is that they had been leaving the door open for ADA compliance which in turn effects the doors qualification as a fire exit. The Board considered other options that might bring them into compliance. Following her comment, Ms. Cardon reported that In-N-Out Burger donated coupons for 50 burgers through efforts of the Friends of the Library, and that these would be used for summer reading prizes.

b. Friends of the Library Report – Wayne Tanaka

Mr. Tanaka reported that the Friends of the Library successfully participated in the Cedar Hills parade. Ms. Cardon explained that, since the summer reading theme is “a Universe of Stories,” she made alien costumes out of umbrellas and that children carried them during the parade. She noted several Cedar Hills families had registered for library card after and had been a success regarding outreach. Mr. Tanaka stated there are still residents who do not know about the library and noted continual outreach is needed. Next, Ms. Cardon stated the library had earned 125 dollars in at a booth in the Cedar Hills festival. In addition, Mr. Tanaka noted that customers received a great deal on books and that the quality of books for sale was outstanding.

Mr. Dixon asked when the Alpine parade would be held. Ms. Cardon responded that it is the Saturday after Highland’s parade. Ms. Cardon reported that the Friends of the Library had been very helpful in collecting donations for summer reading awards and that more than \$1,000 worth of awards had been received to date. Next, Mr. Tanaka indicated donations were needed for reading program incentives. Children reading incentives were to be a book and adults would be given a raffle ticket to draw for prizes.

c. Outreach Committee Report – Claude Jones

Mr. Dixon noted the importance of Amazon Smile and promoting its use to patrons. Ms. Cardon responded that has been being promoted on the Library’s Facebook page. Next, Ms. Hugh and Ms. Anderson discussed Amazon Smile and noted that both Smith’s and Macey’s have similar programs. Following their comments, Ms. Anderson confirmed with Ms. Cardon that information about such programs would be included on the redesigned website.

Ms. Cardon informed the Board she had been invited to attend and present at the Lone Peak Business Association’s quarterly breakfasts. Then, Mr. Dixon reminded the Board that significant outreach to Cedar Hills and Alpine began in 2018 and wondered if it was time to restart these efforts. He asked the Outreach Committee to consider his comments.

City Council Representative Ed Dennis suggested there be a change to allow Board members from Alpine and Cedar Hills. As part of the discussion, Mr. Dixon noted that residents of these cities can currently participate on the Foundation Board. Then, Mr. Tanaka asked about the distribution of patrons by city. Ms. Cardon indicated she didn’t have this information at hand but that she could generate it,

noting that she didn't know if Alpine and Cedar Hills had ever been told how many of their residents hold library cards.

Mr. Dixon asked Board Member Claude Jones to contact Claudia Stillman about outreach efforts begun in 2018. In conclusion, Mr. Jones stated he wanted to speak with the Arts Council to ensure there are no issues.

d. Policy Report – Natalie Reed

Mr. Dixon reported that Board Member Natalie Reed was absent due to illness and so there would be no Policy Committee report.

5. Action/Policy Items:

a. Amendments to Bylaws and Operation Procedures

Mr. Dixon reminded the Board that they had discussed revising its bylaws. The City Attorney's approval of policy changes would be taken into account. He indicated that he would prefer to keep the bylaws simple, putting specific steps into the Operation Procedures document. Then, Ms. Anderson read the four steps listed in the agenda packet. Next, Ms. Cardon stated that they were under the impression that City Attorney Tim Merrill might want to avoid reviewing policies prior to adoption. She indicated that City Administrator Nathan Crane sees how complicated this can become and he agreed that Mr. Merrill will review Bylaws before adoption. Also, Mr. Dennis said he saw no reason to be overly prescriptive and felt no need to update either the bylaws or the Operation Procedures.

Board Member Ed Dennis MOVED not to update the bylaws or procedures to deal with the policy adoption process.

Board Member Jessica Anderson SECONDED the motion.

The vote was recorded as follows:

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|--------------------------------------|--------------------|
| <i>Board Member Jessica Anderson</i> | <i>Yes</i> |
| <i>Board Member Lisa Bullington</i> | <i>not present</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 Claude Jones</i> | <i>Yes</i> |
| <i>Board Member Nancy Passaretti</i> | <i>not present</i> |
| <i>Board Member Natalie Reed</i> | <i>not present</i> |

The motion passed.

Mr. Dixon commented the other topic for discussion dealt with officer and committee terms. Mr. Dennis asked if this was enough of a problem to be worth taking the Library Board bylaws back to the City Council. Mr. Dixon stated this question may be the overriding consideration.

Board Member Mike Burns MOVED not to make a change to the bylaws.

Board Member Claude Jones SECONDED the motion.

The vote was recorded as follows:

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|--------------------------------------|--------------------|
| <i>Board Member Jessica Anderson</i> | <i>Yes</i> |
| <i>Board Member Lisa Bullington</i> | <i>not present</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 Claude Jones</i> | <i>Yes</i> |
| <i>Board Member Nancy Passaretti</i> | <i>not present</i> |
| <i>Board Member Natalie Reed</i> | <i>not present</i> |

The motion passed.

b. Amendment to Privacy Policy

Ms. Cardon reminded the Board that there was a question at the May meeting about taking pictures of children Library events. She stated Mr. Merrill advised that events considered to be public would make photos permissible but that the Board might want to alter the policy for public goodwill. Ms. Cardon identified two acceptable options for the photo policy. One option is to leave the existing policy and the second is to add wording to the library card application and give notice at events. The proposed amendment was read. Following, Mr. Dennis suggested that we should alert people if a photo is for publication.

Ms. Anderson suggested the Board could avoid some problems through creativity when taking photos, such as taking a shot over the shoulder of a child. She stated she liked the proposal but wondered if notification was practical. Ms. Cardon responded that notification might be a public announcement or a sign at the entrance to an event. Then, Ms. Anderson noted that “Library Card” should not be capitalized and that “Library” should be when used in the context of “Library events”.

Board Member Jessica Anderson MOVED that the Board adopt the amendment to the Privacy Policy as distributed, with the capitalization corrections noted above.

Board Member Ed Dennis SECONDED the motion.

The vote was recorded as follows:

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|--------------------------------------|--------------------|
| <i>Board Member Jessica Anderson</i> | <i>Yes</i> |
| <i>Board Member Lisa Bullington</i> | <i>not present</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 Claude Jones</i> | <i>Yes</i> |
| <i>Board Member Nancy Passaretti</i> | <i>not present</i> |
| <i>Board Member Natalie Reed</i> | <i>not present</i> |

The motion passed.

Ms. Anderson suggested having Mr. Merrill review the language before adding it to the library card application.

c. Amendment to Patron Behavior Policy

Mr. Cortney read the proposed text insertion from the agenda packet. Mr. Cardon stated that the change was intended to address problems with kids bringing bikes and hover boards into the library. Then, Mr. Dennis suggested they would need to provide a place to store these items if they were forbidden to enter the Library. Ms. Cardon responded that Library staff usually has patrons park skateboards in front of the Library door. Mr. Dennis suggested the language “riding” instead of “bringing”. He suggested that maybe addressing the issue on a City level would help since they must pass through City Hall. Then, Ms. Cardon stated the driving reason for the change is a group of teens who ride these vehicles into the Library. She noted they stop when staff tells them to stop but the issue reoccurs each week. Next, Mr. Cortney stated the existing policy already precludes this behavior but that he didn’t object to adding another example to the policy if staff thought it would be helpful.

Board Member Mike Burns MOVED that the Board adopt an amendment to the Patron Behavior Policy by adding item Q under “Examples of Behaviors that are Prohibited in the Library” as follows: “Using wheeled devices for recreational purposes (e.g., bikes, hover boards, skateboards, scooters, roller skates, rollerblades, etc.) in the library.”

Board Member Jessica Anderson SECONDED the motion.

The vote was recorded as follows:

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|--------------------------------------|--------------------|
| <i>Board Member Jessica Anderson</i> | <i>Yes</i> |
| <i>Board Member Lisa Bullington</i> | <i>not present</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 Claude Jones</i> | <i>Yes</i> |
| <i>Board Member Nancy Passaretti</i> | <i>not present</i> |
| <i>Board Member Natalie Reed</i> | <i>not present</i> |

The motion passed.

6. Discussion Items

a. Charging Non-Cardholder Patrons for Computer Use

Ms. Cardon stated that she hasn’t reached a proposed policy on the topic but is looking for feedback from the Board. During the summer there had been an issue when kids using the computers repeatedly. They get more passes even when others are waiting to use the computers. She suggested, adding a one-dollar fee, similar to the Provo Library to deter this from happening. Then, Mr. Burns stated that many parents probably don’t expect or want their children on the computer all day when they send them to the Library. Next, Mr. Jones asked is the main issue that others are waiting for the computers. Ms. Cardon responded that, yes, this was the primary concern and that she doesn’t object to kids using the computers all day if they’re not preventing others from using them.

The Board suggested options. First, Mr. Tooley suggested creating a waiting list for the computers and not renewing a guest pass when there's a waiting list. Then, Ms. Hugh suggested providing one free guest pass to a patron per day and then charging for subsequent passes. In addition, Ms. Cardon stated that most computer users get a guest pass because it's easier than logging in with a library card. The guest pass has a five-digit number whereas the library card number has 13 digits. Then, Ms. Anderson stated she liked the ability to track computer use by card holders and suggested that charging for a guest pass would allow this. Then, Mr. Tanaka stated any changes will need to be explained to patrons and he feels the Library should be "free" as much as possible. Mr. Jones stated governing the decision should be whether people are waiting to use the computers. In conclusion, Ms. Cardon emphasized that the intent was not to generate revenue. Ms. Anderson suggested trying a list and revisiting the matter if needed.

b. Upcoming Initiatives

Mr. Dixon asked if there was anything coming up related to advancing the Library or Outreach. Then, Mr. Tanaka suggested a Speaker Series, providing examples of prominent people who might be good candidates for speakers. Ms. Cardon stated the library staff is always open to program ideas, however, the programming supervisor has limited time. There are lots of programs coming up, including two author visits, a new parent-child book club, and continuing other after-school programs. Ms. Anderson asked if there would be space constraints. Ms. Cardon responded that the Library could probably accommodate 200 participants maximum.

Next, Mr. Tanaka indicated he would like to see coordination between the Historical Society, the Arts Council, and the Library. Mr. Courtney stated he preferred to limit Board discussion to programs that Ms. Cardon and her staff had already approved. Then, Ms. Hugh stated she thought initiatives should include outreach efforts rather than just bringing people to the building. Mr. Dixon reminded the Board that an annual report to the City Council needed to be completed in the next quarter.

Ms. Anderson asked what the report should include. Mr. Dixon responded that this is the first one, so we have latitude to define it. Then, Mr. Dennis suggested piggy-backing off the Library's annual report to the state. Ms. Cardon stated that she agreed it should be based on this report. Then, Ms. Anderson asked what the City Council wants and expects. Mr. Dennis responded that he would personally like it to be based on the annual report to the State. Following, Mr. Tanaka suggested repackaging the report and supplementing it with additional details. Then, Mr. Dennis characterized it as an executive summary of the report to the state. Ms. Cardon suggested including the full report in the City Council agenda packet but only presenting a summary, as Mr. Dennis suggested. Mr. Dennis, Ms. Anderson, and Ms. Cardon agreed to work on the report.

7. Future Meeting

Ms. Cardon stated the next Board meeting is scheduled for July 18th but that this is the same time as the City's "meet the candidates" event. Mr. Dennis suggested not holding a meeting in July. Then, Mr. Dixon suggested holding the next meeting the first week in August and also hold the regularly scheduled August meeting. Ms. Anderson stated the July meeting is required by the bylaws since it's when the Board is required to elect officers.

Mr. Dennis left the meeting. There was a quorum of five Members.

*Board Member Mike Burns MOVED that the Board reschedule the July meeting to 7 p.m. on July 25th.
Board Member Jessica Anderson SECONDED the motion.*

The vote was recorded as follows:

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|--------------------------------------|--------------------|
| <i>Board Member Jessica Anderson</i> | <i>Yes</i> |
| <i>Board Member Lisa Bullington</i> | <i>not present</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>not present</i> |
| <i>Board Chair Roger Dixon</i> | <i>Yes</i> |
| <i>Board Member Claude Jones</i> | <i>Yes</i> |
| <i>Board Member Nancy Passaretti</i> | <i>not present</i> |
| <i>Board Member Natalie Reed</i> | <i>not present</i> |

The motion passed.

8. Adjournment

*Board Member Roger Dixon MOVED to adjourn the Library Board meeting.
Board Member Jessica Anderson SECONDED the motion.*

The vote was recorded as follows:

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|--------------------------------------|--------------------|
| <i>Board Member Jessica Anderson</i> | <i>Yes</i> |
| <i>Board Member Lisa Bullington</i> | <i>not present</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>not present</i> |
| <i>Board Chair Roger Dixon</i> | <i>Yes</i> |
| <i>Board Member Claude Jones</i> | <i>Yes</i> |
| <i>Board Member Nancy Passaretti</i> | <i>not present</i> |
| <i>Board Member Natalie Reed</i> | <i>not present</i> |

The motion passed.

*The meeting adjourned at **9:05 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 June 27, 2019. This document constitutes the official minutes for the Highland City Library Board Meeting.