

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

Thursday, January 7, 2021 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, Acting Secretary

Other

Donna Cardon, Library Director and
Board Executive Officer
Erin Wells, Assistant City
Administrator

Absent

Becky Lewis

A quorum of the Board being present, Board Chair Roger Dixon welcomed those in attendance and began the Library Board meeting at 7:05 p.m. as a special 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 Tuesday, January 5, 2021.

AGENDA

1. Public Comment

None.

2. Consent Agenda

None.

3. Reports

1. Feasibility Study Report

Donna Cardon spoke about the progress of the feasibility study. The most recent push has been getting a survey out to people about what kind of public spaces they would like to see. It was launched last weekend and is live. A postcard will be sent out to residents to ask them to take the survey. It will be up through the end of February. Over 200 responses have been recorded already. The library sent out an email to its email list. Then Shauna Larkin, head of the Arts Council, will send out an email to her email list. Then Erin Wells will send out an email to the City's email list.

There have been some issues communicating with the company, but it is likely due to the holiday season. They did collaborate with Donna on the survey questions.

There is no further information about the Alpine theatre group who has been interested in building a performance space on the same property. They're plans have been put on hold due to COVID-19, where a major donor withdrew due to economic distress. We are moving forward on a parallel course. If the theatre option appears, we will work it into the plan for the community center.

Mike Burns joined the meeting.

4. Action/Policy Items

1. FY 2021 Budget Adjustments

The Board discussed the budget revisions. These are largely to reconcile projected expenditures with actual expenditures. The amount of carryover from last year, over \$36,000, has now been determined and added in and has been spent in part on equipment, including the new book drop, new public access computers, and new shelves. The book budget is being increased by \$5,000, mostly to cover additional ebook purchases during and since the closure. Finally, the program budget has been increased due to the winter reading program for children and teens. The public access computers are going to be added to the same replacement rotation the City has in place for its staff, but that will increase the technology budget going forward. The current budget leaves \$12,000 unallocated. Donna is good with leaving it unallocated to cover fluctuations in tax recovery and non-resident library cards and for other unplanned expenses.

Natalie Reed moved to approve the budget adjustments as set forth in the packet. Mike Burns 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	Natalie Reed
Yes	Kim Rodella
Yes	Edgar Tooley

The motion passed.

5. Discussion Items

1. Recent collections incident

Donna reported an incident that occurred in December. Last spring, the Board voted to enforce the collection policy. If a patron owes over \$100 in fees and fines, they get notice every month for three months, then we send a notice that we are sending them to collections, and then we actually send them to collections.

Donna started the collections process at the end of the summer and found about 130 who met the criteria. Many were old (those over four years can no longer be collected), some paid, and 27 people were eventually sent to collections. The first batch was not processed with the collection agency until December. Donna then received a call from a very angry patron who owed over \$300. She had recently been through a divorce and her son had committed suicide and a week before Christmas she received the collection notice. Only about \$50 were for lost items, the remainder were for overdue fees. The woman's neighbor found about the notice and within 24-hours the neighbor paid the amount due. Other patrons have started to pay and so far about \$500 has been recovered.

When past due notices started going out, many people came in to pay. Donna will often reduce how much they owe when its overdue fees and the patron offers a legitimate reason, but not when the past due amount is for lost items.

The Board discussed the policy and agreed that the policy is good and should be enforced as written. When people use the library, they agree to take care of the items and to pay appropriate fees and fines. Also, the Board and the library staff have a stewardship and responsibility to care for the public funds used on the library.

2. Staff wage market study

The City did an extensive wage market study for all of the City's positions. The results are back, and most of the City positions are about where they should be but the library's are still pretty low. Accordingly, we may need to have staff wage increases built into the budget going forward.

7. Future Agenda Items

1. FY 2022 budget

See staff wage market study discussion items above.

The Board's next regular meeting is scheduled for January 28, 2020 at 7:00 p.m.

8. Adjournment

Claude Jones moved to adjourn the Library Board meeting. 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	Natalie Reed
Yes	Kim Rodella
Yes	Edgar Tooley

The motion passed. The meeting adjourned at 7:37 p.m.

I, Jessica Anderson, Highland City Library Board Secretary, hereby certify that the foregoing minutes represent a true, accurate, and complete record of the meeting

held on January 7, 2021. This document constitutes the official minutes for the Highland City Library Board Meeting.