

# Special Library Board Meeting Minutes

January 16, 2019

Approved February 28, 2019

American Fork Library  
American Fork, UT

**PRESIDING:** Library Board Chair Roger Dixon

## **LIBRARY BOARD**

**MEMBERS PRESENT:** Jessica Anderson, Lisa Bullington, Mike Burns, Doug Cortney, Natalie Reed

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

## **6:30 – 8:00 pm – Library Board Training**

The Library Board Training was conducted by Juan Lee, State Library Representative.

## **8:00 pm\* Special Session** (*\*or as soon thereafter as possible*)

Board Chair Roger Dixon welcomed those in attendance and began the Library Board meeting as a special meeting at 8:38 pm. The meeting agenda was posted on the Utah State Public Meeting Website at least 24 hours prior to the meeting.

### **1. Action Item:**

#### a. Library Budget Adjustments

Board Member Jessica Anderson asked for more information regarding phone reimbursements. Library Director Cardon responded that there are Library staff members who will need to communicate throughout the day and some after hours with City staff members. Because, the City and Library work closely together there is a reimbursement given to those library staff members in which this applies to. Line item 22-43-31 contains phone reimbursements.

Ms. Cardon reviewed the Motor Vehicle Tax Revenue and its potential effects on the budget regarding cross charges. If there were no Motor Vehicle Tax Revenue, then the line “salary and wages” would decrease by \$3,000. Erin Wells explained the decreased revenue resulted in a decrease in the general fund. Due to this the City pays for the Library cross charges. They charge the Library but then put the money back into the Library for these cross charge items.

Ms. Cardon next reviewed the history of cross charges. Board Member Roger Dixon commented that he saw the decrease in the Library revenue as City Council going back on an original agreement. He explained the history of the funds and how they had been accessed in the past. Ms. Wells emphasized that the cross charges were a compromise in order to keep the dedicated tax. Library was being asked to do the same as other funds. The Library was now considered an enterprise fund (like a separate business) would operate paying for operation expenses.

Mr. Dixon inquired about delinquent property taxes. The library receives \$13,000 in delinquent property taxes and was part of the current budget proposal. Ms. Wells noted that line item 22-43-22 should be renamed, from “Friends of Library Expenses” to “Library Board Expenses”. Confusion arose in 2018 when someone purchased refreshments. They continued discussion on the “friends” category.

*Board Member Doug Cortney MOVED to APPROVE the mid-year budget adjustments as proposed with the higher expenditure numbers being used if the City Council approves the addition to the Library budget of Motor Vehicle Tax Revenue, and the lower numbers if the Council did not.*

*Board Member Mike Burns SECONDED the motion.*

*Board Member Mike Burns asked to amend the motion, to APPROVE the mid-year budget adjustments as proposed with the change made to line item 22-43-22, from “Friends of Library Expenses” to “Library Board Expenses”.*

*Board Member Jessica Anderson SECONDED the amended motion.*

*The vote was recorded as follows:*

*Board Member Mike Burns Yes*

*Board Member Doug Cortney Yes*

*Board Member Lisa Bullington Yes*

*Board Member Jessica Anderson Yes*

*Board Member Natalie Reed Yes*

*Board Chair Roger Dixon Yes*

*The motion passed.*

Erin Wells recommended that Mr. Dixon talk to Mayor Mann regarding the questions he had with the proposed budget changes.

## **2. Future Meeting:**

- a. January 24, 2019

## **3. Adjournment:**

*Board Member Doug Cortney MOVED to adjourn the meeting and Board Member Mike Burns SECONDED the motion. All voted in favor and the motion passed unanimously.*

*The meeting adjourned at **9:00 PM.***

*I, Lisa Bullington, Secretary of the Highland Library Board, hereby certify that the foregoing minutes represent a true, accurate and complete record of the meeting held on January 16, 2019. This document constitutes the official minutes for the Highland City Library Board Meeting.*