

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

Thursday, January 23, 2020 at 7:00 p.m. at Highland City Hall

IN ATTENDANCE

Board Members

Roger Dixon, Chair
Jessica Anderson, acting Secretary
Mike Burns (arrived 7:03)
Briawna Hugh (arrived 7:08)
Claude Jones, Vice-Chair
Natalie Reed
Kim Rodella, City Council Rep.
(arrived 7:08)
Edgar Tooley

Other

Donna Cardon, Library Director and
Board Executive Officer
Wayne Tanaka, Friends of the
Library President (arrived 7:37)
Claudia Stillman, Friends of the
Library (arrived 8:14)

Absent

Doug Cortney, Secretary

A quorum of the Board being present, Board Chair Roger Dixon welcomed those in attendance and began the Library Board meeting at 7:00 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.

AGENDA

1. Welcome New Member

Kim Rodela - will be late

2. Public Comment

None

3. Consent

a. *Approve Final Budget Adjustments*

Jessica Anderson moved to approve the consent agenda. Natalie Reed seconded the motion. Donna stated that all the necessary information about the adjustments is in the packet. The vote was recorded as follows:

Yes	Roger Dixon, Chair
Yes	Jessica Anderson

Yes	Mike Burns
Yes	Natalie Reed
Yes	Claude Jones
Yes	Edgar Tooley

The motion passed.

4. Reports

a. Director's report

- Library activity since November, including year-end reports on statistics.
- New Chromebooks from grant
- CLEF grant total for 2019 \$4,900

Report interrupted to welcome Kim Rodela and introduce the Board to her. Donna gave Kim a Utah State Library Trustee's handbook. Then the director's report resumed.

- February fines for food (different date per request of food bank)
- Friends used book sale in February
- No more book sales for city events (Highland Fling, etc.)
 - Donna is brainstorming alternatives
- Creating teen nonfiction section
- Friends purchased educational toys for the Children's Room
- Fairytale Ball coming up on March 21
- Donna and Kim will be presenting about discovery kits at ULA in May
- Need a new book drop return
 - Donna is doing research
- Summer Reading planning is in process
 - "Imagine your Story" - national theme
 - Also Harry Potter's 40th birthday
- 11 staff members - Karen Smith left; no new hire
- Recommended formulas for library size and cost (see attachment)
- Notifications for expiring library cards - Donna can do it manually

5. Action/Policy Items

a. Collections for Missing Items

Kim Bergeson is the library collection development manager. She created a list of top offenders in outstanding fines and missing items: \$14K in fines; \$9,600 in missing items.

Discussion ensued re attempts to contact individuals, the cost to the library, the potential PR issues, the concerns of fees vs. missing items, the collection process with the City, the replacement process, etc.

Mike Burns moved that the Library enforce the collection policy as written and send patrons to collections once they owe \$50. Edgar Tooley seconded the motion. The vote was recorded as follows:

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

The motion passed.

Wayne Tanaka inserted news from the Friends

Normally \$10 membership fee to be a member of the Friends of the Library
Library Board gets free membership - per Wayne
First hour of sale for friends only 12-1 p.m.; 1-4 p.m. for public
Setting up and organizing starting at 10 p.m.

6. Discussion Items

a. Community Leaders Advocacy

Mayor Rod Mann stopped by and gave us an update on Doug Cortney, who had indicated that he would be absent for a bit due to family in town. The Mayor also indicated that he would share his list of influencers in Highland.

Roger Dixon asked as to whether the plan to interview influencers had been raised with the City Administrators. Discussion ensued re the purpose of the exercise and the scope of the interviews.

The Library Board will send their influencer lists to Donna by February 6, 2020. Donna will compile the list, start drafting potential questions, and discuss the general plan with Erin. We will put an action item on the agenda for the February meeting.

b. Strategic Plan Update

The Strategic Plan Committee (Mike, Roger, and Briawna) is tasked with starting to look at updates to the plan for 2020. They will plan to meet after the January training to review the plan and will present any proposed changes at the February meeting.

c. Change DVD Fines for Next Fiscal Year

Library has a two-tier fee structure. Books are \$0.10 a day. Kit, DVD, or interlibrary loan is \$1 a day.

Donna would like us to consider lowering the late fee for DVDs. Provo Library charges \$0.10 a day for late DVDs. In 2019, the total fines collected by the library were \$11K, of that \$6K was for DVDs. The reason to change the fines for DVDs would be for PR. But it would cost the library \$6K in revenue. Donna proposed that the library could possibly recoup the money in non-resident fees because the other libraries charge higher fees for DVDs. Also, in 2020-2021, the library will not be paying 25% of Erin's salary, which would result in more money to the library.

Donna wants us to ponder this and work towards it as we craft the budget for the next fiscal year. Donna will do a version of the budget with both options.

Other options discussed include extending the checkout period for DVDs, removing fines altogether, or implementing automatic renewals for all checkouts. The Board leaned toward extending the checkout period and not lowering the fines.

d. Training - January 30, 2020 - 7:00 p.m.

We are hosting this year. It is in the Council Chamber.

7. Future Agenda Items

a. 2021 Fiscal Year Budget

Next meeting is February 27, 2020 at 7:00 p.m.

8. Adjournment

Meeting adjourned at 9:11 p.m.

I, Jessica Anderson, acting as Highland City Library Board Secretary, hereby certify that the foregoing minutes represent a true, accurate and complete record of the meeting held on January 23, 2020. This document constitutes the official minutes for the Highland City Library Board Meeting.