

Library Board Meeting Minutes

January 24, 2019

Approved February 28, 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, Lisa Bullington, Mike Burns (arrived late), Doug Cortney, Claude Jones, Nancy Passaretti, Natalie Reed, City Council Rep Ed Dennis

CITY STAFF PRESENT: Library Director Donna Cardon, Assistant City Administrator Erin Wells, Council Member Scott L. Smith

7:30 pm - Call to Order: Roger Dixon, Board Chair

Board Chair Roger Dixon welcomed those in attendance and began the Library Board meeting as a regular meeting at 7:34pm. The meeting agenda was posted on the Utah State Public Meeting Website at least 24 hours prior to the meeting.

1. Public Comment:

No public comments.

2. Consent Agenda:

a. Approval of minutes from September 13, 2018, September 27, 2018, October 25, 2018 and November 27, 2018

The board discussed the approval of the minutes. Doug Cortney had distributed his corrections via email. Ms. Wells mentioned on the September 13th meeting she should be listed as other. Also, Wayne Tanaka should be listed as other on the October 25th meeting. She mentioned that they may need to find the new track changes document for October 25th. The board discussed how it was beneficial to have the corrections submitted in advance as Mr. Cortney had done. Ms. Bullington asked when the minutes were officially posted. The minutes and agenda packet are available on the City website. Draft minutes are posted with the agenda packet. Ms. Wells confirmed that the minutes would not be posted until they were amended. The board made a motion to approve the specified minutes.

Board Member Nancy Passaretti MOVED to approve the minutes from September 13, September 27, October 25 and November 27, 2018 as amended.

City Council Rep Ed Dennis seconded the motion.

The vote was recorded as follows:

Board Member Doug Cortney Yes

Board Member Nancy Passaretti Yes

<i>Board Member Lisa Bullington</i>	<i>Yes</i>
<i>Board Member Claude Jones</i>	<i>Yes</i>
<i>Board Member Jessica Anderson</i>	<i>Yes</i>
<i>Board Chair Roger Dixon</i>	<i>Yes</i>
<i>Board Member Natalie Reed</i>	<i>Yes</i>
<i>Council Member Ed Dennis</i>	<i>Yes</i>

The motion passed.

3. Reports:

a. Director’s Report – Donna Cardon

b. Circulation/Attendance/Budget/Cardholder Breakdown – Donna Cardon

Board Member Donna Cardon distributed a packet with current statistics. Currently, she is addressing the need for a comic book and teen corner. She discussed with the Board the LST Grant and Cleff Grant. The Grants would be used for early literacy kits, graphic novels, 150th Anniversary Golden Spike display with books, and to purchase more books to expand the library. The Cleff Grant was awarded at \$5,100.

Lego and coding classes offered through the Library had been successful. Lego classes included ages five to eight years old and coding classes included ages nine to fourteen years old. Advertisements had been distributed to all schools in Highland and were not limited to only Highland residents. Council Member Scott L. Smith asked about funding and Ms. Cardon explained that a grant had been denied which left a \$5,000 need for laptops to expand classes offered through the library. She explained in detail the structure of their coding class to show the need for more computers. Then the Board discussed means to attain their goal and obtain the computers. Board Member Ed Dennis asked if they were buying software for classes and Ms. Cardon replied that the software was free online. The board explored more options of obtaining laptops. Suggestions included donated laptops from businesses and using the City laptops once they turned them over.

It was announced that on March 16th there would be a Fairy Tale Ball which would include activities for children, costumes, and require a library card to register. Board Member Jessica Anderson asked about volunteer hours dropping and Ms. Cardon responded that it was due to the holidays and the library being closed. Ms. Cardon found miscalculations in the 2017-2018 statistics. Juan Lee would look these over and correct them. She was able to look back to 2016 on Symphony (software) but no further to resolve the issue.

Mr. Smith stated that the rent would be eliminated and save them \$44,000 annually. He would like to negotiate the idea that the library must stay within the budget, regarding cross charges, this decision would be made by City Council. Board Members discussed cross charge information and how they would like it termed. Mr. Dennis would like the term cross charges to be “overhead” and Board Member Roger Dixon suggested the term “indirect charges”. Mr. Dennis suggested that Council intends for all departments to be considered equal. Board Member Nancy Passaretti asked if the indirect charges would be for the past and Mr. Dennis confirmed that it would be going forward. Mr. Dennis wanted to consider moving funds from the OverDrive books to pay for the laptops. This would become a Foundation item.

Board Member Mike Burns joined the meeting.

4. Action/Policy Items:

a. Final Review and Approval of Bylaws, Municipal code and Operating procedures – Roger Dixon

Mr. Dixon commented that he would like changes made to the municipal code in the first paragraph where it states Library Board size will be reviewed by Council annually. There had already been suggestions made and they planned to move forward as was recommended.

City Councilman Ed Dennis MOVED that we recommend to the City Council the Library Municipal Code as amended; taking out the word “annually”.

Board Member Doug Cortney SECONDED the motion.

The vote was recorded as follows:

<i>Board Member Mike Burns</i>	<i>Yes</i>
<i>Board Member Doug Cortney</i>	<i>Yes</i>
<i>Board Member Nancy Pasaretti</i>	<i>Yes</i>
<i>Board Member Lisa Bullington</i>	<i>Yes</i>
<i>Board Member Jessica Anderson</i>	<i>Yes</i>
<i>Board Member Claude Jones</i>	<i>Yes</i>
<i>Board Chair Roger Dixon</i>	<i>Yes</i>
<i>Board Member Natalie Reed</i>	<i>Yes</i>
<i>Council Member Ed Dennis</i>	<i>Yes</i>

The motion passed.

The Board discussed possible changes to the Bylaws at length. Possible considerations and changes below included those found in the reorganized Bylaws draft submitted by Mr. Cortney and details found in the draft minutes.

Recommended changes to the Operating Procedures document were as follows:

- Consider how many times procedures need to be stated in the Bylaws.
- Mr. Dixon suggested that Section II. Board Membership, Officers, and Assignments, should be moved to the appendix so that it doesn't need to change every time a Board Member changes.
- Terms for the Board Members needed to be updated as follows:
 - Mr. Cortney should serve until 2021
 - Ms. Reed will serve until 2020
- Section II, letter f. Foundation Board Officers, should be removed entirely.
- The footnote in Item III. Procedures for Naming Board Members, should be removed.
- In section IV, letter d., the phrase “Depending on the situation” should be removed. Letter a. and b. should also be removed because they were already in the Bylaws. In letter d. the word by should be removed and reworded as “The voting may be voice, ballot, or show of hands.”
- In section V. Board Meeting Procedures, letter a., i. and ii. should be removed, again because they are already in the Bylaws, the remaining numbers iii. through viii should stay in the document. Also in this section, it was recommended that they change the term “Secretary” to

“Executive Director”. Additionally, letter c. Conducting the Meetings, number i., should be removed.

- Section VI. Polling the Board, should remain as written.
- In section VII. Standing Committees, it was recommended that “Operations” be changed to “Policies” and that “Records and Reports” be changed to “Reports”. It was recommended that letter a. be removed, because each committee would not need operating procedures. It was also recommended that letter e. and i. be removed. It was also suggested that letter h. be reworded to state, “Standing committees represent the Board in fact finding.”
- In section VIII. Standing Committee Operating Procedures, letter a. Library Fund is tasked with:, should be changed to a. Library Fund. Change letter i. to “Supports the Library Director as requested on budget, fee and fund issues” and strike all the specific bullet points.
- In section VIII., letter b. should be changed to Policies and number i., should read “Supports the Library Director as requested on policy issues” and letter ii. should say “Recommends new and revised Library policies such as:”
- In section VIII., letter c. should be changed to Reports and add letter i. to state “supports the library director as requested on reports” and then ii., should be changed to iii. and read “The Committee shall review the annual report...” remove the words “and approve”.
- In section VIII., strike letter d. Personnel.
- In section VIII., letter e. should be titled Library Outreach, letter i. should read “supports the Library Director as requested on outreach to the community, library patrons, and other communities, such as Alpine and Cedar Hills.”
- In section VIII., letter f., change the title to “Library Long-range Strategic Planning.” In number i., change the wording to “In conjunction with the Library Director, the Committee shall review the Long-range Strategic Plan as to content and execution and make recommendations to the Board on updates.”
- The appendix will now include Names of Board Members and Term Dates and take out Library Fund information that was previously stated.

The Board discussed a need to organize numbering and clean up the Bylaws document. They discussed multiple topics at length. Referring to Item VII Standing Committees, they discussed how it should not add workload to Ms. Cardon’s job but be a support. Ms. Cardon requested help with revision of policies, strategic plan revisions, outreach, and reports. Mr. Smith stated meeting bi-monthly was an option for the board. In response, Ms. Cardon stated 50% of her time was assisting the board and City Council. Mr. Dixon reminded Ms. Cardon that a current strategic plan was in place until the last director left. The board agreed to be more supportive in the future. Ms. Bullington made comments regarding item D. Personnel and its necessity regarding the board. Mr. Dixon suggested making the Operating Procedures consistent with the style guide that is used by the City Council.

Board Member Nancy Passaretti MOVED to adopt the Organization and Operating Procedures with the amendments discussed during the meeting.

City Council Rep Ed Dennis SECONDED the motion.

The vote was recorded as follows:

Board Member Mike Burns Yes

Board Member Doug Cortney *Yes*
Board Member Nancy Pasaretti *Yes*
Board Member Lisa Bullington *Yes*
Board Member Jessica Anderson *Yes*
Board Member Claude Jones *Yes*
Board Chair Roger Dixon *Yes*
Board Member Natalie Reed *Yes*
Council Member Ed Dennis *Yes*

The motion passed.

Board Member Natalie Reed MOVED to approve the Bylaws as amended.
Board Member Jessica Anderson SECONDED the motion.

The vote was recorded as follows:

Board Member Mike Burns *Yes*
Board Member Doug Cortney *Yes*
Board Member Nancy Pasaretti *Yes*
Board Member Lisa Bullington *Yes*
Board Member Jessica Anderson *Yes*
Board Member Claude Jones *Yes*
Board Chair Roger Dixon *Yes*
Board Member Natalie Reed *Yes*
Council Member Ed Dennis *Yes*

The motion passed.

City Council Rep Ed Dennis MOVED that the Library Board forward to City Council for approval, the recommended changes to the Municipal Code and Bylaws and that for informational purposes, they forward the Organizational and Operating Procedures.
Board Member Jessica Anderson SECONDED the motion.

The vote was recorded as follows:

Board Member Mike Burns *Yes*
Board Member Doug Cortney *Yes*
Board Member Nancy Pasaretti *Yes*
Board Member Lisa Bullington *Yes*
Board Member Jessica Anderson *Yes*
Board Member Claude Jones *Yes*
Board Chair Roger Dixon *Yes*
Board Member Natalie Reed *Yes*
Council Member Ed Dennis *Yes*

The motion passed.

The Board discussed how to forward their recommendations at length. Mr. Dixon suggested having the library fund committee look at the dedicated tax and come up with an opinion to share with the Mayor

and the City Council. There was no suggestion for the eliminating the dedicated property tax but the revenue could be moved into the general fund and not be earmarked for the Library specifically. Mr. Smith commented there was only one reason to eliminate the dedicated property tax being ear marked for the Library and that was so the City could control the revenue and where it was directed. The dedicated property tax was a stable source of revenue. Comments were made noting that Scott Smith had worked extensively with American Fork Library and library funds were always the low hanging fruit on the tree and could easily become starved for revenue. Mr. Smith's opinion was that we need to be very careful in giving up the dedicated property tax.

Board Member Mike Burns MOVED that the Fund Committee conduct research and make a recommendation to the Board at the next meeting.

Board Member Jessica Anderson SECONDED the motion.

The vote was recorded as follows:

<i>Board Member Mike Burns</i>	<i>Yes</i>
<i>Board Member Doug Cortney</i>	<i>Yes</i>
<i>Board Member Nancy Pasaretti</i>	<i>Yes</i>
<i>Board Member Lisa Bullington</i>	<i>Yes</i>
<i>Board Member Jessica Anderson</i>	<i>Yes</i>
<i>Board Member Claude Jones</i>	<i>Yes</i>
<i>Board Chair Roger Dixon</i>	<i>Yes</i>
<i>Board Member Natalie Reed</i>	<i>Yes</i>
<i>Council Member Ed Dennis</i>	<i>Yes</i>

The motion passed.

Ms. Cardon reminded the Board of a need for a budget and that she was reminded she does have a current budget that will be amended. A discussion regarding how cross charges affect the budget took place. Ms. Pasaretti suggested that Donna could asked for budget help from the Foundation. Mr. Dixon stated a need to withhold from spending until the budget is approved.

Board Chair Roger Dixon entertained a motion to adjourn.

City Councilman Ed Dennis MOVED to adjourn the meeting and Board Member Mike Burns SECONDED the motion. All voted in favor and the motion passed.

The meeting adjourned at 10:34pm

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 24, 2019. This document constitutes the official minutes for the Highland City Library Board Meeting.