

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

Thursday, February 27, 2020 at 7:00 p.m. at Highland City Hall

IN ATTENDANCE

Board Members

Roger Dixon, Chair
Jessica Anderson
Mike Burns
Doug Cortney, Secretary
Briawna Hugh
Claude Jones, Vice-Chair
Natalie Reed
Kim Rodella, City Council Rep.
Edgar Tooley

Other

Donna Cardon, Library Director and
Board Executive Officer
Erin Wells, Assistant City
Administrator
Wayne Tanaka, Friends of the
Library President

Absent

None

Chair Roger Dixon called the meeting to order. A quorum was present.

AGENDA

1. Public Comment

None

2. Consent

a. Approve January 23, 2020 Meeting Minutes

Roger Dixon pulled the minutes from the consent agenda.

3. Reports

a. Director's report

- Discussion of January's statistics and specific programs: Pennies on the Dollar program, Junior Explorer Club, Teen STEM Club
- Discussion of events: Census station will open March 12; Fairytale Ball is coming up on March 21 from 11 to 1 with online registration.

- Discussion of new self-checkout stands: They will be installed soon. Library will likely have to close to install RFID tags. Got an LSTA grant for about half of the cost. The other half will come out of the library budget.
- Other: links to EBSCO databases; training on preventing suicide; summer reading kickoff is May 29; possibility of fine arts center project that would include the library

b. Friends of the Library report

- First quarterly book sale was successful and made \$462.63
- Friends are charging \$10 annual fee to become a member
- Online book sales are just starting and are going well
- Supporting summer reading and continuing with impact stories project
- Potentially exploring having a youth council member join the Friends board

4. Action/Policy Items

a. Circulation Policy Revision: DVD check out

Discussion of proposal to extend loan period of DVDs from one week to three weeks to match the loan periods for the rest of the collection (except inter-library loan). This is highly requested by patrons. DVD shelves are getting full. If we don't start checking out more DVDs, we'll have to substantially weed them. This change will probably decrease the amount of money the library collects in overdue fines. Discussion of the policy language.

Natalie Reed moved to approve the changes to the circulation policy to extend the DVD check out period. Briawna Hugh seconded the motion. The motion passed.

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

b. Circulation Policy Revision: Collections

Discussion of potential modification of prior approved policy sending patrons to collections when they have \$50 or more in fees for lost or damaged items or overdue fines to sending people to collections only when they have over \$50 in fees for lost or damaged items, not \$50 in overdue fines. Discussion of what other local libraries' policies on collections are. Discussion of political and practical ramifications of policy changes and enforcement. Discussion of changing collections threshold to \$100 but still sending patrons to collections for both fines and fees. Discussion of the policy language.

Mike Burns moved to change the circulation policy to send patrons to collections when they have \$100 or more in fines or fees. Natalie Reed seconded the motion. The motion passed.

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

c. Approve January 23, 2020 Meeting Minutes

Roger Dixon noted an error on the last page of the minutes related to fine amounts and as to who prepared the minutes.

Mike Burns moved to approved the minutes as amended. Jessica Anderson seconded the motion. The motion passed.

Yes	Roger Dixon, Chair
Yes	Jessica Anderson
Yes	Mike Burns
Abstained	Doug Cortney
Yes	Briawna Hugh
Yes	Claude Jones
Yes	Natalie Reed

Yes	Kim Rodella
Yes	Edgar Tooley

5. Discussion Items

a. Board seats expiring this year

Jessica Anderson, Natalie Reed, and Kim Rodella's terms expire in June 2020, and they are eligible to reapply. We will review applications and make recommendations to the mayor at the April meeting.

b. Book drop replacement

As previously discussed, the book drop needs to be replaced. At the moment, because of the lower LSTA grant, there is no money in the budget to do this now. The Friends of the Foundation may be able to provide funds. It will be about \$7,000 (for a box and two carts). We will need to readdress the issue in the fall. Once the library gets a new one, the Friends would like to refurbish the old one to use for donations.

c. Community assessment

Discussion of the planned community assessment as part of the library's community advocacy project. The Board will be approaching community leaders to ask them about issues in the community, consider whether the library can address those issues, and then go back and let the people know what the library is doing. The City Administrator, Nathan Crane, is enthusiastic about the project and the potential for the library to serve the larger Highland government. Discussion of the list Donna Cardon developed of questions to be asked. Erin Wells talked about the potential for different city groups to participate in this project. An initial list of potential people to talk to was discussed. The methodology and purpose were discussed.

Briawna Hugh, on behalf of the Outreach Committee, will make a Google sheet with the list of names. Board members can sign up for people to talk to. Once the Board has completed a few interviews, we can consider expanding the project to other city groups. The goal will be to have each Board member conduct one interview prior to the next meeting. Donna will order name tags for the Board members.

d. The challenge of staff funding

Employee costs are currently about 70% of the library's budget. As Highland reaches buildout, the money coming in from property taxes will level off. But employment costs will not level off, and employee costs will become a larger and larger portion of the library budget. After a number of years, this will be unsustainable. This will be something we will need to anticipate and prepare for. We may need to find a creative way to fund the library with funding that adjusts to cost of living increases.

6. Future Agenda Items

- a. *Budget approval*

7. Adjournment

Minutes prepared by Jessica Anderson on August 1, 2020 from the audio recording. Approved at the August 27, 2020 meeting.