

Library Board Meeting Agenda

February 28, 2019

Approved March 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, Mike Burns, Doug Cortney, Claude Jones, Nancy Pasaretti, City Council Rep Ed Dennis

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

OTHERS: Friends of the Highland City Library President Wayne Tanaka

ABSENT: Lisa Bullington, Natalie Reed

7:00 pm – Call to Order: Roger Dixon, Board Chair

A quorum of the Board being present, Board Chair Roger Dixon welcomed those in attendance and began the Library Board meeting at **7:05 pm** as a regular meeting. The meeting agenda was posted on the Utah State Public Meeting Website at least 24 hours prior to the meeting.

1. Public Comment:

There were none.

2. Consent Agenda:

- a. January 16, 2019 Minutes
- b. January 24, 2019 Minutes
- c. Engaging the Strategic Plan Committee
- d. Bylaw Revisions
- e. Operating Procedures Revisions
- f. Proposed Municipal Code Revisions

Board Member Cortney asked for items 2(d) and 2(f) to be pulled for further discussion, and Mr. Dixon placed them at the beginning of the policy/action section of the agenda as items 4(a) and 4(b), respectively, and renumbering accordingly.

Board Member Mike Burns MOVED to approve the consent agenda as updated.

Jessica Anderson SECONDED the motion.

The vote was recorded as follows:

Board Member Jessica Anderson Yes

Board Member Mike Burns *Yes*
Board Member Doug Cortney *Yes*
Board Chair Roger Dixon *Yes*
Board Member Claude Jones *absent*
Board Member Nancy Passaretti *Yes*
The motion passed.

3. Reports:

a. Director’s Report – Donna Cardon

Library Director Cardon discussed the year-over-year metrics for the library. Details included that interlibrary loans, book sales and donations had decreased; while collection, circulation, and programs increased. She mentioned Gretchen Homer and Sami Jones were doing a great job with children’s story times. Mr. Dixon commented on the library’s square footage and how it compares to industrial standards. Ms. Cardon stated that the Fairytale Ball event was in two weeks. The library would purchase 50 literary kits using the LSTA grant money. Library Chairman Dixon asked about what literacy programs were run through the library and Ms. Cardon stated currently there were none but the “A Thousand Books Before Kindergarten” program begins in fall 2019.

NOTE: City Council Representative Ed Dennis joined the meeting.

Following questions presented by Board Member Nancy Passaretti, Ms. Cardon indicated that there was not much need for adult literacy programs and ESL programs in Highland City. Also, NUCLC bylaws did not regulate requirements, limiting program participation to only those within the City.

b. Statistical Report – Doug Cortney

Board Member Doug Cortney presented a statistical report dealing with trends in operating expenses, visits, circulation, and programs. Residential usage of the library, per-capita and per-item had declined since the year 2009. Ms. Cardon indicated the circulation graphs were designed to show total circulation versus per item circulation. The importance for per-item circulations weighed heavier for physical materials compared to electronic items. Most electronic materials were free to the library but they had started buying electronic materials. Mr. Dixon commented that some may see the usage decline, as evidence the library does not need to develop further. He found concern with not stating why visits were declining on reports. Ms. Cardon provided insight on the national decrease in Library usage as evidence of strong electronic usage of materials but decreased visits were a concern and a reason causing them to not look for a new library.

NOTE: Board Member Claude Jones joined the meeting.

The Board discussed whether circulation per item figures were meaningful since the library had been growing its collection. They felt there would be an uptick in statistical trends discussed and that weeding the collection and providing programs would impact the statistics.

4. Action/Policy Items:

At the request of Mr. Dennis and with unanimous consent of the Board, Mr. Dixon moved item 4(d) “Dedicated Tax Recommendation” to the top of the Action/Policy Items section as 4(a), renumbering accordingly.

a. Dedicated Tax Recommendation – Doug Cortney

The committee findings and recommendations were reported in summary by Mr. Courtney. The board discussed at length the dedicated property tax and possible recommendations for the tax. Board Member Jessica Anderson suggested that if the library dedicated property tax created a new added tax there would be a strong argument in favor of keeping it in place solely for the library, because it was never part of the general fund. Mr. Dennis clarified the City Council process for overhead charges, 40% was taken from overhead based on each department budgeted expenses. He referenced a tentative discussion about “truing up” the budget based on year end expenses. Assistant City Administrator Erin Wells stated the overhead charges were currently \$11,000 - \$12,000 annually and it was important to avoid turmoil with the City in the future. Further, Mr. Dixon noted that there had not been a decision for or against a dedicated tax and Mr. Tanaka stated that the current process was working and should remain in place.

Concluding, Ms. Cardon stated that the library would not see implications from any future cutbacks for this future year regarding the dedicated taxes since the cuts would come from other departments and the City would bear any of those type of burdens.

Mr. Tanaka stated operating on dedicated tax was desired so that the library had stability. Ms. Passaretti indicated that the dedicated tax puts the responsibility on the City to operate within its budget. Finally, Mr. Burns addressed a concern for monies going in the general fund since there was a need for private donations if they were to cover capital expenses for a new library.

Board Member Mike Burns MOVED to adopt the recommendation and findings of the library fund committee, adding Jessica’s truth-in-taxation argument if appropriate.

Board Member Jessica Anderson SECONDED the motion.

The vote was recorded as follows:

<i>Board Member Jessica Anderson</i>	<i>Yes</i>
<i>Board Member Mike Burns</i>	<i>Yes</i>
<i>Board Member Doug Cortney</i>	<i>Yes</i>
<i>City Council Rep Ed Dennis</i>	<i>Yes</i>
<i>Board Chair Roger Dixon</i>	<i>Yes</i>
<i>Board Member Claude Jones</i>	<i>Yes</i>
<i>Board Member Nancy Passaretti</i>	<i>Yes</i>

The motion passed.

There was conversation with staff regarding the March 5th City Council agenda and a need to amend the agenda or that their item could be placed on the March 19th agenda. There was concern about informing the public properly and to present before votes were made. A decision to wait until the March 19th meeting was made.

NOTE: Mr. Dennis left the meeting.

b. Bylaw revision

Item 2(d) Bylaw Revisions from the consent agenda was then discussed, as previously requested.

Mr. Cortney clarified that City Council Member Brian Braithwaite specifically asked for the bylaws text about what to provide if no audio recording was available. He noted that the Operating Procedures text listed what was to appear in the minutes rather than specifically what the Secretary was to provide the City Recorder and had no objection to removing the text. He wanted to ensure everyone agreed that the Operating Procedures text was substantially the same and that removing the bylaws text would not cause problems with the City Council.

The Board generally agreed that the two sections were not sufficiently different as to cause a problem and that a suggestion from one member of Council should not be considered binding.

Board Member Doug Cortney MOVED to approve the Bylaw Revisions.

Board Member Mike Burns SECONDED the motion.

The vote was recorded as follows:

Board Member Jessica Anderson Yes

Board Member Mike Burns Yes

Board Member Doug Cortney Yes

Board Chair Roger Dixon Yes

Board Member Claude Jones Yes

Board Member Nancy Passaretti Yes

The motion passed.

c. Municipal Code Revisions

The board discussed item 2(f) Proposed Municipal Code Revisions. Mr. Cortney suggested updating part E to be clear that the policies established by the board deal with both use and operation of the library and that the operating procedures in part H deal with board operations. Ms. Anderson noted that the word “bylaws” does not contain a hyphen but that it appears with a hyphen twice in part H.

Board Member Doug Cortney MOVED to amend part E by inserting the words “and operation” immediately after the words “policies concerning day to day use”; to amend part H by striking out the words “operating procedures documents” and replacing them with the words “board operating procedures”; to amend part H by twice striking out the word “by-laws” and replacing it with the word “bylaws”.

Board Member Jessica Anderson SECONDED the motion.

The vote was recorded as follows:

Board Member Jessica Anderson Yes

Board Member Mike Burns Yes

Board Member Doug Cortney Yes

Board Chair Roger Dixon Yes

Board Member Claude Jones Yes

Board Member Nancy Passaretti Yes

The motion passed.

Mr. Cortney noted that he omitted a key piece in his previous motion.

Board Member Doug Cortney MOVED to recommend the proposed Municipal Code revisions to the City Council.

Board Member Mike Burns SECONDED the motion.

The vote was recorded as follows:

Board Member Jessica Anderson Yes

Board Member Mike Burns Yes

Board Member Doug Cortney Yes

Board Chair Roger Dixon Yes

Board Member Claude Jones Yes

Board Member Nancy Passaretti Yes

The motion passed.

d. Circulation Policy Revisions – Donna Cardon

Ms. Cardon discussed the major changes and reasoning behind the proposal. Some changes were

- Delete obsolete text
- Update and clarify NUCLC-related rules to current standards
- Formatting errors

She indicated patrons were concerned regarding the renewal of overdue items which led to library fines and the changes made to policy directly benefit library patrons. Ms. Anderson asked if electronic materials should be addressed. Ms. Cardon concurred and advocated naming the policy, “Physical Item Circulation Policy” and to make it a separate item. Ms. Anderson was concerned with item III(J), the collections fee compared the organization cost being lower. Ms. Wells explained the City contracted with a collection agency and the cost was a percentage of what they recover. Suggested changes were a correction from “four months” to “eight weeks” on item III(I)(2), but Ms. Cordon confirmed this had been corrected in the hard copies distributed today. Also, item III(I), was being changed to refer to “patrons with delinquent accounts” rather than “delinquent patrons” throughout the document. An additional suggestion was to change “patrons are delinquent” to “patron accounts are delinquent” in III(I).

Board Member Jessica Anderson MOVED to adopt the Physical Item Circulation Policy with the amendments discussed.

Board Member Nancy Passaretti SECONDED the motion.

The vote was recorded as follows:

Board Member Jessica Anderson Yes

Board Member Mike Burns Yes

Board Member Doug Cortney Yes

Board Chair Roger Dixon Yes

Board Member Claude Jones Yes

Board Member Nancy Passaretti Yes

The motion passed.

The board clarified that the old policy would automatically replace the prior policy with the updated policy.

e. Volunteer Policy Revisions – Donna Cardon

Library Director Donna Cardon explained that the reason for the Volunteer Policy was that the Library did not feel comfortable allowing someone required to do court ordered service to perform that service in the Library, due to the fact that they would be working with children and a concern for their safety. They could run background checks on volunteers but costs would prevent them from doing that. The library was small and volunteers were easily tracked by staff. They discussed sharing background checks with schools but Ms. Wells clarified sharing was not within the law and each jurisdiction must run their own background checks. 80% of library volunteers were teens and a different percentage was older women. Updated information would be placed on the website regarding volunteer applications.

Mr. Courtney asked about retention and categorization for the volunteer’s information. The data would be included in the updated City retention policy when completed. Mr. Cortney asked that identifiable information be considered when creating the new policy regarding parental consent. Mr. Dixon showed concern for the library accepting court ordered volunteers recommended by the court. The board discussed how the acceptance would complicate the policy and a court ordered volunteer was highly unlikely to occur. The final sentence found in the second paragraph that indicated all applications would be accepted but not all applicants would be approved to volunteer. Board discussed notes on compensation for medical and health benefits on the document, retention of volunteers and parental consent.

Board Member Mike Burns MOVED to adopt the Volunteer Policy as corrected.

Board Member Jessica Anderson SECONDED the motion.

The vote was recorded as follows:

<i>Board Member Jessica Anderson</i>	<i>Yes</i>
<i>Board Member Mike Burns</i>	<i>Yes</i>
<i>Board Member Doug Cortney</i>	<i>Yes</i>
<i>Board Chair Roger Dixon</i>	<i>Yes</i>
<i>Board Member Claude Jones</i>	<i>Yes</i>
<i>Board Member Nancy Passaretti</i>	<i>Yes</i>

The motion passed.

f. Budget Revisions – Donna Cardon

Ms. Cardon stated that cross charges were still undecided and the mid-year budget was not approved with the other departments. The City Council had recommended to do some “pencil sharpening” with the budget and because they did there was \$32,000. The adjustments were shown in the proposed revision, as well as, \$12,000 of unallocated funds which would be impossible to spend by the end of the fiscal year. The next fiscal year budget would include \$1,500 for transcription services. Book end costs had been lowered from approximately \$300 to \$50-\$150 per book end. The board discussed that computers were not within their budget and a charging cart. The cost of Wi-Fi band width needed consideration for more laptops to function properly.

Ms. Cardon indicated that the extra funds must be placed into a reserve fund or placed in the general fund and the topic would be brought to the City Council for input. They debated electronic books and book purchases with the implication of that there was not enough time to purchase \$8,000 worth of books. Electronic books would be

bought with the money left, due to limited time. They discussed the origin of the money was from grants and not from Foundation money. The Foundation had agreed to buy a printer and thus this money was recommended for that purpose. The board discussed how to address the unallocated money. Ms. Cardon stated that Highland City Library staff was paid below prevailing wages for the area and that some of this was addressed in the proposed budget, while some will be addressed next fiscal year.

Board Member Jessica Anderson MOVED to adopt the budget as presented.

Board Member Mike Burns SECONDED the motion.

The vote was recorded as follows:

Board Member Jessica Anderson Yes

Board Member Mike Burns Yes

Board Member Doug Cortney Yes

Board Chair Roger Dixon Yes

Board Member Claude Jones Yes

Board Member Nancy Passaretti Yes

The motion passed.

5. Adjournment:

Board Member Mike Burns MOVED to adjourn the Library Board meeting.

Board Member Doug Cortney SECONDED the motion.

The vote was recorded as follows:

Board Member Jessica Anderson Yes

Board Member Mike Burns Yes

Board Member Doug Cortney Yes

Board Chair Roger Dixon Yes

Board Member Claude Jones Yes

Board Member Nancy Passaretti Yes

The motion passed.

*The meeting adjourned at **9:07 pm***

I, Doug Cortney, Highland City Library acting Board Secretary, hereby certify that the foregoing minutes represent a true, accurate and complete record of the meeting held on February 28, 2019. This document constitutes the official minutes for the Highland City Library Board Meeting.