

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

Thursday, March 25, 2021 at 7:00 p.m. via Zoom

IN ATTENDANCE

Board Members

Roger Dixon, Chair
Jessica Anderson, Secretary
Briawna Hugh
Claude Jones
Natalie Reed, Vice-Chair
Kim Rodela, City Council Rep.
Edgar Tooley

Other

Donna Cardon, Library Director and
Board Executive Officer

Absent Board Members

Mike Burns
Becky Lewis (Resigned March 2021)

A quorum of the Board being present, Board Chair Roger Dixon welcomed those in attendance and began the Library Board meeting as a regular meeting at 7:00 p.m. The meeting agenda was posted on the Utah State Public Meeting Website at least 24 hours prior to the meeting.

Roger read the following legal declaration aloud:

I Roger Dixon, Highland City Library Board Chair, hereby declare that due to the COVID-19 pandemic, holding a Library Board meeting with a physical anchor location presents a substantial risk to the health and safety of those who may be present at the anchor location due to health concerns with Board members and their family members. Members of the public are invited to participate in the electronic means which are detailed in the Board Meeting agenda. This declaration is dated March 25, 2021.

AGENDA

1. Public Comment

None.

2. Consent Agenda

1. *Approve minutes for meeting 02.25.2021.*

Edgar Tooley moved to approve the minutes from the February 25, 2021 meeting. Jessica Anderson seconded the motion. The vote was recorded as follows:

Yes	Roger Dixon, Chair
Yes	Jessica Anderson
Yes	Natalie Reed
Yes	Kim Rodela
Yes	Edgar Tooley

The motion passed.

3. Reports

1. Director's Report

Donna Cardon gave her report. Numbers are up. The library spent its CLEF grant to order a lot of new books in February. The Winter Reading program concluded in February and was extremely popular. Story Time participation is up so high that the library added in an additional regular session on Wednesday and an additional book baby session. The library submitted and was awarded \$1,600 for additional AV equipment for virtual programs and make-and-take crafts. The library is looking to remove COVID restrictions in May, including ceasing quarantining books. The Summer Reading kick off will be May 26-29.

Claude Jones joined the meeting.

The library was considering moving from SirsiDynix to Koha (and had signed a contract with Koha), but the library is under a contract with Sirsi until 2023. The savings from that switch was designated to pay for a pay increase to library staffers, which will start in April. It will accordingly be a very tight budget year. Books and materials will take a hit in the budget. The library is looking at fundraising opportunities, which will likely have to be a regular thing. May will bring another review of the budget.

2. Feasibility Study Report

The Board discussed the status of the feasibility study. On March 16, Donna gave her presentation about the survey results to the City Council. The City Council thought the survey indicated that most citizens are not interested in the project. The Committee is meeting next week and there will be concept drawings of the potential

space. It takes time to change people’s minds. Our task will be to start creating interest in this kind of community space. Natalie Reed asked to see the slide

Kim Rodela briefly left the meeting and returned. Briawna Hugh joined the meeting

4. Action/Policy Items

1. Electronic Meeting Policy

The Board discussed the proposed electronic meeting policy and whether the policy should reside in the Bylaws or in the Operating Procedures. For ease of use, amendment, and reference, the Board determined that it would be best in the Operating Procedures. The Board discussed the content of the policy and added a provision related to public comment.

Briawna Hugh moved to adopt the electronic meeting policy as amended and to have it become part of the Board’s Operating Procedures. Claude Jones seconded the motion. The vote was recorded as follows:

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

The motion passed.

5. Discussion Items

1. Recertification

The library will be doing recertification in the next month. Normally, it would have started already, but the head of the state library recently changed. As part of certification, a member of the Board will need to do a safety inspection of the library.

2. Board Team-Building Gestures

Donna would like to get gifts for Mike Burns and Becky Lewis. There is some money in the Library Board budget item (because we have not been using a transcriptionist), and Donna proposes to use some of that money to get “get well” cards and gifts.

6. Future Agenda Items

- Certification
- Final budget review (May)
- Review of the Board’s operating procedures
- Review Library’s policies

The Board’s next regular meeting is scheduled for April 22, 2021 at 7:00 p.m.

7. Closed Session

At 7:48 p.m., Jessica Anderson moved to convene in closed session to discuss the character, professional competence, or physical or mental health of an individual. Briawna Hugh seconded the motion. The vote was recorded as follows:

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

The motion passed.

The Board convened in closed session. The Board returned from closed session at 8:04 p.m.

8. Adjournment

Jessica Anderson moved to adjourn the Library Board meeting. Claude Jones seconded the motion. The vote was recorded as follows:

Yes	Roger Dixon, Chair
Yes	Jessica Anderson

Yes	Briawna Hugh
Yes	Claude Jones
Yes	Natalie Reed
Yes	Kim Rodela
Yes	Edgar Tooley

The motion passed.

The meeting adjourned at 8:05 p.m.

I, Jessica Anderson, Highland City Library Board Secretary, hereby certify that the foregoing minutes represent a true, accurate, and complete record of the meeting held on March 25, 2021. This document constitutes the official minutes for the Highland City Library Board Meeting.