

# Library Board Meeting Minutes

April 22, 2019

Approved May 23, 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, Doug Cortney, Claude Jones, Nancy Passaretti, Natalie Reed, City Council Rep Ed Dennis

**CITY STAFF PRESENT:** Cindy Quick, City Recorder

**OTHERS:** Claudia Stillman, Friends of the Highland Library

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

Board Chair Roger Dixon welcomed those in attendance and began the Library Board meeting at **7:02 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:

No public comment

### 2. Consent Agenda:

#### a. Approval of minutes from March 28, 2019

*Board Member Claude Jones MOVED to approve the March 28, 2019 minutes.*

*Board Member Doug Cortney SECONDED the motion.*

*The vote was recorded as follows:*

*Board Member Jessica Anderson Yes*

*Board Member Lisa Bullington Yes*

*Board Member Mike Burns Yes*

*Board Member Doug Cortney Yes*

*Board Member Claude Jones Yes*

*Board Member Nancy Passaretti Yes*

*Board Member Natalie Reed Yes*

*Board Chair Roger Dixon Yes*

*City Council Rep Ed Dennis Yes*

*The motion passed.*

Item 2b and 2c were pulled from the consent agenda for further discussion. Item 3a. was moved to the next item so that Cindy Quick could provide the training before the discussions took place.

### **3. Communication Items:**

#### **a. Open Meetings Training - Cindy Quick**

City Recorder Cindy Quick conducted an annual training regarding requirements of the Open and Public Meetings Act. She covered public policy definitions, noticing requirements, minutes and recordings, closed meetings and penalties. She read through the defining terms of a public body, meetings, noticing requirements, actions on agenda items, minutes and recordings, and closed meetings. The Board discussed different scenarios regarding how the Board would be impacted by the definitions provided and how to effectively follow regulations. Ms. Quick, in response to a question regarding all Highland City Committees and Boards stated that Highland City was requesting all Committees and Boards come into compliance with these regulations.

Library Director Donna Cardon reminded the Board about online trainings and that they would need to certify for the library in May. Board Members were required to attend training meetings within the next couple of weeks. They were reminded of several videos that Mr. Juan Lee recommended that qualify. Board Members should watch those videos and report to Ms. Cardon when completed. Ms. Cardon would then be able to submit a statement of who had attended and which videos they had watched. Ms. Cardon apologized to those who did not receive invites to the volunteer recognition party.

#### **b. Director's Report – Donna Cardon**

Ms. Cardon discussed with the Board the statistics regarding RB Digital, an E-Audiobook platform, and Overdrive. She commented that having books available online was the way of the future for the Library. Their physical book checkout was higher than in the past, however, their digital check out was three times higher. There were questions about how to access the RB Digital Library and the response was that there was a flyer at the desk with instructions on it for those interested. There was also discussion about an app available for the items for phone use.

Library Board Chair Roger Dixon asked why the Friends of the Library hours had not been included as volunteer hours. Ms. Cardon replied that she was not sure about the number of hours, so she left them off. Ms. Cardon stated that the 2019 volunteer hours could possibly be lower because they did not include the hours of the Friends of the Library. Also, the 2018 hours did not include them and that they were unsure about all the details.

Ms. Cardon stated most of her time had gone into the development of the webpage redesign. She provided a rough design of the new webpage. She commented that the page was scheduled to go live in September. Board Member Nancy Passaretti asked if there was a place on the new website to drive people to the “Friends” or the “Foundation” for the purpose of making donations. Ms. Cardon stated that a Friends/Foundation button could be added. There was a comment about the website, and how difficult it had been to find information, Friends/Foundation and “how to donate”. Board Member Jessica Anderson asked if there was a spot for “How to Volunteer” on the new website. It was reported that a tab for “How to Volunteer” would be added to the new website design.

Ms. Cardon stated that a new copier had been delivered on the first day of National Library Week. She reported the week had been great. Also, she attended the State “New Directors Training” and Kim and Shelly had attended the State “Uplift Training” that teaches library management skills. Additionally, a

150<sup>th</sup> Anniversary of the Golden Spike display was coming that would also give the Library 20 books. An open Budget Meeting would take place Thursday. There was a current first draft of the budget available and the budget would be presented at the next Board Meeting.

Ms. Cardon reported on the Summer Reading Program that would begin in May. Shelly had been working hard on the Summer Reading Program. The theme this summer was “A Universe of Stories” and the Library was giving a free book to each child that completed the program. Ms. Cardon had already purchased 212 books for prizes. There was mention of an online registration process so those who missed registering in the Library could do so online.

Ms. Passaretti asked how they get statistics on the amount of people who use the Library. Ms. Cardon stated that she had purchased a new counter but was unsure of its accuracy and that she would be discussing that further with staff and have them do a physical count to compare with the counter. Then she would adjust the counter once she compared the numbers. Last week the reference desk was installed and someone could be placed there to count actual numbers over the course of a few days.

### **c. Friends of Library Report – Claudia Stillman**

Claudia Stillman was representing Wayne Tanaka and reported for the Friends of the Library. There would be several parades where the Library will be promoted with a banner. The first parade will be on June 8<sup>th</sup> and sign ups will be passed around at Lego Club and the Summer Reading Program to recruit children to participate. RB Digital flyers were going to be circulated to parade patrons. The proper title Highland City Library Foundation is being updated on the flyer. Ms. Stillman had a document to be used as, a call to action, for individuals to donate funds for the Summer Reading Program, as a sponsor for prizes.

Items “Job Description” and “Color Copy Fee” were moved under action/policy items.

## **2. Consent Items:**

### **b. Job Description of New Board Members**

Ms. Cardon indicated that her corrections to the job description were mostly semantics and not substantive. Mr. Dixon stated there were some corrections to Board Meeting, Officer Potential and Utah public Laws. They are intending to add the Board Member responsibilities to the description.

*City Council Rep Ed Dennis MOVED that the Library Board accept the amended Highland Library Board Member Job Description.*

*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 Lisa Bullington</i>	<i>Yes</i>
<i>Board Member Mike Burns</i>	<i>Yes</i>
<i>Board Member Doug Cortney</i>	<i>Yes</i>
<i>Board Member Claude Jones</i>	<i>Yes</i>
<i>Board Member Nancy Passaretti</i>	<i>Yes</i>
<i>Board Member Natalie Reed</i>	<i>Yes</i>
<i>Board Chair Roger Dixon</i>	<i>Yes</i>

City Council Rep Ed Dennis                      Yes

*The motion passed.*

**c. Color Copy Fee**

Ms. Cardon announced the color copy fee was increasing to fifty cents at the Library. She had researched prices in the area at both UPS (fifty-nine cents) and Canyon Copy (sixty-nine cents) and decided on fifty cents. The fifty cent cost was the same as the Provo and American Fork Libraries. The fees would be reviewed then submitted to Ms. Quick by Thursday.

*Board Member Jessica Anderson MOVED that the Library Board adopt the new color copy fee.*

*Board Member Natalie Reed SECONDED the motion.*

*The vote was recorded as follows:*

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

*The motion passed.*

It was reported that several new fees would be added to the new fee schedule.

**4. Action Items**

**a. Strategic Plan Revision**

The Board discussed the Strategic Plan. The adoption was in 2016 and was 57 pages. It was a 10-year plan. Every three years the State mandates that there be an update to the plan. Ms. Cardon had sent out a draft of the Strategic Plan and had received suggestions for edits to the document. Mr. Dixon would like to see the wording “ to be accepted” changed to “were accepted into NUCLC in 2018.” There was a question regarding the Teen Corner. Ambiance lighting and seating would be added to the aesthetics of the Teen Corner and was going to be located where the children’s section was long ago. The Board discussed the logistics of making the project complete. Then the Board discussed the book budget. Board Member Doug Cortney suggested the word “training” be omitted from the Mission Statement. His concern was that their mission is not to train the staff or the community but to serve the community and provide educational programs. Ms. Anderson stated that she had typo fixes under “Tools and Technology” and Ms. Cardon was happy to fix the typos.

*Doug Cortney MOVED to approve the long-range strategic plan as amended.*

*Claude Jones SECONDED the motion.*

*The vote was recorded as follows:*

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

*The motion passed.*

#### **b. Internet and Online Access Policy – Donna Cardon**

Ms. Cardon stated that they were required by the State to look at the Internet and Online Access Policy annually to check if the Library was compliant. Within the packet provided to the Board, a letter outlining the requirements for the policy and the enforcement of the policy was included. The information had been posted for the public and when logging into Library computers the patrons must check a box accepting the terms of the policy before being allowed use. City Council Rep Ed Dennis asked if City Attorney Tim Merrill had reviewed the policy and Ms. Cardon stated that Mr. Merrill had not reviewed the policy yet because Tim had requested that he only look at policies that had been approved.

Mr. Dixon requested that when the Board referred to the Highland Library, that Library should be capitalized. He had edits with prohibited materials being used in the Library. He would like the statement phrased in a more straightforward manner so it was easily understood. The Board discussed prohibited materials not being allowed in the Library. Then, the Board discussed adoption dates and what should be on the document.

Board Member Doug Cortney indicated that in the last paragraph of the document, they should refer to the “City Library Board” as the “Highland City Library Board” and not by any other title for consistency. He felt that it would be good to include the most recent adoption date of the amended document. Then the Board discussed the administrative procedures of the document. They indicated they would use the language “recently discussed and adopted” and “revised and approved”. They decided to use the wording “developed and adopted”. The Board discussed other changes to wording. It was also determined that this part of the document did not have to be posted, it would need to be available at the reference desk as it was an operational document for staff.

The Board discussed the definition of child pornography in the code and whether or not they were adhering to what the code mandated. Ms. Anderson referenced the state code and stated that what was in the procedures document was not what was in the State code defining child pornography. Then, Ms. Cardon noted to copy the language directly from the State code. Ms. Passaretti questioned what action would be taken if someone were to access child pornography in the Library and felt that if that were to happen the Library Staff should contact the police immediately. The Board then confirmed that was the action Library Staff would take and they looked through the mechanics of the revision.

*Board Member Lisa Bullington MOVED to approve the Internet and Online Access Policy and Administrative Procedures as amended.*

*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 Lisa Bullington</i>	<i>Yes</i>
<i>Board Member Mike Burns</i>	<i>Yes</i>
<i>Board Member Doug Cortney</i>	<i>Yes</i>
<i>Board Member Claude Jones</i>	<i>Yes</i>
<i>Board Member Nancy Passaretti</i>	<i>Yes</i>
<i>Board Member Natalie Reed</i>	<i>Yes</i>
<i>Board Chair Roger Dixon</i>	<i>Yes</i>
<i>City Council Rep Ed Dennis</i>	<i>Yes</i>

*The motion passed.*

Ms. Cardon reported that the approved policy would be submitted to the City Attorney.

## **5. Future Agenda Items:**

- a. Privacy Policy in the future
- b. Minor Amendments to Behavior Policy, Volunteer Policy, and Circulation Policy
- c. Fiscal Year 2019-2020 Budget

The Board discussed that the questionnaire results were addressed from the prior meeting. Ms. Wells and Mr. Tanaka were no longer doing a press release regarding Ms. Cardon's nomination from a prior meeting. The press release would be on hold for a while. Ms. Cardon was already advertising the Summer Reading program. Mr. Dixon indicated the Bylaws would be seen by the City Attorney as part of the process and all Board Members agreed. He asked if they agreed that in June there would be a mid-year, 6-month evaluation of how the Board was doing and what could be improved.

## **6. Future Meetings**

Thursday, May 23, 2019 was the next Board meeting.

*Board Member Jessica Anderson MOVED to adjourn the Library Board meeting.*

*Board Member Mike Burns SECONDED the motion.*

*The vote was recorded as follows:*

<i>Board Member Jessica Anderson</i>	<i>Yes</i>
<i>Board Member Lisa Bullington</i>	<i>Yes</i>
<i>Board Member Mike Burns</i>	<i>Yes</i>
<i>Board Member Doug Cortney</i>	<i>Yes</i>
<i>Board Member Claude Jones</i>	<i>Yes</i>
<i>Board Member Nancy Passaretti</i>	<i>Yes</i>

<i>Board Member Natalie Reed</i>	<i>Yes</i>
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<i>Board Chair Roger Dixon</i>	<i>Yes</i>
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*City Council Rep Ed Dennis*                      *Yes*

*The motion passed.*

*The meeting adjourned at 8:51 pm*

*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 April 22, 2019. This document constitutes the official minutes for the Highland City Library Board Meeting.*