

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

Thursday, April 23, 2020 at 7:00 p.m. via Zoom

IN ATTENDANCE

Board Members

Roger Dixon, Chair
Jessica Anderson
Mike Burns
Doug Cortney, Secretary
Briawna Hugh
Claude Jones, Vice-Chair
Natalie Reed
Kim Rodela
Edgar Tooley

Other

Donna Cardon, Library Director and
Board Executive Officer
Erin Wells, Assistant City
Administrator

Absent

None

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

AGENDA

1. Public Comment

None

2. Consent

- a. *Approve February 27, 2020 Meeting Minutes*

February minutes were not submitted by Doug Cortney, Board Secretary, in time for approval at this meeting. No action was taken.

3. Reports

- a. *Director's report/COVID-19 report*

Library doors closed on March 16, 2020 for COVID-19. Curbside pickup is offered. Programs are being offered online. Statistics for this time period will be challenging

to document. The State has told libraries to keep track of different statistics and will provide further reporting guidance in the future. Website use is up. Library is still purchasing materials and has upped the amount spent on ebooks.

Grant money has come in from LSTA and CLEF grants. LSTA grant money has been spent on RFID project. RFID tagging will occur while library is closed. CLEF grant is for books, and the library is spending it. About \$1,000 of that is left. Possible federal money related to COVID-19 may come to the library.

Library does not have a current email list or way to contact patrons. Donna will look into ways to do that. The City is working on transferring to a new email management system.

Library has not been allowing people to return books. Donna has been working on a way to safely allow that, possibly starting next week. The library is waiting on City approval before implementing that. About 10,000 books are currently out. The proposed methodology is based on a library training video with a CDC representative, which stated that 48-hours is sufficient for quarantining books.

Curbside pickup process is working. Books are picked on Monday, bagged, and then quarantined for two days. Thursday, patrons can pick them up.

Library staff has been amazing and have adapted programs and services well. No idea when it will be safe for the library to open again. The staff have come up with three different scenarios, particularly for summer reading and other programs.

(1) Both the library and the parks are closed; (2) the library is closed but the parks are open; (3) both the library and the parks are open. No programs will be held inside the library this summer under any of the scenarios.

b. Community Assessment Reports

Roger Dixon reported talking with David and Michelle Stephenson.

Claude Jones reported talking with his granddaughter's kindergarten teacher.

Briawna Hugh reported talking with Tanner Ainge and with a school librarian.

There was a discussion of ways the library could potentially support parents who homeschool their children and parents who are helping their children with e-school during the pandemic.

4. Action/Policy Items

a. Approve FY2021 Budget

Discussion about the budget. This year’s budget is very conservative given the pandemic. There will also be a decrease in fees and fines. Costs will decrease since fewer of Erin’s wages will be attributed to the library going forward.

Jessica Anderson moved to approve the budget as set forth in the packet. Briawna Hugh seconded the motion. The vote was recorded as follows:

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

The motion passed.

5. Discussion Items

a. Open Library Board seats

Seats expiring this year: Jessica Anderson, Natalie Reed, and Kim Rodella. If Jessica and Natalie are interested in continuing on the Board, they need to fill out an application and submit it to the City by May 15.

Donna noted that she ordered the board members name tags and will mail them out when they arrive.

b. Updating the Strategic Plan

The items on the prior strategic plan have largely been completed. The community theatre project that had previously been discussed is unlikely to move forward any time soon.

It is unclear whether the state requires that the strategic plan be updated every year where certification is every other year. The bylaws require review of the strategic plan each year and approval by the City Council. Given the uncertainty from the epidemic, we will revisit the issue at the August meeting.

6. Future Agenda Items

- a. Review of Strategic Plan

7. Adjournment

The meeting was adjourned.

I, Jessica Anderson, acting as Highland City Library Board Secretary, hereby certify that I prepared these minutes on July 30, 2020 from the audio recording of the meeting and that the foregoing minutes represent a true, accurate and complete record of the meeting held on April 23, 2020. This document constitutes the official minutes for the Highland City Library Board Meeting.