

# Library Board Meeting Agenda

## May 23, 2019

### Approved July 25, 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, Roger Dixon, Nancy Pasaretti, Natalie Reed

#### LIBRARY BOARD

**MEMBERS ABSENT:** Lisa Bullington, City Council Rep Ed Dennis, Claude Jones

**CITY STAFF PRESENT:** Library Director Donna Cardon

**OTHERS:** Friends of the Highland City Library President Wayne Tanaka

**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 **7:00 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. Communication Items

##### a. Director's Report

Library Director Donna Cardon presented the April library statistics.

Board Member Mike Burns noted that digital item checkout continues to be much higher than last year. Ms. Cardon noted that the Library has purchased extra copies of popular items and that good collection development of digital materials is likely driving higher usage.

Mr. Burns asked if we can release under-used digital materials for use by patrons of other libraries. Nobody knew the answer to this question, but Ms. Cardon said that the library cooperative does not pool digital materials. Ms. Cardon noted that some digital materials expire after a set number of checkouts.

Ms. Cardon reported that

- the Library's collection reached 50,000 items on May 8, having roughly doubled since the Library was founded,

- Kim and Shelly attended Uplift Training at the State Library, addressing one of the strategic goals,
- she submitted the preliminary certification documents to the State Library and is waiting for the State Library to schedule a follow-up interview, and
- the Library recently repurposed an iPad for use in the Children’s Department.

Board Member Nancy Passaretti asked why volunteer numbers continue to be low compared to last year. Ms. Cardon said that she has now included both Friends and Library Board volunteer hours in the statistic, so this should no longer be an issue. Ms. Cardon said there has been some discussion amongst the staff about what volunteers should do and that resultant drama might scare some volunteers away. She described the correction for this situation as being a work in progress.

Ms. Cardon reported that she installed a door counter and has manually counted patrons for two days to help normalize the count by establishing a percentage of the total count that represents staff, children repeatedly passing through the doorway, and the like.

Ms. Cardon noted that Juan Lee, the Library’s State Library Consultant, recently accepted a new position as Director of the Wasatch County Library and that a new Consultant has not yet been appointed as far as we know. This may delay the certification process this year.

Ms. Cardon distributed materials for the summer reading program, noting that all ages can receive rewards both for reading and for participating in family/community activities. She noted that the Friends have collected prizes from several different businesses and thanked the members of the Friends for their hard work.

The Library’s Page recently left, and Ms. Cardon reported that Kiersten was hired to fill this position temporarily.

Ms. Cardon directed the Board’s attention to the safety inspection information distributed to the Board. She reported that some changes (e.g., moving chairs away from doorways) have already been completed, some require additional research (e.g., whether or not the front door qualifies as a “fire door” that must remain closed), and some still need improvement.

Ms. Cardon reported that she expects the Library to reach full capacity (approximately 55,000 items based on available shelving) in roughly 12 months. Staff has been weeding the collection and will reconsider the donations policy after the summer reading program concludes.

#### **b. Friends of the Library Report**

There was no Friends of the Library report at this time.

#### **c. Foundation Restructure**

Board Member Jessica Anderson reported progress on the issue and said the committee created by the Foundation Board met and will make recommendations at the next Foundation Board meeting.

#### **d. ULA Conference Report**

Board Member Doug Cortney reported that he attended the recent Utah Library Association conference, as did both Kim and Shelly. He reminded the Board that a Trustee membership in the ULA is free. He spoke at the conference with both the chair of the Public Section and the incoming President-elect about

holding a training for Trustees as one of the pre-conference sessions. He said he attended several good sessions and collected information from vendors that he'll provide to Ms. Cardon.

### 3. Consent Agenda:

- a. April 22, 2019 Minutes
- b. Minor Adjustments to Volunteer, Patron Behavior, and Physical Item Circulation Policies

Mr. Dixon pulled the April 22 Minutes from the consent agenda, placing it as item (a) under Action Items.

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

*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 Nancy Passaretti Yes*

*Board Member Natalie Reed Yes*

*The motion passed.*

### 4. ACTION ITEMS:

- a. April 22, 2019, Minutes

Mr. Dixon said that the first line of the second paragraph under item 3(b) should read “Friends of the Library hours had **not** been included as volunteer hours,” noting the omission of the word “not” in the printed copies.

Board Member Doug Cortney asked that on page 5, first paragraph, second to last sentence that Tim Merrill’s title be included so the sentence should read “asked if City Attorney Tim Merrill had reviewed the policy…….”

*Board Member Jessica Anderson MOVED to approve the minutes as amended.*

*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 Nancy Passaretti Yes*

*Board Member Natalie Reed Yes*

*The motion passed.*

*Friends of the Highland Library President Wayne Tanaka arrived.*

With unanimous consent, Mr. Dixon adjusted the order of business so the Friends of the Library report could be made at this time.

Mr. Tanaka reported that Summer Reading Program donations were going well and that people seemed very willing to donate if asked. The Friends has received 27 Mini Monster Cookies from the Pizza Pie Cafe, and the Painted Daisy will make a donation after its Memorial Day rush is over. The Friends is working with the new gymnastics studio and the bike shop. He said that the Friends needs to ensure it doesn't duplicate solicitations made for the Highland Fling and noted that members of the Friends wear their badges when soliciting donations, so everyone knows whom they represent.

Ms. Passaretti said that Purple (in Alpine) is a very community-oriented business and that ASEA, where her daughter works, is rapidly growing. She suggested the Friends should approach both companies. Mr. Tanaka responded that this is a great idea and that, more broadly, he would like to get the Foundation on corporate matching-funds lists.

Mr. Tanaka said he's very pleased with how well the Friends is doing given that it's only a year old.

Mr. Dixon asked if we could work with Julie to soften the "don't ask these organizations" list. Ms. Cardon responded that we could do so since we have a good relationship with the Fling and the city in general. Ms. Cardon said we're finding some companies may be hesitant to donate larger sums to the Fling but are strong supporters of the Library and are still willing to donate small items to support the Library. Mr. Tanaka said that the current process is working sufficiently for now and suggested that we not rock the boat by approaching Julie.

Mr. Tanaka reported that there are several families – representing as many as 20 kids – signed up to take part in the Friends' Cedar Hills Parade entry. Ms. Cardon reported that six of the planned ten "umbrella aliens" are completed and that she will check to see if we're licensed to use the desired music.

Mr. Tanaka reminded the Board that the Friends will conduct a book sale at Heritage Park after the Cedar Hills Parade on June 8.

#### **b. Fiscal Year 2019/2020 Library Budget**

Ms. Cardon presented the proposed FY 2020 Library budget, noting that the City Council approved the tentative budget on May 21, with the only major direction to the Library being to keep expenditures at no more than the dedicated tax levy. She noted that part-time salaries increased due to the recent pay increase.

Mr. Tanaka asked how many employees the Library currently has. Ms. Cardon responded that the Library has a staffing level of 5.5 FTE, which is quite a lean staff-to-resident ratio compared to other area libraries.

Mr. Tanaka asked if there is a staffing standard based on collection size, and Ms. Cardon responded that she was unaware of any such measurement.

Mr. Dixon asked for clarification about what the "includes Sami's wages" comment meant on line 22-43-30. Ms. Cardon responded that the Story Teller's pay had previously been included in line 22-43-14 ("Salaries/Wages Part-Time") but that City Finance Director Gary LeCheminant provided direction this year that it should be recorded against Programming instead.

Mr. Dixon asked for clarification about a comment in the budget document about a grant for Self Checkout and RFID tagging. Ms. Cardon responded that the grant will be awarded in September if the Library receives it, with the funds arriving in February. If it is not received, both the revenue (on line 22-36-12) and expense (on line 22-43-50) will be dropped from the budget, for a net change of \$0.

Ms. Cardon noted that Assistant City Administrator Erin Wells' salary is divided across city departments and that the Library's portion is 25%, which is included on line 22-43-11 ("Salaries/Wages"). Mr. Dixon asked how this percentage was determined. Nobody was certain, and the Board informally agreed to ask Ms. Wells how this percentage is calculated.

Ms. Anderson asked if the website cost is also pro-rated across departments. Ms. Cardon responded that this is an on-going, extra charge for the Library because it has special formatting on its portion of the city website. Additionally, there was a one-time cost of \$3,500 in FY 2019. Ms. Cardon said there will be time to preview the new web pages during the first week in August, which will allow three weeks for changes before the new site goes live.

Ms. Anderson asked if the Internal Service IT Expense is new this year. Ms. Cardon responded that the city just created an account for staff computer costs, with amounts charged to each department based on the number of staff computers each has.

Mr. Cortney noted the comment for Delinquent Property Taxes (line 22-31-11) noted that the actual number may be lower and asked what will offset the loss if that's the case. Ms. Cardon responded that income from non-resident cards looks like it may come in higher than budgeted and said that if this does not fully offset any shortage, she would expect to make up the difference from the Programming budget.

*Board Member Mike Burns MOVED to approve the FY 2019/2020 Library budget as presented.  
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 Nancy Passaretti</i>	<i>Yes</i>
<i>Board Member Natalie Reed</i>	<i>Yes</i>

*The motion passed.*

### **c. Privacy Policy**

Ms. Cardon reminded the Board that it began looking at the Privacy Policy two months ago but wanted City Attorney Tim Merrill to review it before approval. She said Mr. Merrill's role is to adjudicate rather than to create policies, so he asked the Board to approve the policy before his review. Ms. Wells has reviewed the policy, and her suggestions are included in the current draft.

Mr. Cortney asked how the "designated person" is tracked. Ms. Cardon responded that the Library's software includes a notes field that is used to record parental information for children's accounts and that the same mechanism is used in the "designated person" case, tracking ID just like with parents.

Ms. Anderson asked if the prohibition against sharing circulation histories conflicts with procedures related to the Northern Utah County Library Co-operative or to OverDrive. Ms. Cardon responded that other Co-op Libraries only receive verification that a patron is "a user in good standing" and that OverDrive directly collects this information. Ms. Cardon noted that the Library does not even receive this information from OverDrive and that users must accept the OverDrive terms before using the service, which is also true for other such third-party services provided through the Library.

Mr. Dixon noted that the proposed policy does not have a standardized usage for gender-ambiguous third-person pronouns, vacillating between “he/she,” “he,” and “they.” Mr. Dixon suggested the need for a style guide and asked if the city used one. Ms. Cardon said she was unaware of any such style guide in use by the city, and Ms. Anderson said that terminology used in such a case would be explicitly defined in a legal document.

*Board Member Nancy Passaretti MOVED to use the singular “they” in all documents considered by the Board at the meeting.*

*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 Nancy Passaretti Yes*

*Board Member Natalie Reed Yes*

*The motion passed unanimously*

Mr. Dixon suggested changing the fourth line in the “Circulation Information” section to read “of their minor children” instead of “of minor children.” There was no objection.

Ms. Anderson suggested adding a comma after “to their account” on the third line of the “General” section and removing the comma after “as a spouse” on the fifth line of the “General” section. There was no objection.

Mr. Dixon suggested capitalizing Library and Library Director in all stand-alone cases in the document, as this has been the Board’s standard usage, and to change “accessible to a third party” beginning on the fifth line of the “Computer Use Information” section to “accessed by a third party.” There was no objection.

Mr. Cortney asked why the option for a guest pass was needed. Ms. Cardon responded that the user’s library card number is used to access the computers and that a guest pass allows non-tracked access.

Mr. Dixon suggested changing “at a Northern” on the first line of the “Information Shared with Co-op Libraries” section to “at another Northern.” There was no objection.

Mr. Dixon asked if the requirement for patrons to opt out of photo usage was legal. Ms. Anderson made a quick online search and found a reference stating that adults have no expectation of privacy but that there may be liability if one posts a picture of a minor that is harmful, that will endanger the child to stalkers and molesters, or that invites or procures unwanted attention and danger to the child. Ms. Anderson said that the reference she found should not be considered an authoritative source. Mr. Tanaka said that corporate advertising always requires a photo release and payment of consideration.

*Board Member Mike Burns MOVED to approve the Privacy Policy with the amendments discussed and to forward the approved version to City Attorney Tim Merrill for review, specifically flagging the “Library Programs” section for particular attention.*

*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 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 Nancy Passaretti</i>	<i>Yes</i>
<i>Board Member Natalie Reed</i>	<i>Yes</i>

*The motion passed.*

## **5. Closed Session**

*At 8:35 PM Board Member Doug Cortney MOVED that the Library Board recess to convene a closed session to discuss the character, professional competence, or physical or mental health of an individual as provided by Utah Code Annotated §52-4-205.*

*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 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 Nancy Passaretti</i>	<i>Yes</i>
<i>Board Member Natalie Reed</i>	<i>Yes</i>

*The motion passed.*

The CLOSED SESSION adjourned at 8:46 PM

*Board Member Mike Burns MOVED to recommend Highland City Mayor Rod Mann interview all five Library Board candidates; recommend that Roger Dixon be re-appointed to the Library Board because of his proven track record, attention to detail, and experience; and recommend that Jodi Pegram be appointed to the Library Board because of her connection to the Alpine School District and her time of residency in Highland.*

*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>Present</i>
<i>Board Member Nancy Passaretti</i>	<i>Yes</i>
<i>Board Member Natalie Reed</i>	<i>Yes</i>

*The motion passed.*

Mr. Cortney committed to send a copy of this motion to Ms. Cardon, who will forward it to Mayor Mann.

## **6. Adjournment:**

Mr. Dixon said that the next Board agenda will include discussion about the proper community advocacy role for the Board and a bylaws amendment.

Ms. Passaretti announced that the current meeting would be her last as a member of the Library Board since she will be out of town in June. She said it had been a privilege serving on the Board and that she particularly appreciated Mr. Dixon's service and the thoroughness with which he approaches his role.

The Board thanked Ms. Passaretti for her service.

*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 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 Nancy Passaretti</i>	<i>Yes</i>
<i>Board Member Natalie Reed</i>	<i>Yes</i>

*The motion passed.*

*The meeting adjourned at 8:55 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 May 23, 2019. This document constitutes the official minutes for the Highland City Library Board Meeting.*