

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

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

IN ATTENDANCE

Board Members

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

Other

Donna Cardon, Library Director and
Board Executive Officer

Chair Roger Dixon called the meeting to order at 7:00 p.m. A quorum was present.

AGENDA

1. Public Comment

None

2. Consent

a. Approval of minutes from June 25, 2020

Jessica Anderson moved to approve the consent agenda. Briawna Hugh seconded the motion.

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

3. Reports

a. Director's report

Donna Cardon summarized her report. The written version was distributed to Board Members prior to the meeting.

- Discussion that statistics have shifted due to COVID.
- Discussion of staffing in the library given the demands of COVID.
- Discussion of issues with the library's email reminders and scheduled system updates.
- Discussion of library's participation in the City's Learn Feel Act program.
- Discussion of new book drop. It has been ordered and will be paid for out of the library's budget. It is likely that the location of the box will not change.

b. Strategic plan committee report

- Committee needs more members, which will be accomplished today.
- Roger Dixon checked up on some property values - the old city hall property and the parcel next to UCCU - for a potential swap, provided the old city hall property was rezoned to commercial, giving the city 2.4 acres east of the police station.
- Discussion of keeping an eye out for examples of the types of building that would work for the library/community center.
 - Springville Library is one potential example.
 - Highland population is 19,000; build out might be 25,000.

4. Action/Policy Items

a. Election of new officers

Discussion of prior officers and potential future officers. Discussion of changing role of vice-chair to be chair-elect. Amendment of the bylaws to address the change will be a future agenda item.

Mike Burns moved to elect Roger Dixon as chair, Natalie Reed as vice-chair, and Jessica Anderson as secretary. Natalie Reed seconded the motion.

Yes	Roger Dixon, Chair
Yes	Jessica Anderson

Yes	Mike Burns
Yes	Briawna Hugh
Yes	Natalie Reed
Yes	Kim Rodella
Yes	Claude Jones
Yes	Edgar Tooley

b. Appointment of new committee members

OLD*

Library Fund - Doug Cortney, Natalie Reed, Claude Jones

Policies - Natalie Reed, Doug Cortney, Briawna Hugh

Reports - Jessica Anderson, Ed Dennis, Edgar Tooley

Outreach - Claude Jones, Lisa Bullington, Wayne Tanaka, Briawna Hugh

Strategic Planning - Mike Burns, Roger Dixon, Edgar Tooley

NEW*

Library Fund - Claude Jones, Briawna Hugh, Mike Burns, new board member

Policies - Jessica Anderson, Kim Rodella

Reports - Edgar Tooley, Kim Rodella

Outreach - Briawna Hugh, Claude Jones, new board member

Strategic Planning - Mike Burns, Roger Dixon, Edgar Tooley, Natalie Reed

*First member listed is the chair.

Discussion of committee makeup and board members' strengths. Discussion of potential chairs for each committee.

Jessica Anderson moved to adopt new committee chairs and members as listed. Natalie Reed seconded the motion.

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

5. Discussion Items

a. Past Board Meeting Minutes

Discussion of past minutes outstanding, as compiled by Roger with the City Recorder:

- **Library Board Meeting of October 24, 2019:** Minutes were presented and approved at the November 21 Meeting. However, they do not appear on the City Website. (See Highland City Website)
- **Library Board Meeting of November 21, 2019:** Minutes were never submitted by the Board Secretary to the City Recorder.
- **Library Board Meeting of January 23, 2020:** Minutes were taken by Jessica Anderson in the absence of the Board Secretary. They were presented and approved at the February 27, 2020 Board Meeting. However, they do not appear on the City Website. (See Highland City Website)
- **Library Board Meeting of February 27, 2020:** Minutes were never submitted by the Board Secretary to the City Recorder.
- **Library Board Meeting of March 26, 2020:** Meeting was cancelled due to COVID-19.
- **Library Board Meeting of April 23, 2020:** Minutes of the April meeting were never submitted by the Board Secretary to the City Recorder.
- **Library Board Meeting of May 28, 2020:** Meeting was cancelled due to COVID-19.
- **Library Board Meeting of June 25, 2020:** Minutes were taken by the Librarian, Donna Cardon, due to the absence of the Board Secretary. This was a virtual meeting held on Zoom and no recording was made of the meeting. The minutes were presented at this July Board Meeting.

Jessica Anderson will forward her notes, if any, from the meetings missing minutes to Roger Dixon.

b. Future Board Minutes

Discussion re proposal of executive minutes versus transcribed minutes. Transcribed minutes seem unnecessary where the secretary takes minutes and full recordings are available. Executive minutes will save about \$800 a year in transcription costs. We will prepare July's meeting minutes as executive minutes and vote at the next meeting as to whether to make it a permanent change.

c. Makeup of the Library Board

Doug Courtney tendered his resignation, effective July 21, 2020. The Board thanks Doug Courtney for his contributions to the library during his time on the Board.

Advertisement that there is a vacant spot on the Board will go out in the August City newsletter. We will review applications at the August meeting.

6. Future Agenda Items

a. Guest Speaker: Charlene Crozier of Orem Library

Donna will invite Ms. Crozier to come to the August 2020 meeting as advocacy training for 2020-2021. Discussion of 2019-2020 training requirements.

b. Adoption of executive minutes instead of comprehensive minutes for future Library Board meetings

c. Review of applications for new Board member

d. Bylaw amendment to change the vice-chair to chair elect

e. Preparation of October presentation to City Council

The Board's next meeting is scheduled for August 27, 2020 at 7:00 p.m.

7. Adjournment

The meeting was adjourned.

Minutes prepared by Jessica Anderson, Secretary.
Minutes approved at the August 27, 2020 meeting.