

Library Board Meeting Agenda

July 25, 2019

Approved August 22, 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, Doug Cortney, Briawna Hugh, Claude Jones, Edgar Tooley

LIBRARY BOARD

MEMBERS ABSENT: Mike Burns, Ed Dennis, Natalie Reed

CITY STAFF PRESENT: Library Director Donna Cardon

OTHERS: Claudia Stillman, Friends of the Highland City Library President Wayne Tanaka

7:06 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 **7:06 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:

Claudia Stillman noted that the Friends of the Library ordered book bags for use at book sales and that the Friends needed volunteers to man its booth at both the Highland Fling and the Alpine Days celebration. She mentioned help is needed for Fling and book sales. Also, volunteers were needed to help carry banners and throw candy at the parades. She stated the Friends have 1,000 candies for each parade, there are 10 alien umbrella costumes for use, and Ridley's donated water and Otter Pops for the parades. She described to Members where they will meet for the parade line-up. Library Board Chair Roger Dixon will be helping at the book sale. She asked who can help at Alpine Days. Mr. Dixon was able to help.

2. Welcome New Members

Board Chair Roger Dixon welcomed Board Member Briawna Hugh and Board Member Edgar Tooley, and Library Director Donna Cardon presented each with a Utah Public Library Trustee Handbook.

Ms. Cardon stated what materials were available. Board Member Jessica Anderson asked if she could get an electronic copy of the three-year plan and the updated Library Board job description. Mr. Dixon stated he would send copies of both to all Board Members. Mr. Dixon asked if there was anymore introduction needed. Next, Mr. Tooley stated that he is learning what the Library Board is and hopes to make a positive impact on the Library. He has a background in IT. He indicated that he can make complicated IT issues work and volunteered to assist Ms. Cardon with IT needs at the Library. He noted that his email address was incorrect

online. Ms. Cardon indicated that a grant proposal for self-check kiosks is needed in September and that she'd like to discuss the options with Mr. Tooley later. Following, Ms. Hugh stated she is a teacher by trade with recent experience as a reading specialist, and that she looks forward to working with the Board.

3. Consent Agenda

Ms. Anderson requested that adoption of the minutes from the May 23, 2019, meeting be pulled from the consent agenda. Mr. Dixon placed it as the last item under "Action Items."

4. Reports

a. Director's Report

Ms. Cardon presented a statistical report, noting that one significant statistic is material circulation. There were 20,170 physical item circulations in June out of a total collection of roughly 50,000. Board Member Doug Cortney asked if there were any budget concerns due to the high circulation. Next, Ms. Cardon responded that it is a concern but that we expect to be fine for the current fiscal year. She highlighted the dedicated property tax is used to fund the Library. Friends of the Library President Wayne Tanaka stated the purpose of the tax is to protect library funding, and Ms. Cardon responded that the Library is grateful to the City for providing this support. Mr. Tanaka noted that there had been a concerted effort to advocate for the Library in early 2019.

Ms. Cardon reported that the number of programs offered was 25, a significant increase over the eight offered last year. She indicated Shelly had done a wonderful job. The programs for ages 12-17 did well this summer. She felt the summer had been successful and met expectations set. Ms. Anderson noted that the Library met its goal of 1,000 participants in the Summer Reading program.

Next, Ms. Cardon distributed detailed statistics. She stated the Library recently hired four new staff members the positions filled were pages and new assistants. Ms. Cardon reported that money originally budgeted for "flex hours" was used partially to fund these hires because it was not being used for its original purpose. Doreen Krump will help do library story times. The Library like having a designated page and will add one on Saturdays. Both the pages will work nine hours a week.

She reported that the Library has received gun locks to be distributed as part of a suicide prevention program but that their availability had not yet been advertised due to lack of space. She stated advertising will begin after the Summer Reading program is completed. Board Member Claude Jones asked if the donation had been valued for tax purposes. Ms. Cardon responded that the donating organization received a grant for the locks so they would not be claiming a deduction. The organization is a suicide prevention campaign. Mr. Dixon asked if there were any community organizations, we should alert about the gun lock program. Ms. Hugh stated that the High School Hope Squads would be a great resource, even though the locks are likely not being distributed to minors.

b. Friends of the Library Report

Mr. Tanaka indicated the main activities for the Friends are parades and book sales. The Friends was working on strategies for selling an overabundance of books in its possession. Ms. Cardon has 25 boxes of books He indicated that help at book sales is appreciated and that the main reason for participating in parades is to spread word that the Library exists. Ms. Cardon thanked the Friends for all its great work. Mr. Tanaka reported that the magnetic board for the Library had been ordered and that the Friends will write an article about it for the City newsletter. The newsletter will highlight the magnetic board.

5. Action Items:

a. Elect Officers and Organize Standing Committees

Mr. Dixon stated the bylaws require election of officers in July and that the positions of Chair, Vice-Chair, and Secretary needed to be filled.

Board Member Doug Cortney MOVED to elect Roger Dixon as Chair, Claude Jones as Vice-Chair, and Doug Cortney as Secretary.

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>not present</i>
<i>Board Member Doug Cortney</i>	<i>Yes</i>
<i>City Council Rep Ed Dennis</i>	<i>not present</i>
<i>Board Chair Roger Dixon</i>	<i>Yes</i>
<i>Board Member Briawna Hugh</i>	<i>Yes</i>
<i>Board Member Claude Jones</i>	<i>Yes</i>
<i>Board Member Natalie Reed</i>	<i>not present</i>
<i>Board Member Edgar Tooley</i>	<i>Yes</i>

The motion passed.

The Board discussed the standing committees and who was interested in serving on each. This resulted in the following list.

Library Fund: Doug Cortney, Claude Jones, Natalie Reed

Policies: Natalie Reed, Doug Cortney, Briawna Hugh

Reports: Jessica Anderson, Ed Dennis, Edgar Tooley

Outreach: Claude Jones, Briawna Hugh

Strategic Plan: Mike Burns, Roger Dixon, Edgar Tooley

Board Member Doug Cortney MOVED to appoint standing committee members as listed above and to postpone selecting a liaison to the Friends of the Library until absent members are present.

Board Member Briawna Hugh 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>not present</i>
<i>Board Member Doug Cortney</i>	<i>Yes</i>
<i>City Council Rep Ed Dennis</i>	<i>not present</i>

<i>Board Chair Roger Dixon</i>	<i>Yes</i>
<i>Board Member Briawna Hugh</i>	<i>Yes</i>
<i>Board Member Claude Jones</i>	<i>Yes</i>
<i>Board Member Natalie Reed</i>	<i>not present</i>
<i>Board Member Edgar Tooley</i>	<i>Yes</i>

The motion passed.

b. Organize Ad-hoc Website Committee

Mr. Dixon stated the bylaws specify the standing committees already discussed but also permit creation of ad-hoc committees such as the proposed Website Committee. Ms. Cardon indicated the Library would have its own page on the City website. The committee would be designated to create the Board page. She noted that some content was required by the State but that other material may be desired. Ms. Hugh asked if the revised website would also include information about the Foundation. Ms. Anderson responded that there are some limitations on how much Foundation information could appear since it's a separate 501(c)(3) organization but that links would be appropriate. Mr. Dixon asked for volunteers to work on the proposed committee. Mr. Tooley volunteered. Ms. Cardon noted a few dates that the site would be available to add to on either August 16th or 19th and the website goes live September 15th. The terminology was changed to liaison instead of ad-hoc committee.

Board Member Doug Cortney MOVED to appoint Edgar Tooley as the Board's liaison with the Library for the website's Library Board page.

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>not present</i>
<i>Board Member Doug Cortney</i>	<i>Yes</i>
<i>City Council Rep Ed Dennis</i>	<i>not present</i>
<i>Board Chair Roger Dixon</i>	<i>Yes</i>
<i>Board Member Briawna Hugh</i>	<i>Yes</i>
<i>Board Member Claude Jones</i>	<i>Yes</i>
<i>Board Member Natalie Reed</i>	<i>not present</i>
<i>Board Member Edgar Tooley</i>	<i>Yes</i>

The motion passed.

c. Adopt Annual Board Calendar

The Board reviewed the proposed Board Calendar document. There were several suggested changes. Mr. Dixon suggested changing the word "presentation" to "report" in the list for August. Ms. Anderson stated "appoint Foundation Board Members" needed to be added in July. Mr. Dixon stated "send report to City Council" should be added in September. Mr. Dixon asked if there were additional policies that should be added to the calendar for review. Then, Ms. Cardon responded that there is a Study Room Policy coming. Mr. Dixon suggested adding "study room policies" to March. Ms. Anderson asked if a budget item should be added to the calendar. Ms. Cardon responded that the budget needs to be approved in March of each year and budget revisions need to be approved in January. Next, the Board made a motion.

Board Member Jessica Anderson MOVED to adopt the calendar as amended for inclusion in the Board Procedures document.

Board Member Claude Jones 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>not present</i>
<i>Board Member Doug Cortney</i>	<i>Yes</i>
<i>City Council Rep Ed Dennis</i>	<i>not present</i>
<i>Board Chair Roger Dixon</i>	<i>Yes</i>
<i>Board Member Briawna Hugh</i>	<i>Yes</i>
<i>Board Member Claude Jones</i>	<i>Yes</i>
<i>Board Member Natalie Reed</i>	<i>not present</i>
<i>Board Member Edgar Tooley</i>	<i>Yes</i>

The motion passed.

d. Adopt Proctored Exam Policy

Ms. Cardon stated that proctoring exams is a service the Library has offered for several years but that there have occasionally been problems, so the staff would like an official statement of exam policy. She stated the proposed policy was based on an existing policy of another library. Ms. Hugh asked if exams such as the GRE could be proctored. Ms. Cardon responded that this was possible, provided the requirements were within the listed scope of the Library's offering.

Ms. Anderson made a number of suggestions:

- Add postage cost in the "How much does it cost" section.
- Change "will be accepted" to "must be received" in the "How much does it cost" section.
- Add "original" before "test date" in the second bullet under "Please note that."
- Change the "How do I begin the process" section to indicate that the student should first check with the school, next schedule the exam with the Library, and finally provide full information to the school.
- Strike "be prepared to" in the first bullet under "What can I expect during my session."

Ms. Anderson asked if the penultimate bullet in under "What can I expect during my session" was overly broad. Ms. Cardon suggested appending the text "that comply with this policy." Next, Ms. Anderson suggested clarifying who is responsible for sending back the exam located in the first bullet under "What happens once I finish the exam". Ms. Cardon suggested changing "the test is then sent back" to "the Library will return the test". Then, Mr. Dixon suggested eliminating "due to the nature of the Library" in the third bullet under "What can I expect". Following, Ms. Hugh asked if students should be instructed to arrive 5 minutes before the scheduled exam time. Ms. Cardon responded that it doesn't matter to the Library if the exam begins exactly at its scheduled time, so leaving the text as distributed wouldn't cause problems. Mr. Cortney suggested adding the test duration to the information for inclusion in an appointment request under "How do I begin the process."

Board Member Jessica Anderson MOVED to adopt the Test Proctoring Policy as amended..

Board Member Briawna Hugh 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>not present</i>

<i>Board Member Doug Cortney</i>	<i>Yes</i>
<i>City Council Rep Ed Dennis</i>	<i>not present</i>
<i>Board Chair Roger Dixon</i>	<i>Yes</i>
<i>Board Member Briawna Hugh</i>	<i>Yes</i>
<i>Board Member Claude Jones</i>	<i>Yes</i>
<i>Board Member Natalie Reed</i>	<i>not present</i>
<i>Board Member Edgar Tooley</i>	<i>Yes</i>

The motion passed.

e. Approval of May 23, 2019, meeting minutes

The following corrections were made to the May 23rd minutes. Ms. Anderson corrected “from seven different businesses” to “from several different businesses” in the fourth paragraph on page two. Ms. Anderson corrected “ration” to “ratio” in the second paragraph under “Fiscal Year 2019/2020 Library Budget” on page four. Ms. Anderson corrected the recorded vote to remove the text “meeting the 2/3 requirement for reconsideration” on page six.

Mr. Dixon asked if anyone had information on how the Library’s portion of Assistant City Administrator Erin Wells’ salary was calculated (discussed in the first paragraph on page five). Ms. Cardon responded that she decided to wait until the budget readjustment to address this question. Ms. Anderson corrected the final recorded vote on page seven from “...Library Board candidate...” to “...Library Board candidates...”

Board Member Jessica Anderson MOVED to approve the May 23, 2019, minutes as amended.

Board Member Claude Jones 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>not present</i>
<i>Board Member Doug Cortney</i>	<i>Yes</i>
<i>City Council Rep Ed Dennis</i>	<i>not present</i>
<i>Board Chair Roger Dixon</i>	<i>Yes</i>
<i>Board Member Briawna Hugh</i>	<i>Yes</i>
<i>Board Member Claude Jones</i>	<i>Yes</i>
<i>Board Member Natalie Reed</i>	<i>not present</i>
<i>Board Member Edgar Tooley</i>	<i>Yes</i>

The motion passed.

6. Discussion Items

a. Press Releases

Mr. Cortney read an email Ms. Wells sent requesting notification of press contacts. Then, Mr. Dixon suggested circulating a proposed press release about incoming Board Members for review and then sending it.

b. Open Meeting Review

The Board reviewed the summary of the Utah Open and Public Meetings Act requirements included in the agenda packet. Next, Ms. Anderson noted that discussion of items not on the

agenda is limited to those items raised by the public. Mr. Cortney said City Attorney Tim Merrill highlighted this requirement when briefing the City Council on changes to the statute.

c. Book Sale at Alpine Days

Ms. Cardon asked if a member of staff needs to be present for the entirety of all book sales. Ms. Anderson responded that a clear chain of custody must be maintained for the money. Ms. Cardon stated that staff would be present the entire time at the Highland Fling but that there is a question about the Alpine Days book sale. Then, the Board informally agreed that there was no need for staff to be present for book sales.

7. Future Items

- a. Website Approval
- b. Study Room Policy

Mr. Dixon asked if both future items are for the August meeting. Ms. Cardon responded that they won't necessarily be items for August but are rather simply upcoming topics. Then, Mr. Dixon noted that the Board would need an action item in August for the City Council report. Next, Ms. Hugh asked how registration for UPLIFT courses is handled and who is included. Ms. Cardon responded that it's a program to teach skills primarily to library staff and that two staff members were currently taking it. Ms. Cardon stated she would contact Ms. Hugh next time there is an announcement about training.

8. Adjournment

*Board Member Jessica Anderson MOVED to adjourn the Library Board meeting.
Board Member Doug Cortney 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>not present</i>
<i>Board Member Doug Cortney</i>	<i>Yes</i>
<i>City Council Rep Ed Dennis</i>	<i>not present</i>
<i>Board Chair Roger Dixon</i>	<i>Yes</i>
<i>Board Member Briawna Hugh</i>	<i>Yes</i>
<i>Board Member Claude Jones</i>	<i>Yes</i>
<i>Board Member Natalie Reed</i>	<i>not present</i>
<i>Board Member Edgar Tooley</i>	<i>Yes</i>

The motion passed.

The meeting adjourned at 9:08 pm

I, Doug Cortney, Highland City Library Board Secretary, hereby certify that the foregoing minutes represent a true, accurate and complete record of the meeting held on July 25, 2019. This document constitutes the official minutes for the Highland City Library Board Meeting.