

Library Board Meeting Minutes

August 9, 2018

Approved September 27, 2018

Highland City, West Conference Room
5400 West Civic Center Drive, Highland UT 84003

PRESIDING: Library Board Chair Roger Dixon

LIBRARY BOARD

MEMBERS PRESENT: Lisa Bullington, Mike Burns, Claude Jones, Nancy Passaretti, and Claudia Stillman

CITY STAFF PRESENT: Council Member Scott L. Smith, Interim Library Director Erin Wells, Collection Development Manager Kim Bergeson, and City Recorder Cindy Quick

OTHERS: Juan T. Lee, State Data Coordinator / Library Consultant

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

Board Chair Roger Dixon welcomed those in attendance and began the Library Board meeting as a regular meeting at 7:01pm. The meeting agenda was posted on the Utah State Public Meeting Website at least 24 hours prior to the meeting.

1. Public Comment:

There were no public comments.

2. Consent Agenda:

a. Approval of minutes from June 21, 2018

Ms. Wells requested an amendment be made to the minutes. The sixth paragraph down beginning with “Erin Wells:”. She asked to strike the last line that states “The revenue can start when the board approaches the city” the discussion was regarding the fee in lieu. She explained that the revenue was already attributed to the library and there was no need for the board to approach the City again.

Ms. Stillman requested the correction in Carol’s name and noted it should only contain one “L”.

Board Member Claudia Stillman MOVED to approve the meeting minutes from June 21, 2018 as amended.

Board Member Lisa Bullington SECONDED the motion.

The vote was recorded as follows:

<i>Board Member Lisa Bullington</i>	<i>Yes</i>
<i>Board Member Mike Burns</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 Claudia Stillman</i>	<i>Yes</i>
<i>Library Chair Roger Dixon</i>	<i>Yes</i>

The motion passed.

b. Approval of Board Member Job Description – Roger Dixon

Mr. Dixon stated that there was a board member job description on the agenda and asked for any comments.

Ms. Stillman requested that the item be postponed to define the position of Board Member and discuss the bylaws to ensure no conflicts. The postponed date was August 23, 2018.

Mr. Dixon commented that this was proof that a lot can occur between the time you put together an agenda and when you meet to discuss the item. He thought that Ms. Stillman's comment was understandable. He asked if there were any in objection.

Board Member Claudia Stillman MOVED to postpone the job description to ensure no conflicts with the bylaws.

Board Member Mike Burns SECONDED the motion.

The vote was recorded as follows:

<i>Board Member Lisa Bullington</i>	<i>Yes</i>
<i>Board Member Mike Burns</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 Claudia Stillman</i>	<i>Yes</i>
<i>Library Chair Roger Dixon</i>	<i>Yes</i>

The motion passed.

Mr. Juan Lee, State Data Coordinator / Library Consultant introduced himself. He explained that he was assigned as a liaison to the library with the State Library and offered his services. He was a consultant for rural libraries.

Mr. Dixon asked him to describe his role with the State.

Mr. Lee mentioned he had about 15 libraries that he assisted throughout the State. He is able to offer professional advice or technical assistance to these libraries. He is able to answer questions about policies and statutes.

Mr. Dixon thanked him for being there.

Mr. Smith invited Mr. Lee to visit the Library to take a tour and see all the positive things happening there. He asked that he check the bylaws to make sure they were up to code.

Mr. Dixon stated that they would definitely get to this later on.

The Board discussed the purpose of the August 23, 2018 meeting. One Member stated that the meeting would be a Regular Board Meeting.

Mr. Dixon stated that they need to have the bylaws sorted out and that would require some discussion back and forth.

3. Reports:

a. Introduction of New Board Members – Roger Dixon

Mr. Dixon welcomed newly appointed Board Members and asked them to introduce themselves.

Claude Jones introduced himself and noted his love for cities. He reported being on a City Council and was now retired. He understood the delicacies of budgeting from his years of experience.

Mr. Dixon stated that he felt delicacies was a good description in regard to budgeting.

Mike Burns introduced himself and noted a love for libraries. He and his wife's first date were to the BYU Library and they still go out on dates to libraries. He reported that he is a real-estate agent which has given him the opportunity to obtain many properties in the surrounding areas and once obtaining a property he looks into getting a library card in each area. He is a retired Software Engineer since 2001 and has never looked back since becoming a real-estate agent.

Mr. Dixon thanked them for their willingness to serve on the Library Board.

b. Directors Report – Erin Wells

i. Library Surveillance Cameras

Ms. Wells reported that surveillance cameras were now installed in the Library. The cameras were spread throughout the Library and specifically in the Children's' Area. She had a hub on her desk where the cameras could be monitored.

A brief discussion regarding the number of cameras, how the cameras were monitored, how long the recordings were held, and the cost of the cameras took place.

Ms. Wells noted that the cameras only recorded when there was movement. She had not received formal training on the system yet but assumed that the preservation of the video was not long since there was such a large amount of data being recorded. The purpose of the cameras was for review in case something ever happened. She assumed the video recording was stored for about two weeks. She further

explained that the cost of the cameras was paid for by City Administration last year, approximately \$3,000.

A brief discussion regarding whether or not there should be a posted notice of the surveillance cameras took place. It was determined that the cameras were not hidden and there was no expectation to notify the public of the surveillance. Ms. Bergeson explained that in the past four years she only needed to usher one person out of the library. Ms. Wells further explained that the cameras were in place, if the need to review a situation arose.

Ms. Passaretti asked Mr. Lee if the use of cameras in a small library was typical. Mr. Lee responded affirmatively, he stated it was typical if the library was able to afford cameras.

ii. NUCLC Preparations

Mr. Dixon asked for a description of NUCLC.

Ms. Wells explained that NUCLC stands for the North Utah County Library Co-op. The Co-op includes American Fork, Highland, Pleasant Grove, Saratoga Springs, Eagle Mountain and Lehi. Highland Library was not yet a full member of the Co-op but were junior members. Full member participant patrons would be able to go into any Co-op library and checkout items from that participating library. As a part of the Library's 10-year Anniversary celebration, they made a goal to meet the 2-plus books per capita. She reported accomplishing that goal. They were in the process of applying for the finalized application that would allow them to be a full member of NUCLC.

Ms. Bullington questioned whether part of the requirements was to have a full-time Library Director with proper credentials to qualify. Ms. Wells clarified that a State Certified Library was a credential and confirmed that their Library was State Certified. She would look into her question regarding the properly credentialed Library Direction but had never heard of that requirement.

Mr. Dixon felt the status was a long time coming.

iii. New Director Search

Ms. Wells updated the Board regarding the Library Director search. She reported that the job had been posted for one week and a day and already they had received six applications. She had glanced through the applicants resumes and was impressed with their credentials. The applicant's experience ranged from an MLS or MLIS and 3-18 years of experience. They would be accepting applications for two more weeks, after which they would review the applications, create an interview pool and hold a final interview process.

Mr. Dixon thought that was great news.

iv. Budget Update

Ms. Wells provided Board Member with two versions of the budget; a one-page document and a multi-page document with more details. The budget was passed by City Council and could be found on the City website.

Mr. Dixon asked for clarification regarding cross charges.

Ms. Wells explained that the Library was charged cross charges for a variety of services. Cross charges would not count against Library revenue. Technically, the money was 'pass through money' and did not affect the Library budget.

Ms. Stillman asked where the cross monies come from. Ms. Wells responded that cross monies come from general revenue from the general fund. She clarified any money that fed into the general fund was the source.

Ms. Stillman asked for further clarification regarding delinquent tax. Mr. Dixon interjected and stated that there had been a compromise made by the City Council to keep the dedicated tax and allow a pass through with no charge money.

Ms. Wells divulged that she personally did not support cross charges but explained why the Council had allowed for them. Mr. Dixon had just explained one reason and another reason was that if the Library were to operate on its own it would show true costs. The Council had set it up this way in the past and continued to do so.

Mr. Smith commented that he helped forge the compromise. The cross charges, in the first two-years, absorbed all the Library's reserve (over \$100,000). He was unsure where he stood on the topic now, however, he understood that it did serve a purpose the first year.

A discussion continued regarding cross charges and again it was reiterated that the main reason for the cross charges was a compromise.

Ms. Passaretti asked for more information regarding the increase of \$13,000 noted.

Ms. Wells explained that the increase was due to phones, square footage and employees, all of which impacted the way it had been calculated. Square footage had grown and the formula was based on those inputs. She also showed net with cross charges and reminded them those funds did not come out of the Library budget.

Mr. Smith commented that there was a grant received for \$3,000 and Ms. Wells responded that the money would be shown later in 10.38.31 Library Grant Revenue fund. She clarified it was a reimbursement grant.

Mr. Dixon explained that the Library was funded through a dedicated tax. The Library does not have to 'sail rough seas' in terms of the budget because its funding is made up of a percentage of property tax. Some of the taxes were delinquent property taxes and personal property taxes. The personal taxes had

not been in the budget before but were now. In the future, the topic would be addressed with the City Council.

Mr. Smith explained that property taxes were increasing and 14% of the tax comes to the City, 13.1% of the tax was dedicated to the Library. He estimated that \$1.79 out of every 100 dollars of funding goes to the Library.

Ms. Stillman commented that they were in the majority considering that 88 of the Libraries in Utah were funded using dedicated taxes. In comparison, only 43 cities were not funded that way. She commented that their Library was funded and maintained on a very lean budget.

v. 10 Year Anniversary Plans

Ms. Wells reported that staff was looking forward to the anniversary plans. Unfortunately, with the resignation of Carol Rice, it would be a new challenge but she was confident it would work out great. Staff advertised ten activities and planned to carry out those activities. One staff member of the Library, Shelly Thacker, was on the team and knew about the activities planned. She would be given extra hours to put the activities together. City Civic Events Coordinator, Julie Tapusoa would also step in to help pull together the activities, as well. Other staff members would be asked to contribute and Ms. Wells felt confident they would succeed.

Ms. Bullington asked what the time frame was for the ten activities. Ms. Wells responded that the activities would take place in September and gave a few examples. They planned on having an activity with fire trucks and in turn reading a book about fire trucks. One activity would be story time with the Mayor. There would also be a Touch-a-Truck activity where they would read books about trucks.

Ms. Passaretti asked that the Board Members be provided the details so they could be involved with the activities as well. Ms. Wells agreed to let them know and appreciated her offer.

Mr. Dixon encouraged the Board to attend as they were able. He felt they had the ability to impact the Library for the better if present.

vi. Donor Plaques

Ms. Wells reported that all of the Donor Plaques that had been taken down during the expansion had been put back up again.

Mr. Dixon commented that he was glad they were back up he felt this was important to the Library.

Ms. Stillman encouraged Ms. Wells to hire a couple of part-time employees as they awaited the Library Director position to be filled. She mentioned that the Board would support her in this step.

Ms. Wells explained staff members would be given more hours. One part-time employee was leaving soon and would need to be replaced. However, with current staff working more hours and Julie Tapusoa's help, that would essentially be like hiring more people to cover library needs.

Ms. Bullington questioned whether or not they would be replacing Carol's position as a full-time employee. Ms. Wells responded that she felt it was not appropriate for her as the Interim Library Director to make that decision. She felt it would be better to allow the new Library Director to determine how they would like to structure staff.

Ms. Bullington voiced concern noting that the City Council had approved the position as a full-time position and she felt it was a shame to lose that by waiting too long.

Ms. Wells clarified that the approval was actually an amendment to the budget for that position. She again reiterated that she would leave that to the discretion of the new Library Director. She also noted that Lynn Lonsdale would be available through September.

Mr. Dixon explained that Ms. Lonsdale had been working as a part-time consultant and was a great Librarian with much experience. Ms. Wells agreed she felt very thankful to have her help.

c. Board Member's Reports – reports on committees

i. Outreach Activities – Claudia Stillman

Ms. Stillman was happy to report about the Teen Board that had been in the works for several months. They would be coordinating around Club Week at Lone Peak High School and look for people who would be interested in serving on the Teen Board. The board would represent young people. She would be helping with sign ups on September 3, 2018 and was grateful to be able to attend. The Youth Board would allow young people to get involved in service and leadership.

Ms. Bullington indicated that she felt it would be successful and gave the example of Highland City Youth Council. She knew many youths who wanted to serve on that Council.

Ms. Stillman mentioned of an English Teacher at Lone Peak High School that may be able to assist in recruitment as well.

She then reported research she was doing regarding what makes a good library board. She had contacted various Library Board Chairs and asked what they felt made them successful. She reported that she was gathering good ideas and would share her findings once she had gathered more information.

ii. Friends of the Library – Wayne Tanaka

Board Member Claudia Stillman explained that Wayne Tanaka had asked her to report on fling activities. Pictures of a float were shown and she noted that the float had been successful. The float depicted 24 people total with children sitting and being read stories. 12 children rode the float and teenagers walked beside passing out candy and flyers.

She added that Mr. Tanaka had set up the Alpine fair, as well, and Book Sale booth. She complimented him and stated he was a good fit in for the position of organizing the Friends of the Library events. He wanted them to discuss what the Board would like to see.

Ms. Passaretti stated the Go Fund Me page was up and functioning, she suggested that maybe they would like to pass out a flyer about that.

Mr. Dixon explained that the Library had two accounts. One account was for long-range projects and the other was for Friends of the Library. Book Sales would go into the Friends of the Library account.

Ms. Stillman expressed appreciation for the staff. She passed around brownies to the group in appreciation of their accomplishments.

Ms. Wells speaking about funding, reported that the library copier was ten years old and would no longer be able to be serviced. The funding for a new one was needed soon. Ms. Passaretti noted that the copier was on the Go Fund Me account. She mentioned it was \$6,800 for a good copier. Mr. Dixon added that people could even make contributions by Venmo or PayPal.

Ms. Wells mentioned, as part of Alpine Days, staff would be signing patrons up for library cards. The fee for a library card was \$40. She noted that the fee would remain the same until they were full NUCLC members.

A brief discussion regarding the Go Fund Me page took place. Those present were encouraged to share the page and invite their friends to donate. [GoFundMeHighlandCityLibraryFoundation](#).

Mr. Dixon also reported that if you buy a product on Amazon you could also select the Highland Library through Amazon Smile which would donate a small percentage of your purchase to the Library.

4. Action/Policy Items:

a. Election of officers for the next 12 months – Roger Dixon

Mr. Dixon read from the bylaws. The Officers are elected by ballot vote and regular meetings in July (the meeting they were holding was intended to be for July). The Chair was not to serve more than two consecutive terms. The Secretary of the Board serves as Secretary of the Foundation as well.

i. Chair

Mr. Dixon reported that he would like to remain Chair of the Library Board. He mentioned that last year he had medical issues and would like to continue as Chair to accomplish the things he wished he had accomplished last year.

Ms. Stillman nominated him for Chair.

Ms. Passaretti seconded her nomination.

Board Member Mike Burns MOVED to close the nominations.

Board Member Claudia Stillman SECONDED the motion.

The vote was recorded as follows:

Board Member Lisa Bullington Yes

Board Member Mike Burns Yes

Board Member Claude Jones Yes

Board Member Nancy Passaretti Yes

Board Member Claudia Stillman Yes

Library Chair Roger Dixon Yes

The motion passed.

It was noted that Roger Dixon was elected as Chair.

ii. Vice Chair

Claudia Stillman nominated Claude Jones as Vice Chair.

Nancy Passaretti seconded the nomination.

Board Member Claudia Stillman MOVED to close the nominations.

Board Member Mike Burns SECONDED the motion.

The vote was recorded as follows:

Board Member Lisa Bullington Yes

Board Member Mike Burns Yes

Board Member Claude Jones Yes

Board Member Nancy Passaretti Yes

Board Member Claudia Stillman Yes

Library Chair Roger Dixon Yes

The motion passed.

It was noted that Claude Jones was elected as Vice Chair.

iii. Secretary

Claudia Stillman nominated Lisa Bullington as Secretary.

Nancy Passaretti seconded the nomination.

Board Member Mike Burns MOVED to close the nominations.

Board Member Claudia Stillman SECONDED the motion.

The vote was recorded as follows:

Board Member Lisa Bullington Yes

Board Member Mike Burns *Yes*
Board Member Claude Jones *Yes*
Board Member Nancy Passaretti *Yes*
Board Member Claudia Stillman *Yes*
Library Chair Roger Dixon *Yes*

The motion passed.

It was noted that Lisa Bullington was elected as Secretary.

iv. Appointment of Liaison to the Friends

Nancy Passaretti nominated Claudia Stillman as Liaison to the Friends.
Mike Burns seconded the nomination.

Board Member Mike Burns MOVED to close the nominations.
Board Member Claudia Stillman SECONDED the motion.

The vote was recorded as follows:

Board Member Lisa Bullington *Yes*
Board Member Mike Burns *Yes*
Board Member Claude Jones *Yes*
Board Member Nancy Passaretti *Yes*
Board Member Claudia Stillman *Yes*
Library Chair Roger Dixon *Yes*

The motion passed.

It was noted that Claudia Stillman was elected as Liaison to the Friends.

v. Realignment of Outreach and Finance committees, if necessary

Mr. Dixon stated that there were no changes to Outreach. He mentioned he and Carol Rice had served together. The item would be postponed until later.

b. *Adoption of Test Proctoring Fee

Ms. Kim Berguson explained that the Library had not been charging fees for proctoring exams. She noted they were the only library that did not charge a fee for the service. She felt it would be in their best interest to do so. The process does take staff time. During summer it may take 6-8 hours per week. However, during the school year they have six tests per week. The tests are mostly from Universities. The students are required to take the testing in a secure environment.

Ms. Wells presented a comparison of fees charged by surrounding libraries. The fees ranged between \$15 to \$25. She noted they would be the lowest except for Saratoga Springs Library.

Ms. Berguson proposed a \$5 fee. A brief discussion ensued regarding what the fee should be. Ms. Stillman reminded the board that the tests were being taken by college students who may not use the service if it was a lot of money. Ms. Berguson replied that she felt they should offer a convenient rate and Ms. Bullington suggested the fee be \$10.

Board Members discussed where the payment would go if they were paid cash for the service. It was suggested that the fees would go to the Book Sale. Ms. Wells suggested, however, that the charge should go to City funds.

Ms. Berguson explained the process and how a student would be placed in the Study Room. Those who reserve the room could email her and she would reserve a spot on the calendar.

Ms. Wells explained of a complication to approve the \$10 fee by the City Council. The \$5 fee had already been approved. The request for the change would delay them for at least a week.

Mr. Smith asked for clarification of when the fee had been passed. Ms. Wells responded that it was part of the Highland City Fee Schedule that was approved on June 5, 2018.

Mr. Dixon asked if they could submit the request to raise the fee to \$10. Ms. Wells responded that she could proposed it at the meeting on August 21, 2018. She felt the delay would be fine.

Board Member Mike Burns MOVED to propose to the City Council that we increase the Test Proctoring Fee to \$10.00.

Board Member Lisa Bullington SECONDED the motion.

The vote was recorded as follows:

<i>Board Member Lisa Bullington</i>	<i>Yes</i>
<i>Board Member Mike Burns</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 Claudia Stillman</i>	<i>Yes</i>
<i>Library Chair Roger Dixon</i>	<i>Yes</i>

The motion passed.

5. Discussion Items: (No action will be taken)

a. Agenda for the joint meeting with the City Council – Roger Dixon

Chair Roger Dixon explained that based on discussions at City Council the joint meeting had been postponed until they come up with bylaws. As such, he had no agenda yet. He reported that they would need to decide on the roles of Library Board Members, as well.

NOTE: Lynn Lonsdale arrived to the meeting at 8:13pm

Ms. Passaretti asked about a date for the meeting and a brief discussion took place. Mr. Dixon suggested that the meeting take place after the City Council meeting on September 18, 2018.

Mr. Burns asked what the main issue for the joint meeting was. Mr. Dixon responded that the primary issue would be the content of the bylaws.

b. Library Board Bylaws – Roger Dixon

Mr. Dixon reported that the State Code and Municipal Code differed regarding how long a Library Board Member’s term lasted. There were many things in the State code that were not included in the Library bylaws. He passed around a rough-draft of the bylaws that would match State code. He requested that the Board look through the draft and decide what to recommend to Council. He pointed out the “SHALLs” and “MAYs” in the bylaws. He asked them to decide which statement should be required (SHALL) and which was more of a suggestion (MAY).

Mr. Jones asked Mr. Lee if all libraries take the State code and copy it into their bylaws. Mr. Lee referred to a section in State code that says the library board MAY, with approval of the governing body do these things, if the governing body authorizes them to do so. Regarding the SHALL statements, there should not be a question.

Ms. Wells read from Utah State Code 9-7-404.

Board powers and duties -- Library fund deposits and disbursements.

- (1) The library board of directors MAY, with the approval of the city governing body:
 - (a) have control of the expenditure of the library fund, of construction, lease, or sale of library buildings and land, and of the operation and care of the library; and
 - (b) purchase, lease, or sell land, and purchase, lease, erect, or sell buildings for the benefit of the library.
- (2) The board SHALL:
 - (a) maintain and care for the library;
 - (b) establish policies for its operation; and
 - (c) in general, carry out the spirit and intent of the provisions of this part.

Mr. Lee used the example of a City Council wanting to have a library, and in turn creating a Library Board to help govern it. The Council would explain the powers that they would give the Board. Many cities would choose to keep the authority of the budget, for example.

Mr. Smith mentioned that State code also says that the Library Board shall appoint the Director of the Library. He felt that was confusing if they did not have a budget. He explained that Highland Library was different because of the dedicated tax.

Mr. Lee responded, that unfortunately, the State code did not help much in that area. He felt the bylaws should be created after the City decided which powers to keep or which powers to give to the Library Board.

Mr. Dixon explained that the City Council would like the process to be done in a different order. They wanted the Board to work things out and come to them with a proposal. He stated they were working on bylaws that would be included in the City Municipal Code.

Ms. Passaretti thought that the bylaws had already been approved. She questioned why they had to be revised. Mr. Dixon clarified that the bylaws were being revised because they did not cover each situation. One example was, what would happen if a Board Member left early and did not finish out their term, another example was that the bylaws did not describe the budget process.

Ms. Wells gave the example of the 2015 bylaws that were adopted by the Board but never passed by City Council. Mr. Dixon further clarified that 15 months ago the Library Board revised the bylaws. They were never submitted to Council for approval. The board changed the number of members from nine to seven. Officially then, there could be nine members on the board. He explained that those types of issues were broken out in the document so every sentence written had a reference to the State code making it easy to find and understand. He briefly outlined the order of the document. He noted that they needed to come to a consensus for approval.

Ms. Stillman suggested that they decide by August 23, 2018. Mr. Dixon confirmed that the 23rd was their next board meeting. They could vote on revisions at that time, however, he suggested creating a Google document where each Board Member could make a comment or submit revisions to him based on the current printed document. A brief discussion took place and the consensus of the Board was to move forward with the Google document. Mr. Dixon explained that he would provide the Google document along with the current bylaws for their review. The document he created had references to the State code for their review. Mr. Smith noted that purpose of the revision was to make the old version closer to the State Code.

A brief discussion about which version of the bylaws should be revised took place. It was determined that they would start fresh with the State Code and determine how much of it should be included in the bylaws. It was determined that the first revision would be due on August 14, 2018 and a second revision would be due on August 21, 2018.

Mr. Lee noted that State Code says that the Library Board hires the Library Director. However, the City may say, 'ok, but who pays the bill?' He noted that could cause a precarious scenario where both the Board and the City feel like they are in charge. He suggested that the bylaws clarify State Code and recognize that the Library Director is a City employee who should follow Human Resource rules. It could also be stated that the Library Board has clear involvement in the hiring and evaluations of the Library Director on an annual basis. A discussion ensued.

Ms. Bullington asked if the Board had been involved in the hiring process historically. Mr. Dixon responded affirmatively.

Ms. Passaretti wondered with the dedicated tax and separate budget, if the Library Board was in charge of the budget. Mr. Dixon responded that there was a possibility for a library fund to be established and that it could be managed by the Board.

Ms. Wells divulged that they were in the process of correcting an error regarding how the library fund was separated, however, just because the fund was outside the general fund did not mean that it fell under the prevue of someone else. She gave several examples of funds that were outside the general fund but were still managed by the City. As she understood it, the fund would still be managed by the City, it would just be separated from the general fund. Mr. Dixon clarified that it would be the City's decision to establish the budget, however, once it's established, it would be executed by the Library Director and the Library Board. Ms. Wells responded affirmatively.

Ms. Stillman asked Mr. Lee to clarify what was stated. She noted that the Board was not involved in the budget process and felt that was not the way it should operate.

Mr. Lee responded that libraries that do have a dedicated tax, have involved the Board in the preparation and asking what was needed for the budget. Whether it's approved or not was still up for Council approval.

Mr. Dixon reported in previous years that the Library Board had put together a budget which was discussed by the Board. Ms. Wells noted that due to timing and changes in the Library that unfortunately did not take place that way this year. However, she agreed that they should work together.

Board Members divulged a desire to have greater involvement in the processes and procedures of the library. Ms. Passaretti also voiced concern with not being able to share opinions when it came to recommendations for Board Members.

Mr. Burns felt that the Board should not have input regarding appointing Board Member because it could create a dynamic where members could favor their own agenda. There would be a limited perspective when Board Members nominate Board Members. He felt the management would become muddled.

Ms. Passaretti suggested being able to review the candidates considered and provide feedback or input. She clarified that she was not suggesting that the Board choose the candidate. A discussion ensued.

Mr. Lee pointed out the section in State code for City Library Boards 9-7-404 which covers the powers of the Board. He suggested that they clarify that section in their bylaws.

Mr. Burns agreed that it would be good to go through the bylaws to make sure the process would work well.

i. Number of Board Seats

Mr. Dixon reported that they needed to decide the number of Board Members. He suggested that an odd number of five, seven or nine would work best.

Mr. Burns asked why there had been a change from nine members to seven. Mr. Dixon responded that it was actually disputed. He felt the Library Director came to the Board stating that the City Administrator wanted the Board to have five members. The Board declined the request, they felt that seven was a

better number and that was how they reached seven board members. The Board adopted the seven-member Board but the suggestion was never presented or approved by City Council. He reminded them that Library Board Members were also on the Foundation Board as well.

Ms. Passaretti wondered if the Board Members should be separated. Mr. Smith explained that the size of the Board would have an effect on how many members were needed for a quorum. Having nine members would require five members to be present in order to hold a meeting. He felt having nine members made sense.

c. Do we need a logo and a mission statement? – Nancy Passaretti

Ms. Passaretti noted that the logo was for the Foundation. She felt the item should be discussed during the Foundation meeting.

d. Tape Recorder/ Meeting Minutes Procedures – Roger Dixon

Mr. Dixon explained that there was a need to change the process for keeping minutes up to date. The Board was being asked to prepare minutes as if they were for Planning Commission or City Council. The recordings and meetings were necessary and had not been as up to date as needed.

Ms. Quick commented that the requirements were to record all meetings. The agendas needed to be posted 24 hours before the meeting was held. The postings needed to be on the State website, City website and in the building. The minutes had to be posted within three days of being approved. The recording had to be posted three days after the meeting was held.

Mr. Dixon mentioned that there was a transcription service that could provide the minutes for a fee.

Ms. Quick clarified that the person taking notes during the meeting would indicate which member was speaking and provide a brief synopsis of what was said. Those notes would then be provided to a transcriptionist who would prepare draft minutes from the recording and from the notes. A discussion took place.

Ms. Wells explained that they were working to find a transcriptionist and that City Administrator Nathan Crane offered to have the City cover the cost of the transcriptionist for the first year.

Ms. Quick noted that the cost was approximately \$20 an hour. However, a two-hour meeting could take 10 hours to transcribe, meaning that the cost would be \$200 for that meeting. Ms. Wells then estimated the cost for the year at about \$2,000.

Ms. Passaretti asked for clarification on the time frame of covering the cost. Ms. Wells responded she would ask for clarification but confirmed it was agreed that the City would cover the cost for one year.

6. Future Agenda Items:

- a. **Items for New Library Director – Erin Wells**
 - i. **Collection Development Policy**
 - ii. **Space Usage Policy**

Ms. Wells noted that the Collection Development Policy and the Space Usage Policy were policies which she believed the new Library Director should be involved with to provide input. The Board agreed with her suggestion.

b. Interlibrary Loan Procedure at full NUCLC status – Kim Bergeson

Ms. Bergeson stated that they were the only Library who provided interlibrary loans for free. She hoped that when they reached NUCLC status, they could charge a fee for interlibrary loans. She would provide further research at a future meeting.

Ms. Passaretti asked what the procedure was for placing an item on a future agenda. Mr. Dixon responded that she should make Ms. Bullington aware of her request.

Ms. Bullington asked for clarification that she should set up a tentative agenda and provide the agenda to Mr. Dixon and Ms. Wells for review/approval. Which was confirmed. Ms. Wells explained that Ms. Bullington would be provided with a template.

Mr. Smith asked if they could go to other libraries and check out items for free once they had become a full member of NUCLC. He asked for further clarification regarding interlibrary loans from Alaska, Boston or New York. Ms. Bergeson responded that the only reason they were offering interlibrary loans for free was because they did not have as many items, they were a smaller library. Ms. Bergeson stated that years ago they were doing 70 loans a month and now were down to teens.

7. Future Meetings:

a. September 27

Mr. Dixon corrected the next meeting date as August 23, 2018. A brief discussion about schedules took place. He announced that they typically met the fourth, Thursday of every month. Mr. Dixon thanked Mr. Lee for his attendance at their meeting.

8. Adjournment:

Board Member Lisa Bullington MOVED to adjourn the meeting and Board Member Mike Burns SECONDED the motion. All voted yes and the motion passed.

The meeting adjourned at 9:17 pm

I, Cindy Quick, Highland City Recorder, hereby certify that the foregoing minutes represent a true, accurate and complete record of the meeting held on August 9, 2018. This document constitutes the official minutes for the Highland City Library Board Meeting.