

Library Board Meeting Minutes

August 30, 2018

Approved September 27, 2018

Highland City, Council Chambers
5400 West Civic Center Drive, Highland UT 84003

PRESIDING: Library Board Chair Roger Dixon

LIBRARY BOARD

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

CITY STAFF PRESENT: Council Member Ed Dennis, Council Member Scott L. Smith, Interim Library Director Erin Wells, and City Recorder Cindy Quick

OTHERS: Wayne Tanaka, Doug Courtney

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

Mr. Dixon welcomed those in attendance and began the Library Board meeting as a regular meeting at 7:04 pm. 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 August 9, 2018 – postponed to September meeting

Mr. Dixon explained that the minutes were still being worked on and would be approved at the next meeting in September.

Ms. Wells added that the delay was due to finding a transcriptionist that could take on the work load.

b. Approval of Board Member Job Description – Roger Dixon

Mr. Dixon explained that the item had been on the agenda for an extended period and that he would like to complete it.

Board Member Claudia Stillman MOVED to continue the Board Member Job Description until after the bylaws were approved.

Ms. Passaretti felt that the Board could still vote on the description since there was no mention of any judiciary responsibilities.

Mr. Jones asked the difference between continuing and tabling, and Mr. Dixon provided a brief explanation.

Board Member Claudia Stillman MOVED to continue the Board Member Job Description in order to revise it to make it compatible with the Library bylaws.

Board Member Ed Dennis SECONDED the motion.

Discussion amongst the Board ensued. It was determined that the Board could work on the description and decide once the Council approved the bylaws.

The vote was recorded as follows:

Board Member Mike Burns Yes

Board Member Claude Jones Yes

Board Member Nancy Passaretti Yes

Board Member Claudia Stillman Yes

Library Board Chair Roger Dixon Yes

Council Member Ed Dennis Yes

The motion passed.

3. Reports:

a. Directors Report – Erin Wells

i. New Director Search

Ms. Wells updated the board regarding the new Library Director search. The search involved identifying 18 applicants and narrowing the list to 10. It was noted that City Administrator Nathan Crane, Ms. Wells and Mr. Dixon would be interviewing the applicants next week. Four interviews would be conducted via Skype. Five applicants had previously been directors or branch managers and Ms. Wells was very impressed with the pool. All but three applicants had MLS degrees, and one had an MPA and JD degree. The third applicant had a Master of Fine Arts in creative writing. If the person that the Board chose to hire did not have an accredited degree, they would have to go through the uplift training to maintain the library's accreditation.

Mr. Dixon asked Ms. Wells to provide more detail regarding the hiring process. Ms. Wells explained that they would interview and then narrow down the candidates, and the final interviews would be by done with panels involving the library staff, City Council Members, and neighboring Library Directors. Four applicants work at NUCLC libraries, therefore, they would have to determine who would sit on the panels.

Mr. Dixon asked that the final applicants be required to make a presentation regarding how they would relate to the Library Board, City Council and the City Administration and a brief discussion ensued.

Ms. Wells noted that only three applicants would qualify for final consideration.

Mr. Burns asked how soon the final applicant would be hired. Ms. Wells replied that the sooner the better, she mentioned that some applicants were out of state and that may make the process a bit longer.

Mr. Tanaka asked of the ten applicants, how many were men and how many were women. Ms. Wells responded that was not something they consider, however, there was a mixture of both men and women.

Ms. Passaretti asked what the time frame was for hiring the new Library Director. Ms. Wells replied that the first round would hopefully be narrowed next week. She noted that coordinating schedules may take time, and panel interviews could be conducted during the week of September 17th. She felt it was realistic that they would have a Director in the latter half of October.

ii. 10 Year Anniversary Plans

Ms. Wells presented a postcard with the schedule of events for the 10 Year Anniversary Plans. There would be ten events in September to celebrate the Library's 10th birthday. An essay contest would be held, with some of the Board Members determining a winner. The winners would be announced at the Birthday Bash which will be the last Monday in September.

Mr. Dixon asked for volunteers from the Board.

Mr. Tanaka reported that he would provide balloons and paper products for the five stations.

Mr. Dixon, Mr. Dennis, and Mr. Jones volunteered to read essays.

Ms. Passaretti offered to help with something that did not involve walking or carrying, and Ms. Wells asked if she would read essays.

Ms. Wells, responding to a question of whether or not the postcard would be distributed to the public, replied that the events would be included in the newsletter, posted on social media platforms and the City website.

Ms. Passaretti asked if the event could be funded through donations via GoFundMe website.

Ms. Wells replied that she was unsure but that she would find out. She wanted to be sure that everything complied with legal requirements.

Mr. Smith suggested that flyers could be inserted in the newsletter but there's a fee to be paid.

Ms. Wells stated that the fee was not high and she could provide quotes. She would appreciate having the Board Members attend any of the events. She announced that the First Responder's Night on September 11 would be a night where Police and Fire Department Representatives would attend. She pointed out other dates and events on the postcard.

b. Board Member's Reports

i. Outreach Activities – Claudia Stillman

Ms. Stillman updated the board regarding outreach activities. The only outreach was for May 19th where flyers promoting study fest to many schools were distributed. She also distributed Summertime Reading Program flyers to elementary schools. Furthermore, she met with Assistant Principal and introduced teen programming. The principal suggested that one club could attend. In a conversation with the school librarian, she was informed that the event must have a sponsor, bylaws, faculty sponsor and must be advertised. She explained that week, at the school, would be club week, and by Wednesday bylaws must be submitted to the school district and approved. Therefore, the school librarian suggested starting a book club and have students serve on the teen board.

ii. Friends of the Library – Wayne Tanaka

Mr. Tanaka updated the board regarding Friends of the Library. He explained that the Friends had been in hiatus for five to six years. However, there were now about 25 people who have signed up to volunteer. Friends of the Library is a non-political group that promotes the library and does community outreach. Friends will go out and talk with Cedar Hills and Alpine citizens to make them aware of the library. Those citizens are informed that their City will pay for a membership in the amount of \$40. He felt that providing a sign up on the City counter informing the citizens about signing up for the library would be a great way to promote the library. Mr. Tanaka asked for suggestion regarding growing the membership of Friends of the Library and how to get more Library card members. He felt that advertising was critical.

Mr. Dixon complimented Mr. Tanaka's enthusiasm.

Ms. Passaretti suggested that on future agendas, under the Board Member's Reports that they include the Foundation.

Mr. Dixon was agreeable.

4. Action/Policy Items:

a. New Bylaws – Roger Dixon

Mr. Dixon reviewed how the process would take place for revising the bylaws. He explained that each point did not have to be discussed at extent. He asked that the Board Members make a motion to make a revise before moving forward.

Mr. Dixon suggested not addressing the amount of Board Members until they had determined what was going to be in the bylaws. He felt they were interconnected.

Mr. Dennis welcomed Doug Courtney and asked him to introduce himself. He explained that he was a professional software developer and had experience with Troup District Council level with Boys Scouts and student member of the governing board at his community college.

Ms. Passaretti wondered how Mr. Courtney got involved. Mr. Courtney replied that he happened upon the agenda and had frequented City Council meetings. He also read through the Municipal code recently, just for fun.

Mr. Dixon began the discussion with the first point, which included the name of the board.

Ms. Stillman and Mr. Dixon discussed the first two sentences of Bylaws of the Highland City Public Library Board document and agreed that they did not need the first two lines.

Mr. Dixon indicated that the board was authorized under Utah Code 9-7-401-410, and it would be referred to as “the Board”.

Mr. Dixon asked for a motion.

Mr. Dennis suggested that they continue making revisions and make a motion at the end, once all the revisions had been made. Ms. Wells would type up the changes as they went along. The majority of the Board agreed.

Discussions ensued regarding letter A. Name of the Board and the consensus of the Board was for the bylaws to read as follows:

A. Name of the Board

The official name shall be the Highland City Public Library Board, ~~hereafter referred to as the~~ (“the Board”). The Board is authorized by Utah Code 9-7-401-410.

Next discussion was regarding letter B. Library Board Membership.

Mr. Burns proposed that they replace the term **ex-officio** board member with non-voting board member and a discussion amongst the Board ensued. Suggestions of non-voting associate and liaison were made. It was determined by consensus of the Board was to have B. 4 revised as follows:

B. Library Board Membership

4. The Library Director shall serve as ~~an ex-officio Board member and as~~ the Executive Officer of the Board.

The board discussed the meaning of the Executive Officer of the Board and agreed that its responsibility was carrying out the board’s policies.

A discussion regarding various committees and committee members took place. The board determined that both committees and cities should be involved and determined that the rest of the section should be revised as follows:

5. A representative of the Friends of the Library, Youth Council, Arts Council, or any other organization as invited by the Board may serve as liaisons to the Board. ~~may serve as an ex-officio member of the Board.~~
6. A representative of Alpine and Cedar Hills communities may be selected by their municipal governing bodies to serve as liaisons to the Board.
- ~~7. A representative of the Youth Council may serve as an ex-officio member of the Board.~~
- ~~8. A representative of the Arts Council may serve as an ex-officio member of the Board.~~
- ~~7.~~ 9. Board members are not to be compensated but will be reimbursed for necessary and related expenses incurred on assignment by the Board. (9-7-402(3))
- ~~8.~~ 10. Board members are not exempt from late fees, fines, or other Library user fees.

Mr. Dixon moved to letter C. Process for Naming Board Members. He suggested preserving the prerogative that the Mayor has through the City ordinance and the Board's prerogative to suggest to the Mayor.

Mr. Dennis reviewed his suggested revisions under Section C, articles 1A and 1B and a brief discussion took place. The consensus of the Board was to revise the section as follows:

C. Process for Naming Board Members

1. When the need arises to nominate new members of the Board, the following procedures will be followed:
 - a. Unexpired terms in the case of expired member terms – appointments shall be made within 3 months of the Board vacancy. this shall be done by July 1 of any given year.
 - b. New members of the Board – appointments shall be made in April of any given year, (9-7-403) but no later than July 1 of any given year.
2. For any vacancy, a notice asking for volunteers, shall be placed in the Library section of the City Newsletter advertised by any means deemed appropriate by the Board, asking for volunteer. In the case of the expired member terms this shall be done in March and April of any given year, (9-7-403)

Mr. Tanaka noted footnote one and two and suggested making footnotes consistent. Mr. Dixon suggested removing the footnotes, and Mr. Tanaka agreed.

Board Members discussed Section C, Article 6.

NOTE: Mr. Tanaka left the meeting at 8:10 pm.

Mr. Dennis read suggested revision for item 2 that changed to item 3. He indicated that the board may discuss candidates without an application. Any volunteer applications or nominees from Board Members should be discussed in a regular board meeting.

The board agreed to have at least two candidates for each opening on the board.

Ms. Wells indicated that the Mayor could appoint whomever he wanted with the advice and consent of the City Council. She liked the suggestion of recommendations to the Mayor. She also read her comment about the board suggesting feedback to the Mayor from the Board. She was concerned with Board Members choosing Board Members.

Ms. Stillman noted that she wanted to be able to discuss options.

The Board determined that they shouldn't bind themselves with too many details.

Mr. Burns suggested that any application should be reviewed and feedback provided to the Mayor. He then reviewed language for item 3 and the board consensus was to revise it as follows:

- ~~3. All Any volunteer applications or nominees shall be plus nominees from Board members and others are discussed in a regular Board meeting and the Board shall make recommendations to the Mayor. The Mayor shall then recommend board members to the City Council for their advice and consent. names of the candidates are approved by majority vote. There should be more candidates than openings on the Board. In the case of expired terms this shall be done at the May meting of any given year.~~

After some discussion, the Board suggested deleting number 3 & 4 and revising number 5, now 4 as follows:

- ~~4. 5. The new Board members shall be ~~are then accepted into the Board~~ introduced at the Board meeting following the City Council's approval. ~~its next meeting. In the case of expired terms this shall be done at the July meeting of the Board.~~~~

The Board determined that 6 was fine to leave as it was.

- ~~5. 6. Unexpired terms on the Board shall be filled in the same manner as the original appointments except that such appointments shall be only for the unexpired term of the departing Board member. (9-7-403(5))~~

Mr. Dixon moved to Section D. Process for Board Member Removal.

Mr. Burns asked if it was the Library Board Member who would remove a member or would it be the City Council. The response was that both could remove a Board Member.

A discussion regarding the process of removing a Board Member, misconduct of a Board Member and the state code ensued. It was determined that the bylaws should follow state code and leave it as is.

The board briefly discussed the number of members needed for a Quorum at board meetings and agreed to review Section E at a later point.

Mr. Dixon next reviewed Section F. Library Board Responsibilities. He noted comments from Ed, Claudia and Erin.

Ms. Stillman felt the verbiage was interesting because it states SHALL maintain and care for the Library and later it states MAY.

Ms. Wells suggested that they add the statement to Section F, 1.

F. Library Board Responsibilities

1. The Board shall maintain and care for the Library and is responsible for the governance of the Library and shall establish policies, rules, and regulations for the Library's operations. (9-7-404(2))

The Board next discussed letter a. Library Funds and the manner of collecting monies.

Mr. Dennis commented that the Library had two accounts with the Bank of American Fork. The first account was the original account under the Highland City Library Foundation. The second account was going to be opened up for the Friends of the Library, however, that was not a legal entity and that did not occur. Therefore, the second account is under the Highland City Library Foundation and it's being used for money collected by the Friends of the Library.

Ms. Passaretti clarified that the second account was created so that people could make donations by Venmo, PayPal or cash. It is an account that the Friends of the Library can donate to and can ask the Foundation for use of those funds.

Ms. Wells voiced concern over the authentication procedure and asked for suggested revisions to that statement. The Board reviewed State Code and held a brief discussion.

Mr. Courtney suggested setting up a procedure allowing someone to authenticate vouchers.

Mr. Dennis suggested following the state code. The purpose was to establish a library fund. The library board oversees the fund.

Mr. Burns suggested leaving the procedure in bylaws and developing a process. It is possible to devise a very effective voucher authentication process.

The consensus of the Board was to revise letter i. as follows:

a. Library Fund. (9-7-404)

- i. All tax money received or collected for the Library shall be deposited in the city treasury to the credit of the Library Fund and may not be used for any purpose except that of the Library. These funds shall be drawn upon by the authorized officers of the city upon presentation of the properly authenticated vouchers of the Library Board. ~~All money collected by the Library shall be deposited to the credit of the Library Fund.~~ (State Code 9-7-404(3))

They next reviewed item ii. and agreed regarding the following verbiage:

- ii. Within the limits of the amount of the Library Fund as provided through the dedicated property tax or money collected for the Library, ~~Board and~~ the Library Director and Board shall develop a

proposed budget and submit it to the City Council for their approval based on the schedule of the City Finance Department. (9-7-404(1)(a))

The board determined letter iii should be revised as follows to keep it consistent.

- iii. Upon approval of the Library budget ~~has been determined~~ by the City Council, the Board shall oversee the expenditure of the Library Fund. ~~through the Library Director.~~ (9-7-404(1)(a))

Mr. Dennis MOVED to continue the revision of the bylaws at the next meeting.

Mr. Burns asked if there was a sense of urgency to have the document completed and Mr. Dixon replied that there was not.

Ms. Stillman noted that there was an item on the next City Council agenda for the library.

Mr. Dennis withdrew the motion, so the board could determine the number of members they would like to have on the Board.

Mr. Smith asked if the item on the City Council agenda for September 4th would be continued until the bylaws were completed.

Ms. Passaretti asked if the members thought appointing two new members would make the Board too large.

Mr. Dixon felt that it would not.

Mr. Smith felt that the City Council should continue the item until the Board was able to review the bylaws.

Ms. Wells indicated that the Mayor suggested having Board Members in place and giving them official status.

The Board was reminded that Council Member Brian Braithwaite wanted to postpone the item originally because if the Board went down to five members, then the Council may have voted for it to be larger than the Board actually wanted it to be. She felt his thought was that they knew it was going to be at least seven members and he wanted those Board members to be made official.

Mr. Dennis indicated that Mr. Dixon was an existing member and the decision would affect his term. Staggering would be different with seven members versus nine.

Mr. Dixon suggested that three board members should be leaving and three coming in.

Mr. Courtney suggested that one member would replace Ms. Stillman, given the nature of the Council issue. The question was if it would be pushed off for a month.

Mr. Smith indicated that the bylaws should be done right. He felt the Council would pick through the bylaws. It was not critical to replace Ms. Stillman this month or next month.

Mr. Dennis explained that the decision must be made by the majority of the Council.

Mr. Courtney asked if they felt the Council would continue the item.

Mr. Dennis did not believe they would continue the item. Mr. Smith said he would present the argument.

Mr. Burns suggested that the decision about the number of the Board Members should be made during the meeting.

Mr. Dixon indicated that the Board worked on the bylaws document for 30-40 hours and they are half way through the rough draft. The Board would like more time to revise the bylaws and he felt that should be respected.

Ms. Stillman felt that the meeting process went well, she thought adding the bylaws to a Google doc was a great idea.

Ms. Wells agreed.

Mr. Dixon did not think it made sense to decide on the number of Board Members that evening.

Ms. Wells indicated that the City Council would ask if the Board wanted less than seven members.

Mr. Dennis suggested giving a non-binding number.

Mr. Dixon suggested that the number of members on the Board should be determined once they decide what each Board Member would do.

The board discussed the next meeting date.

Mr. Dixon suggested September 13th.

Mr. Jones motioned to adjourn the meeting.

Ms. Stillman suggested that the board hold another meeting, just to revise the bylaws.

The board discussed the schedule and Library Foundation. It was clarified that the Library Foundation was separate from the Library Board.

Mr. Burns suggested that the Foundation meeting should be held on September 27, 2018.

PLEASE NOTE: The remaining agenda items 4b. through 7a. were continued to a future meeting.

- b. Revise the Library Board Nomination Process – Roger Dixon

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

- a. Agenda for the Joint Meeting with the City Council – Roger Dixon
- b. LPHS Library Teen Board – Claudia Stillman
- c. How the Board Can Help Grow the Friends Membership – Wayne Tanaka

6. Future Agenda Items:

- a. Inter-Library Loan Fees – Kim B

7. Future Meetings:

- a. September 27

8. Adjournment:

Board Member Claude Jones MOVED to adjourn the Library Board meeting and reconvene on September 13, 2018.

Council Member Ed Dennis SECONDED the motion.

The vote was recorded as follows:

<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 Board Chair Roger Dixon</i>	<i>Yes</i>
<i>Council Member Ed Dennis</i>	<i>Yes</i>

The motion passed.

*The meeting adjourned at **9:34 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 30, 2018. This document constitutes the official minutes for the Highland City Library Board Meeting.