

# Library Board Meeting Minutes

## September 13, 2018

### Approved January 24, 2019

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

**PRESIDING:** Library Board Chair Roger Dixon

#### **LIBRARY BOARD**

**MEMBERS PRESENT:** Mike Burns, Claude Jones, Nancy Pasaretti, Claudia Stillman, City Council Rep Ed Dennis

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

**OTHERS:** Wayne Tanaka, Doug Cortney, Jessica Anderson

**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 7:39pm. The meeting agenda was posted on the Utah State Public Meeting Website at least 24 hours prior to the meeting.

Mr. Dixon reminded anyone attending the Library Director interviews should be at the City at 8:00 am. He outlined the schedule for the day.

Mr. Tanaka asked who would be able to attend the interviews.

Mr. Dixon explained that they were closed meetings and meant for Board Members only.

Jessica Anderson was introduced as a nominated board member – if Council were to approve the nomination she would be part of the board.

#### **1. Public Comment:**

There were none.

#### **2. Consent Agenda:**

- a. Approval of minutes from August 9, 2018

Mr. Dixon asked for the approval of the minutes to be continued.

*City Council Rep Ed Dennis MOVED to continue the approval of the minutes.*

Board Member Mike Burns *SECONDED* the motion.

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 |
| Board Chair Roger Dixon       | Yes |
| City Council Rep Ed Dennis    | Yes |

The motion passed.

### 3. Reports:

No reports were given

### 4. Action/Policy Items:

#### a. Review New Bylaws – Roger Dixon

Board Members transitioned to the back conference room.

Mr. Dixon started discussions with item b. under section F. Library Operations and asked to continue revision discussions beginning with letter ii.

Mr. Dennis suggested revisions to letter ii. The board was pleased with the suggested changes.

The line would read as follows:

- ii. The Board shall establish policies and rules for the operation and use of the Library.

Minor revisions were made to letter iii and iv as follows:

- iii. The Board may exclude from ~~the use of~~ the Library any person who willfully violates these rules. (9-7-405(2))
- iv. The Board may extend the privileges and use of the Library to persons residing outside of Highland City upon terms and conditions it may prescribe by rule. (9-7-405(2)).

Mr. Dixon referred to letter c. Record Keeping and Reporting. He asked Mr. Dennis to share the revised suggestions for the section. After a brief discussion the Board came to a consensus to accept his suggestions as follows:

#### c. Record Keeping and Reporting. (9-7-406)

- i. On behalf of the Board, the Library Director shall keep the records and submit an annual report, including financial statements, as required by the State Library Board for certification in its request for an annual report from the public libraries. (9-7-406(1))
- ii. The Board shall review and approve the annual report prior to submission to the State Library Board. Library Director shall prepare an annual report on the condition and operation of the Library, including a financial statement and submit it to the Board for review and approval.

- iii. ~~After its review, t~~The Board shall forward the report ~~make a~~ to the City Council for their information.
- iv. ~~The Library Director shall submit the annual report to the State Library Board.~~
- iv. A copy of the annual report is to be kept on file in the Library.

Board Members discussed the financial statement and agreed that it should be included as a part of the annual report.

Board Members then discussed Section F, article d.

Mr. Dixon explained that the article was a combination of the Library Bylaws and the Municipal Code.

Board Members discussed the hiring of the Library personnel and the Library director.

Ms. Stillman stated that the language coordinated with the City, and felt it was appropriate.

Board Members agreed regarding the following verbiage:

- d. **Personnel.** (Appendix C Sample Board Bylaws from the State)
  - i. The Board shall, in coordination with the City Administrator, appoint a Library Director to have immediate charge of the Library with those duties and compensation for services that it determines. (~~Current Bylaws, May 2010~~9-7-407(1))
  - ii. The Board shall appoint, upon the recommendation of the Library Director ~~and in coordination with the City Administrator,~~ other Library personnel as needed. 9-7-407(2)
  - iii. Prior to the completion of the Library Director's annual evaluation, ~~t~~The Board shall review and provide input to ~~to be consulted by~~ the City Administrator. ~~prior to the completion the annual evaluations of the Library Director and Library staff. The Board may also complete a separate annual performance evaluation for these positions.~~

Ms. Wells questioned if the Library Board determines the compensation.

Mr. Burns asked for clarification.

Discussion took place regarding process and procedure of how to determine compensation.

Board Members agreed to leave it as stated by the state code. They added item iii.

Board Members discussed the annual evaluations and agreed that they will review and provide input to the City Administrator prior to the completion of the annual evaluations of the Library Director.

Mr. Burns asked regarding the process of evaluating personnel.

Ms. Wells suggested how annual evaluation could be conducted, and the Board agreed.

Board Members agreed regarding minor changes within item e. Outreach and agreed to move letter iii. To Record Keeping and to the following verbiage:

- e. **Outreach.**
  - i. The Board shall conduct outreach activities in conjunction with the Library Director.

- ii. The purpose shall be to extend the reach of library services within ~~the community of Highland Highland City~~ and to ~~the communities~~ Alpine and Cedar Hills.
- iii. ~~Monitor the Library's progress in meeting the Certification Renewal Process. (Standards for Utah's Public Libraries).~~

Board Members discussed the long-range strategic planning, and agreed to the following verbiage for that section as follows:

f. **Long-range Strategic Planning.** (Standard #3, Basic Certification Standards)

The Board shall develop and maintain a long-range strategic plan and present for approval the updated plan to the City Council each year.

Next, the Board Members discussed the basic certification standards and agreed regarding the following verbiage:

- ~~2. Changes to the Library policies or any other procedural document may be proposed at any regular meeting of the Board and become effective if duly approved by the Quorum present.~~
2. ~~3.~~ The Board shall ~~W~~work with the Library Director to ensure that all aspects of the Basic Certification Standards are being met.

Board Members discussed what a quorum for their Board would be and agreed that any change in Library policies will have to be approved by the majority present.

Board Members agreed that all Board members will have formal training or orientation annually. This training may include a session led by the Library Director or local government representative, a Utah State Library Consultant, or through attendance at a relevant Utah Library Association workshop.

All Board Members agreed to the following verbiage for that section in the bylaws:

3. ~~4.~~ All Board members shall have formal training or orientation annually. This training may include a session led by the Library Director or local government representative, a Utah State library consultant, or through attendance at a relevant Utah Library Association workshop. Each Board member shall attend a minimum of one Library System (or other Library related) workshop, seminar, or meeting during each calendar year or to hold training sessions as a part of regular Board meetings on a quarterly basis. (Standard #5, Basic Certification Standards)

Board Members agreed that Members of the Highland City Library Board may also serve as members of the Board of the Highland City Library Foundation and updated the verbiage as follows:

4. Members of the Highland City Library Board may also serve as members of the Board of ~~shall also serve as the Board of~~ the Highland City Library Foundation.

Mr. Dennis asked if the Board could address the number of members on the board next.

Ms. Stillman asked the Board to look at article K. 1, Standing Committees.

Discussions ensued and by consensus of the board the section was outlined as follows:

**K. Standing Committees** (Appendix C Sample Board Bylaws from the State)

1. The Board shall have the following six standing committees: Outreach, Long-range Strategic Planning, Library Fund, Operations, Records and Reports, and Personnel.
2. Each committee ~~should~~ shall have at least 2 Board members. The primary responsibilities of the committees consist in consulting with the Library Director, supporting the Library Director in carrying out the assigned responsibilities of the committee, and informing the Board of progress and ~~problems~~ concerns in the relevant area of the committee.
3. The members of each committee shall be ~~established~~ determined by the Board at a regular meeting.
4. The term ~~of office~~ for ~~of~~ each committee member shall be one year or until a replacement is appointed. Terms run from July 1 – June 30.
- ~~5. Members may be reappointed to the same committee only once in succession.~~
- ~~6. Vacancies shall be filled in the same manner as the original appointment and only for the remainder of the unexpired term.~~
- ~~5.~~ ~~7.~~ Library staff members may be assigned to work with the Standing Committees by the Library Director.

Mr. Dennis asked regarding the number of the members on the board.

Mr. Dixon asked for clarification about paying the staff members. Ms. Wells to leave out the definition because the Library Director should know that they will be paid.

Mr. Burns indicated that he liked the idea of nine-member board.

*Board Member Mike Burns MOVED that the Library Board have nine members.  
City Council Rep Ed Dennis SECONDED the motion.*

Mr. Dixon turned to the Board for further discussion. He clarified that the motion made was that the board shall consist of nine members, eight selected from the citizens of Highland and one member from the City Council. He asked if there was a second to the motion.

*Board Member Mike Burns ACCEPTED the amendment to the motion.  
City Council Rep Ed Dennis SECONDED the amendment.*

Mr. Dixon again turned to the Board for further discussion on the amendment.

Ms. Stillman noted that she was initially concerned about nine members. However, after working together she felt that nine was good a number. She supports nine members.

Mr. Jones suggested that having seven members would be better, because he saw it work well. He indicated that having nine members would create fractions.

Ms. Wells reminded the Board that they would be adding two more members.

Mr. Burns stated that rotations would be easier.

Mr. Dixon said it would not be a tie vote.

*Board Member Mike Burns MOVED that the Library Board have nine members, eight would be selected from members of the community, one would be a member of the City Council.  
Council Member Ed Dennis SECONDED the motion.*

Mr. Dixon asked for a vote on the amended motion.

*The vote was recorded as follows:*

|                                      |            |
|--------------------------------------|------------|
| <i>Board Member Mike Burns</i>       | <i>Yes</i> |
| <i>Board Member Claude Jones</i>     | <i>No</i>  |
| <i>Board Member Nancy Passaretti</i> | <i>Yes</i> |
| <i>Board Member Claudia Stillman</i> | <i>Yes</i> |
| <i>Board Chair Roger Dixon</i>       | <i>Yes</i> |
| <i>City Council Rep Ed Dennis</i>    | <i>Yes</i> |

*The motion passed 5:1.*

Mr. Dixon asked that the board members vote on the full motion that the board shall consist of nine members, eight selected from the citizens of Highland and one from the City Council.

*The vote was recorded as follows:*

|                                      |            |
|--------------------------------------|------------|
| <i>Board Member Mike Burns</i>       | <i>Yes</i> |
| <i>Board Member Claude Jones</i>     | <i>No</i>  |
| <i>Board Member Nancy Passaretti</i> | <i>Yes</i> |
| <i>Board Member Claudia Stillman</i> | <i>Yes</i> |
| <i>Board Chair Roger Dixon</i>       | <i>Yes</i> |
| <i>City Council Rep Ed Dennis</i>    | <i>Yes</i> |

*The motion passed 5:1.*

Ms. Passaretti asked Mr. Jones about his reasoning for a ‘No’ vote.

Mr. Jones clarified that he felt having seven members would function better and that decisions would flow smoothly.

Ms. Passaretti asked what amount was necessary for a quorum if there were nine members. The answer was five.

Ms. Wells asked if the Board felt having nine members was too many.

Mr. Dixon explained that nine members is a state limit.

*Board Member Mike Burns MOVED to adjourn the meeting.*

*City Council Rep Ed Dennis offered a substitute motion and MOVED to continue the revision of the bylaws to next meeting.*

Mr. Dixon asked if he could have the Board contribute electronically to finish up the revisions to the Library Bylaws. Mr. Dennis was supportive of the request.

Mr. Dixon suggested finalizing the revisions and making a motion on the changes at the next meeting.

Mr. Burns noted his agreeance to continue the revisions online.

Ms. Passaretti questioned whether they could change the verbiage to “shall consist of up to nine?”

The Board noted that verbiage could not be added.

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

None

**6. Future Agenda Items:**

- a. Inter-Library Loan Fees – Kim Bergeson
- b. Book Sale Policy Update – Erin Wells

**7. Future Meetings:**

- a. September 27, 2018

**8. Adjournment:**

*Board Member Mike Burns MOVED to adjourn the Library Board meeting.  
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>Board Chair Roger Dixon</i>       | <i>Yes</i> |
| <i>City Council Rep 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 September 13, 2018. This document constitutes the official minutes for the Highland City Library Board Meeting.*