

Library Board Meeting Agenda

September 26, 2019

Approved October 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: Jessica Anderson, Mike Burns, Doug Cortney, Ed Dennis, Briawna Hugh, Claude Jones, Natalie Reed

LIBRARY BOARD

MEMBERS ABSENT: Edgar Tooley

CITY STAFF PRESENT: Library Director Donna Cardon, Highland City Assistant Administrator Erin Wells

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

7:02 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 **7:00 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:

There was no public comment.

2. Introductions

There were no introductions

3. Consent

The consent agenda consisted of the following.

- a. Approve August 22, 2019, Meeting Minutes

Board Member Mike Burns MOVED to adopt the consent agenda.

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

The motion passed.

4. Reports

a. Director's Report

Library Director Donna Cardon distributed library statistics. She noted that the Library's total physical collection had increased to nearly 51,000 items and that digital circulation was up to 16,000 items. They discussed digital check out items and purchasing processes.

Ms. Cardon reported the following highlights. The teen corner was completed and an online game night sponsored by Lone Peak High School was planned to open the Teen Corner. Also, Story time is now reaching numbers of 30-60 participants and is requiring special planning to accommodate numbers. Parent child book club reached 10 participants and participants are having fun. Ms. Cardon presented at the Lone Peak Business Alliance breakfast and was well received. The Library provided around 200 balloons for the City sponsored Children's Day. Also, Comics and Costumes hopes to reach 100 participants, Facebook advertisement will begin and will be open to Highland Library card holders until October 10th and then open to non-cardholders after the 10th. The senior program will begin at Highland Glen staff has been provided a special account allowing longer checkout time, which they will use to check out books and provide to Seniors on-site. Also, the author talk featuring Karen Mosley is scheduled for October 21st.

Ms. Cardon reported that the discovery kits grant was submitted. Currently, Ms. Cardon is working on a grant proposal that would provide self-checkout kiosks. It was noted that RFID chips would be paid for from the Library's budget. Following, it was noted Ms. Cardon would be attending the Director's Summit where overdrive charges would be discussed. Then, they discussed that the Overdrive access is available free to all libraries in Utah except for Salt Lake and Davis County. The State proposed a pay in system would be based on Library size. The cost for Highland would be five percent of the materials budget. The change would not affect what Highland spends on e-books but could affect their ability to choose books.

In addition, two of the City's librarians were planning on attending the UPLIFT catalogue training and Ms. Cardon invited others to attend. Also, the Library has ordered new shirts and blanks for Library cards with the new City logo. It was noted there are two new jobs that have been posted as well as the new website design was reviewed for the Boards knowledge. They changed the individual emails and put a group Board email and will change Doug Courtney's title, too. Also, those who signed

up for cards last month will be placed in a drawing for a 25 dollar gift card. Ms. Anderson asked about the physical items. Ms. Cardon stated Friends will cover this question.

b. Friends Reports

Friends reported they will pay for prizes at about 250 dollars cost and asked where funds were at currently. Next, Ms. Anderson reported that the Foundation account contained \$2,654.17 but that it was not all Friends money. Then, Mr. Tanaka stated the Friends was establishing itself as a 501(c)(3) and are investigating what this will involve. In addition, Claudia Stillman Friends of the Highland City Library representative invited one Board Member and one Foundation Member to judge costumes at the Comics and Costumes event. Board Member Doug Courtney and Board Member Mike Burns volunteered to help. They decided to have a panel of five people made up of both Board and Foundation members.

Ms. Stillman stated that the Friends collected stories describing people's experiences pertaining to why they love the Library. She indicated these impact stories would be posted on the Library's website. She described two situations of individual testimonials and how their use of the Library promoted personal success in their life. Then, Mr. Tanaka stated these are excellent testimonials and that it's important to share such stories to promote the Library. Also, Ms. Anderson stated she was able to use her library card to access information she needed within the last week for research that had been successful. She informed there was lots of State history available on the database.

Next, Ms. Stillman stated the Friends is working on an online book sales program. Then, Mr. Tanaka detailed the plans for using the Library's storage room to create this pilot program. Mr. Dixon noted a remarkable change in the flow of meetings compared to a year or so ago and thanked both Ms. Cardon and Mr. Tanaka for the large roles they played in this positive change.

Next, internet online books sales were discussed. They discussed this is on their timeline, Tiffany Whiting was helping with online book sales. They projected to have advertisement for book donations come January. They would use an online book-sale platform based out of Boise. Also, they will promote this in the Library lobby.

c. Committee Report

Mr. Cortney reported the Library Fund committee concluded there was nothing for it to focus on specifically to achieve the Library's strategic goals. In addition, Ms. Anderson stated the reporting committee made a similar determination.

5. Discussion Items

a. Online Video Training

Ms. Cardon stated the plan had been for everyone to watch a video training so the Board could discuss it but that many were unable to access the video. She indicated the planned training was focused on communicating metrics, like how to gain the most from circulation by stating the dollar amount impacts others greatly.

b. Presentation to City Council

Ms. Anderson stated she worked with the committee, with Ms. Cardon and with Ms. Wells to prepare a draft presentation for the City Council's next meeting. Then, Ms. Anderson walked the Board through the presentation and collected feedback. She began her process with the code. She would cover conditions pertaining to material operation statistics, Library finances, Library Board activities and the long range plan. Then, she read through the Power Point Presentation and the details included Library condition materials included a safe and welcome atmosphere, cleaned up children's room, the teen corner, safety conditions during recertification. They increased materials and became a member of NUCLC. The current collection is over 50,000 physical items, responded to feedback and purchased new audio books. Also, discovery kits were added.

Their operations included a push to get a qualified person there for early literacy, coding and Lego Club, adjusted staff wages, staff attended conferences and trainings and increased programing and events. She commented that they would review this all in detail soon. Then the Board discussed 56,000 patron visits and how to word this. They discussed how to show the number on the Power Point Presentation to present the importance of the number. She mentioned that the numbers show the Library values. Mr. Dennis provided data to show the revenue by source and the expenditure by source numbers and were presented by Ms. Anderson. A Board Member specified grants be in their own category. They continued discussion on where to place the grants in their presentation and no final decision was made.

Then, the Board discussed possibilities to present the information. The timing was discussed and who might present to the City Council. A Board Member suggested that they remove half and pick a few things to highlight. The presentation should be six-seven minutes and then questions from the Council after. They indicated Mr. Dixon would give the presentation. They indicated they would use pictures to communicate on the slides. The plan was to give the Council a list and show visual of highlights. Ms. Cardon would complete the Power Point and Ms. Anderson would complete the handout. Mr. Dixon stated his notes included were that Ms. Cardon was hired and bylaws were reviewed. He stated he noted on the strategic plan and books checked out were included.

Board Member Ed Dennis left the meeting. A quorum of the Board still being present, Board Chair Roger Dixon continued the meeting.

The three Board Members working on the presentation will meet later, Monday at 3:00 to coordinate. The goal of the presentation was to create and show the Library as a positive place for the community to come together and promote positivity in people's lives.

c. Family Cards Issue

Ms. Cardon stated she met with the policy committee to discuss what settings were desired for family cards and that she subsequently ran a test to figure out how to configure the software. She found, based on the tests, the settings expected to affect desired behaviors have no effect. Then, Ms. Cardon stated the only option she'd been able to configure was a child card that acts only as a check-out tool, with everything connected to and reporting only on the parent card. Therefore, she proposed to have children's cards attached to a parent card below a certain age while permitting stand-alone cards for children above that age. Ms. Cardon stated she would bring a proposed policy change to the Board in October. To clarify, they indicated that 12 years and under must be attached to a parent card and those above may have their own card. There is a way to attach the teen card to a parent card without them being able to see the account. Ms. Cardon stated that they could have two separate groupings for parents with teen and children. Currently, teens are responsible for their own fines in order to promote privacy this is the only option now.

6. Closed Session

Board Member Doug Cortney MOVED to recess to closed session to discuss the character, professional competence, or physical or mental health of an individual.

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>Yes</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>Yes</i>
<i>Board Member Edgar Tooley</i>	<i>not present</i>

The motion passed.

The Board convened in closed session at 8:48 p.m.

Board Member Doug Cortney MOVED to adjourn the closed session of the Board.

Board Member Natalie Reed 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>Yes</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>Yes</i>
<i>Board Member Edgar Tooley</i>	<i>not present</i>

The motion passed.

The Board returned from closed session at 9:04 p.m.

7. Future Items

- a. Review Strategic Plan**
- b. Physical Circulation Policy**

8. Adjournment

*Board Member Doug Cortney MOVED to adjourn the Library Board meeting.
Board Member Natalie Reed 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>Yes</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>Yes</i>
<i>Board Member Edgar Tooley</i>	<i>not present</i>

The motion passed.

The meeting adjourned at 9:07 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 September 26, 2019. This document constitutes the official minutes for the Highland City Library Board Meeting.