

**Minutes from a Regular Meeting of the
HIGHLAND CITY PUBLIC LIBRARY BOARD**

Thursday, November 18, 2021 at 7:00 p.m.

IN ATTENDANCE

Board Members

Jessica Anderson, Secretary
Roger Dixon
Claude Jones
Lynn Lonsdale
Edgar Tooley, Chair

Other

Donna Cardon, Library Director and
Board Executive Officer
Rachel Cook, Utah State Library
Representative

Absent Board Members

Briawna Hugh, Co-Chair
Kim Rodela, City Council Rep.

A quorum of the Board being present, Chair Edgar Tooley welcomed those in attendance, with a special welcome to new board member Lynn Lonsdale, and began the Library Board meeting as a regular meeting at 7:00 p.m. The meeting agenda was posted on the Utah State Public Meeting Website at least 24 hours prior to the meeting.

AGENDA

1. Public Comment

None.

2. Consent

1. *Approve Minutes for Meeting in October 28, 2021*

Roger Dixon moved to approve the October minutes, with the correction of a small typo. Claude Jones seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
Yes	Roger Dixon
Yes	Claude Jones
Yes	Lynn Lonsdale

Yes

Edgar Tooley

The motion passed.

3. Reports

1. Training by Rachel Cook, from the Utah State Library

Rachel Cook gave a presentation to train the Library Board. She noted that the roles of the Library Board are to advocate for the library and patrons, support and advise the Library Director, provide advocacy, oversight and vision for the library, and listen to and represent citizens.

The Board briefly discussed the idea of having a 3D printer. It would necessitate space and community engagement.

The Library Board also provides oversight over areas such as governance of the Library, personnel of the Library, policy making of the Library, and finances/budget of the Library. The Library Board can also assist with grants where appropriate. The Library Board needs to be aware of ethical issues too, like financial issues and conflicts of interest. The Library Board can also provide the Library with vision and long-term strategic planning.

The Board can help advocate for the Library by telling the Library's stories, highlighting achievements (and needs), and ensuring that the community knows who is on the Board. The Board discussed the idea of having more notice about upcoming Library issues to have time to discuss them with community members and other ways to engage the community and advocate in natural ways. Advocacy is about relationships; about establishing relationships and connections *before* needing help or having an issue. Advocacy has two parts, political focus and community focus. For political advocacy some ideas are attending city council meetings, forming relationships with city council members and mayor, contacting officials when important matters arise, and being educated on city policy issues and how they might impact the library. For community advocacy some ideas are representing the library at city events, wearing library board shirts or buttons, attending library events, inviting your friends to library events, telling library impact stories, and talking up your library. The Board discussed ways to gather impact stories and to connect with the City Council.

Rachel highlighted several resources during the presentation for the Library Board: the "Trustee Manual," "Roles & Golden Rules," "Trustee Code of Ethics, a "Trustee and Board Self-Evaluation," and "Principles in Librarianship & the Library Bill of Rights." These can all be found in the Library Trustee Center.

2. Director's Report

Donna noted that the State Library awarded the Highland Library an award "[i]n recognition of Impactful Service during the COVID-19 pandemic."

Donna Cardon gave her report. It was an amazing month for programs. She reported about the Brandon Mull event. It was a great event; 350+ people attended. There were also crafts and other activities that the Friends and their families helped with. Brandon Mull was particularly kind and gracious, greeting every attendee. For the grandparent/grandchild story time, no one attended in October, but in November over 30 people came. This month, the Library is featuring the Libby app. Programming will be on a break during most of December, but there will be make and takes and Donna is hosting paint with the director on December 4, 2021. The winter reading program will begin in January with punch cards.

The Library was awarded a grant for security gates. Many books have gone missing since self-checkout has been implemented, which will be addressed by the gates. There was also some extra money in the grant for the grandparent story time, so there will be two grandparent-themed activity kits.

The Library is facing staffing issues. Jill was lured away to a job as utility clerk for the City, and Julianna has been diagnosed with cancer and decided to quit. The positions have been posted and applications are coming in (though many of the applicants are high school students). Interviews will hopefully be next week. We may need to raise staff pay again. The current starting rate is \$12.50 an hour. However, going up to \$15.00 an hour would cost somewhere around \$40,000 extra a year, which is currently out of the Library's reach.

4. Action/Policy Items

None.

5. Discussion Items

1. Christmas Party

The Board further discussed having a Christmas party in December. The Board landed on December 17, 2021 at 6:00 p.m. with a potluck Mexican theme. Jessica will send out a potluck sign up after Thanksgiving.

6. Future Agenda Items

- 1. No meeting in December*
- 2. Obtaining 3D printer*
- 3. Completing Trustee & Board Self-Evaluation (January)*
- 4. Budget*

The Board's next regular meeting is scheduled for January 27, 2022 at 7:00 p.m.

7. Adjournment

Jessica Anderson moved to adjourn the Library Board meeting. Lynn Lonsdale seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
Yes	Roger Dixon
Yes	Claude Jones
Yes	Lynn Lonsdale
Yes	Edgar Tooley

The motion passed.

The meeting adjourned at 8:26 p.m.

I, Jessica Anderson, Highland City Library Board Secretary, hereby certify that the foregoing minutes represent a true, accurate, and complete record of the meeting held on November 18, 2021. This document constitutes the official minutes for the Highland City Library Board Meeting.