Minutes from a Regular Meeting of the
HIGHLAND CITY PUBLIC LIBRARY BOARD
Thursday, November 21, 2024 at 7:00 p.m.

IN ATTENDANCE

Board Members
Jessica Anderson, Secretary
Amy Brinton, Chair
Rachel Farnsworth
Kevin Tams, Vice-Chair

Other
Donna Cardon, Library Director and Board Executive Officer

Absent Board Members
Ron Campbell
Lynn Lonsdale
Wesley Warren

A quorum of the Board being present, Chair Amy Brinton welcomed those in attendance and began the Library Board meeting as a regular meeting at 7:07 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

a. *Approve 09.26.2024 Minutes*

Jessica Anderson moved to approve the July minutes with minor corrections. Kevin Tams seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
Yes	Amy Brinton
Yes	Rachel Farnsworth
Yes	Kevin Tams

The motion passed.

3. Reports

a. *Director's Report*

Donna Cardon gave her report. She noted some recent programs, including some for Dia de los Muertos and Halloween. Story time attendance remains high. The program schedule will be modified due to the holidays, with some special events like the mayor's Christmas story time. The Library has already started preparing for winter reading, including adopting a Highland cow as a mascot.

The Library Board is scheduled to give the annual report presentation to the Cedar Hills city council on December 3, 2024 and the Alpine city council on January 14, 2025. The city council will vote on the Library's strategic plan on December 3, 2024. The City has been reviewing its general plan and is interested in meeting with the Board chair to talk about the Library.

Donna noted that the Library has set up a Cricut maker space and is starting a monthly newsletter. Donna also shared an impact story about Spanish story time and highlighted some statistics, including continued increased circulation.

4. Action/Policy Items

a. *Furniture Purchase*

The Board discussed furniture options. This was a budgeted item for the Library and, because it is under $25,000, the city council does not have to approve the purchase. Modern Office is an approved vendor. Donna outlined the pieces that will be ordered, including four two-seaters, seven arm chairs, three benches/rectangular tables, an armless love seat, rolling chairs, and a big couch. Donna also outlined the color selections, which will largely be blues and greys.

Kevin Tams moved to approve the purchase of the proposed furniture from Modern Office for $23,516 in the selected color combinations and styles. Rachel Farnsworth seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
Yes	Amy Brinton
Yes	Rachel Farnsworth
Yes	Kevin Tams

The motion passed.

b. Library Application Policy

Donna noted an issue with collecting the 18% collection fee from patrons that are sent to collections. The collections agency requires that patrons agree to the fee in writing. The Board discussed whether to include such consent on the library card application, which would only apply to new applicants, or to modify the physical item circulation policy to remove reference to the fee.

Kevin Tams moved to approve the Physical Item Circulation Policy as amended. Rachel Farnsworth seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
Yes	Amy Brinton
Yes	Rachel Farnsworth
Yes	Kevin Tams

The motion passed.

c. 2025 Meeting Schedule

The Board considered its meeting schedule for 2025, including the following dates that fall on the fourth Thursday of the month, with the exceptions of July and November:

January 23
February 27
March 27
April 24
May 22
June 26
July 17*
August 28
September 25
October 23
November 20*
December – no meeting

Rachel Farnsworth moved to approve the proposed meeting schedule for 2025. Kevin Tams seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
Yes	Amy Brinton
Yes	Rachel Farnsworth
Yes	Kevin Tams

The motion passed.

d. Fund Study

The Board considered the timing of the proposed fund study on the library's financial viability. The City is concerned about the accuracy of the study right now, given changes coming related to the TLC, the Alpine children's library, and the elimination of fees and fines.

The Board discussed the proposed Alpine children's library, including the possibility of incorporating it as a branch of the Highland Library. The Board also discussed different variables and noted that the bid attached in the agenda is incorrect. The correct bid for the study is for $6,120, and the Foundation has agreed to paid up to $8,000 for the study.

Jessica Anderson moved to go forward with conducting the Library fund study. Rachel Farnsworth seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
Yes	Amy Brinton
Yes	Rachel Farnsworth
Yes	Kevin Tams

The motion passed.

e. Additional Storage Unit

The Board considered the Library's need for an additional storage unit. The Library currently has one that was purchased during COVID. It is half used for library stuff and half used for book sale stuff and is overflowing. The Friends would like a dedicated storage unit for the book sale on city land. The City would like to own it, and the Friends have agreed to reimburse the cost of $3,000. The purchase would require a budget adjustment.

Kevin Tams moved to have the library purchase an additional Conex storage unit with the understanding that the cost will be reimbursed by the Friends of the Library. Rachel Farnsworth seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
Yes	Amy Brinton
Yes	Rachel Farnsworth
Yes	Kevin Tams

The motion passed.

5. Discussion Items

a. Holiday Party

The Board discussed whether to hold a holiday party and when. The consensus was to hold one on Saturday, January 4, 2024 at 5:00 p.m. with murder mystery as the theme.

b. Consortium Report

Donna gave a brief update on the progress of the TLC. The team continues to meet. The other libraries are in the process of switching to Koha. A logo has been developed. There is no draft interlocal agreement yet. The bylaws are being developed.

c. City Council Reports

The Board discussed the presentations to the Cedar Hills and Alpine city councils, which are scheduled for December 3, 2024 and January 14, 2025 respectively.

6. Future Agenda Items

- Annual training
- Budget adjustments

The Board’s next regular meeting will be held on January 23, 2025 at 7:00 p.m.

7. Adjournment

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

Yes	Jessica Anderson
Yes	Amy Brinton
Yes	Rachel Farnsworth
Yes	Kevin Tams

The motion passed.

The meeting adjourned at 8:36 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 21, 2024. This document constitutes the official minutes for the Highland City Library Board Meeting.