Minutes from a Regular Meeting of the
HIGHLAND CITY PUBLIC LIBRARY BOARD
Thursday, March 27, 2025 at 7:00 p.m.

IN ATTENDANCE

Board Members
Jessica Anderson, Secretary
Amy Brinton, Chair
Ron Campbell
Lynn Lonsdale
Kevin Tams, Vice-Chair

Other
Donna Cardon, Library Director and Board Executive Officer
Wayne Tanaka, President of the Friends of the Library

Absent Board Members
Rachel Farnsworth
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 Minutes 2025.02.27*

Kevin Tams moved to approve the February minutes. Lynn Lonsdale seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
Yes	Amy Brinton
Yes	Ron Campbell
Yes	Lynn Lonsdale
Yes	Kevin Tams

The motion passed.

3. Reports

a. *Director's Report*

Donna Cardon gave her report. She highlighted the Fairy Tale Ball, which had a good turnout, a craft and chat, the STEM lab, and the winter reading program. The Library will be closed on April 5, 2025, and the Timpanogos Library Consortium will go live on April 7, 2025. The propagation station will be back by popular demand. The theme of the summer reading program will be Color Your World, and the opening event will be tie-dying t-shirts.

Donna Cardon briefly left the meeting. Wayne Tanaka joined the meeting.

The Board discussed various issues with the TLC, including combining the catalog and the inter-local agreement. The libraries have done a test run on transporting books.

Donna also highlighted an impact story about the role the library plays in the functioning of the city. Donna also highlighted some statistics.

b. *Training Reports*

The Board discussed the individual trainings they watched provided by the state library, including some on addressing needs of homelessness and being advocates in the community.

Donna noted that the certification requires a list of board members who completed their training for the year.

4. Action/Policy Items

a. *Item Reconsideration Policy*

Kevin Tams summarized the work done by the committee. The Board considered the proposed changes to the item reconsideration form and relevant items in the Collection Development Policy.

Kevin Tams moved to adopt the changes to the Item Reconsideration Form and Collection Development Policy as discussed. Jessica Anderson seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
Yes	Amy Brinton
Yes	Ron Campbell
Yes	Lynn Lonsdale
Yes	Kevin Tams

The motion passed.

b. Operating Procedures Updates

Donna noted that the Library Board operating procedure document was outdated. The Board considered a variety of updates to their operating procedures. Jessica Anderson volunteered to redraft the board's roles section for consideration at the next meeting.

Jessica Anderson moved to postpone consideration of the Library Board's Operating Procedures document to address the board's roles section. Kevin Tams seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
Yes	Amy Brinton
Yes	Ron Campbell
Yes	Lynn Lonsdale
Yes	Kevin Tams

The motion passed.

5. Discussion Items

a. Library Fund and Budget

The board discussed the recent City Council work session on the library fund and budget. Donna gave a recap of the meeting, noting the differences in the presentation to the City Council from the version the Board reviewed at the last meeting. Donna added in some information to make it clear that there were three options for funding, a very small increase to keep the library going for another five years, a slight increase to maintain status quo adjusting for increased demand, and a double increase to help pay for a bond to get an expanded space.

The City Council was not receptive to the Library having a fund balance and were also generally against any tax increase. The Board discussed various scenarios, including a citizen's initiative or bringing a tax increase to the City Council. Ron Campbell addressed the issues from the council's perspective and advocated for bringing a tax increase to the council. Donna noted that the Library has a good relationship with the Council, and she believes that the Council will step up and save the Library if necessary. Donna also noted that most of the funding for Libby comes from a federal grant, which could be in danger. The Board discussed issues of timing, including Ron leaving the council at the end of the year.

Erin, the City Administrator, offered to arrange a meeting with Ron and Kevin and the mayor to further discuss the funding issues. The Board discussed next steps.

6. Future Agenda Items

- Library Budget Final Approval
- Library Certification
- Expiring Library Board Seats
- Director Compensation
- Operating Procedures

The Board's next regular meeting will be held on April 24, 2025 at 7:00 p.m.

7. Adjournment

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

Yes	Jessica Anderson
Yes	Amy Brinton
Yes	Ron Campbell
Yes	Lynn Lonsdale
Yes	Kevin Tams

The motion passed.

The meeting adjourned at 8:23 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 March 27, 2025. This document constitutes the official minutes for the Highland City Library Board Meeting.