



AGENDA – Library Board Meeting

Library Board Member Todd Carpenter, Chair
Library Board Member Christy Jepson, Vice-Chair
Library Board Member Heather MacKay, Secretary
Library Board Member Meredith Sager McNett
Library Board Member Ashley Lee

CITY OF SARATOGA SPRINGS - Tuesday, January 9, 2024 at 6:30 pm

City Hall - Conference Room

1307 N Commerce Dr Ste 200, Saratoga Springs, UT 84045

Questions and comments to staff and/or Library Board may be submitted to library@saratogasprings-ut.gov

Call to Order

Roll Call

Public Input

REPORTS

1. Friends of the Library

BUSINESS ITEMS

The Board will discuss (without public comment) and may approve the following items:

1. Library Board Minutes for December 12, 2023

DIRECTOR'S UPDATE

1. Budget
2. Public Open House Pending Date
3. Winter Reading Program
4. Policies
 - a. Library Staff & Volunteer Background Check Policy
 - b. Collection Development Policy
5. Technology Plan Drafted Pending IT Feedback
 - a. Pending Revised Draft of Public Computer & Internet Access Policy
 - b. Form to request access to sites that are blocked
6. Announcements
 - a. Next Meeting: Tuesday, February 13, 2024

ADJOURNMENT

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Board Members may participate in this meeting electronically via video or telephonic conferencing.

The order of the agenda items are subject to change by the Chair. Citizens may address the Library Board during Public Input which has been set aside to express ideas, concerns, and comments on issues not listed on the agenda as a Public Comment item. All comments must be recognized by the Chair and addressed through the microphone. Final action may be taken concerning any topic listed on the agenda.

In compliance with the Americans with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during this meeting should notify the Library Director at 801.766.6513 at least 72 hours prior to the meeting.



MINUTES – Library Board

Tuesday, December 12, 2023

City of Saratoga Springs City Offices

1307 North Commerce Drive, Suite 200, Saratoga Springs, Utah 84045

LIBRARY BOARD MEETING

Call to Order: 6:34 PM by Chairman Todd Carpenter.

Roll Call: A quorum was present.

Present:

Board Members: Todd Carpenter, Ashley Lee; Heather MacKay, Meredith Sager McNett.

Staff: Melissa Grygla, Library Director.

Absent: Christy Jepson.

Public Input: No comments were made.

REPORTS

1. Friends of the Library. The Friends are not meeting in December, but concluded their scavenger hunt and it appears to have been a success.

BUSINESS ITEMS

1. **Approval of Minutes for October 10, 2023.**

Motion made by Heather Mackay to approve the minutes of October 10, 2023. Seconded by Meredith Sager McNett.

Yes: Todd Carpenter, Ashley Lee, Heather MacKay, Meredith Sager McNett.

No: None.

Absent: Christy Jepson.

Motion passed 4-0.

2. **Library Board Vice-Chair.** Discussion was had regarding vice chair position.

Heather MacKay nominated Christy Jepson to be Vice-Chair. Nomination was seconded by Ashley Lee.

Seeing no further nominations, a vote was held to elect Christy Jepson to Vice-Chair.

Yes: Todd Carpenter, Ashley Lee, Heather MacKay, Meredith Sager McNett.

No: None.

Absent: Christy Jepson.

Motion passed 4-0.

DIRECTOR'S UPDATE

1. **Budget**

A budget update was provided and discussion regarding the budget for 2023-2024. Discussion was had regarding digital content purchases going over the sign off authority and that there may need to be changes made to how many copies purchased for holds lists. The budget allocated is rapidly used.

2. **Criminal Background Check.**

Discussion was had regarding the Criminal Background Check requirement that will be implemented by 2024. The Library Director is working with Human Resources and the City Attorney's Office to create a policy for Library staff and volunteers. The staff policy will need to correlate with the Saratoga Springs Personnel Policies and Procedures manual that is approved by the City Council. A draft version of the policy that is still under review was include in the packet.

3. Collection Development Policy.

Discussion was had regarding the draft Collection Development Policy and its implications regarding displays. The Library is working with City Management, the Civic Event's Department and Attorney's Office regarding this policy and the changes it may need.

4. Announcements

- a. Next Meeting: Tuesday, January 9, 2024

It was also announced that the Library has begun working on the Technology Plan and ran into an issue with permissions for lifting a filter on specific websites. The Long Range Plan expires in 2025 and will need updated.

ADJOURNMENT

Motion made by Ashley Lee to adjourn the meeting. Seconded by Heather MacKay.

Yes: Todd Carpenter, Ashley Lee, Heather MacKay, Meredith Sager McNett.

No: None.

Absent: Christy Jepson.

Motion passed 4-0.

Meeting adjourned at 6:56 p.m.

Date of Approval

Library Board Secretary
Ashley Lee

Library Director
Melissa Grygla

City of Saratoga Springs
4610. LIBRARY SERVICES Department
Account Details
for Period June

	2024 Annual Budget	2024 YTD Actuals	2024 YTD Budget	2024 YTD Variance	2024 YTD Variance Icon	2025 Total Next Year Budget
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* Report Contains Filters

10. GENERAL FUND

10-4610-110. SALARIES & WAGES	466,093	203,699	466,093.00	262,394	✓	0
10-4610-130. EMPLOYEE BENEFITS	227,638	72,578	227,638.00	155,060	✓	0
10-4610-210. COMPUTERS &	27,700	6,877	27,700.00	20,823	✓	0
10-4610-260. BUILDINGS MAINTENANCE	3,000	219	3,000.00	2,781	✓	0
10-4610-330. EDUCATION/TRAINING	5,700	125	5,700.00	5,575	✓	0
10-4610-340. OFFICE	36,200	15,942	36,200.00	20,258	✓	0
10-4610-350. PROFESSIONAL/CONTRACT	5,800	761	5,800.00	5,039	✓	0
10-4610-400. BOOK PURCHASES	50,000	29,637	50,000.00	20,363	✓	0
10-4610-410. DIGITAL PURCHASES	87,800	60,081	87,800.00	27,719	✓	0
10-4610-500. LIBRARY PROGRAMS	10,300	1,131	10,300.00	9,169	✓	0
10-4610-550. LIBRARY GRANT	0	0	0.00	0	⚠	0
10-4610-700. CAPITAL OUTLAY	220	0	219.55	220	✓	0
Sub Total 10. GENERAL FUND	920,451	391,049	920,450.55	529,402	✓	0
Report Total :	920,451	391,049	920,450.55	529,402	✓	0

City of Saratoga Springs
3600. OTHER REVENUE Department
Account Details
for Period June

	2024 Annual Budget	2024 YTD Actuals	2024 YTD Budget	2024 YTD Variance	2024 YTD Variance Icon	2025 Total Next Year Budget
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* Report Contains Filters

10. GENERAL FUND

10-3680-276. DONATIONS - LIBRARY	-1,700	-1,034	-1,700.00	-666	✘	0
10-3680-287. MISC SALES - LIBRARY	-1,800	-758	-1,800.00	-1,042	✘	0
10-3680-288. FINES - LIBRARY	-8,000	-6,521	-8,000.00	-1,479	⚠	0
Sub Total 10. GENERAL FUND	-11,500	-8,313	-11,500.00	-3,187	✘	0
Report Total :	-11,500	-8,313	-11,500.00	-3,187	✘	0