



AGENDA – Library Board Meeting

Library Board Member Todd Carpenter, Chair
Library Board Member Lisa Gibby, Vice-Chair
Library Board Member Ashley Lee, Secretary
Library Board Member Christy Jepson
Library Board Member Heather MacKay

CITY OF SARATOGA SPRINGS - Tuesday, October 10, 2023 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
2. Open and Public Meetings Act Training- Frederic J. Donaldson, Assistant City Attorney

BUSINESS ITEMS

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

1. Library Board Minutes for September 12, 2023
2. Library Board Meeting Schedule 2024

DIRECTOR'S UPDATE

1. Budget
2. Criminal Background Check
3. Announcements
 - a. Next Meeting: Tuesday, November 14, 2023

ADJOURNMENT

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, September 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, Lisa Gibby, Christy Jepson, Ashley Lee; Heather MacKay.

Staff: Melissa Grygla, Library Director

Guest: Clarissa Cooper, Friends of the Library President.

Public Input: No comments were made.

REPORTS

1. Annual Update- Melissa Grygla, Library Director. Melissa discuss the presentation given in the previous packet. It include statistics of usage, metrics relating to the benchmarks for service, and highlights of some of the threats and opportunities the Library has.
2. Friends of the Library. Clarissa Cooper gave an update regarding the Friends of the Library meetings. They have begun working with local business to start a scavenger hunt to raise awareness about the Friends of the Library.

BUSINESS ITEMS

1. **Library Holiday Schedule 2024.** Discussion was had regarding the schedule. The Library Board noticed that the day of the week for December 25, 2024 was incorrect and that Tuesday, December 31st needed an early closure.

Motion made by Christy Jepson to approve the Library Holiday Schedule for 2024 with changing the day of the week for December 25, 2024 to Tuesday and adding a 5:00 PM closure for Tuesday, December 31, 2024. Seconded by Lisa Gibby.

Yes: Todd Carpenter, Lisa Gibby, Christy Jepson, Ashley Lee, Heather MacKay.

No: None.

Motion passed 5-0.

2. Approval of Minutes for August 11, 2023.

Motion made by Lisa Gibby to approve the minutes of August 11, 2023. Seconded by Christy Jepson.

Yes: Todd Carpenter, Lisa Gibby, Christy Jepson, Ashley Lee, Heather MacKay.

No: None.

Motion passed 5-0.

DIRECTOR'S UPDATE

1. **Budget**

A budget update was provided and discussion regarding the budget for 2023-2024. Library Board saw the increase for digital collections.

2. **Technology Plan & E-Rate.**

The Library Director discussed a change in State requirements and the fact that she will be bringing a Technology Plan to the Library Board for approval sometime before July 1, 2024.

3. Website URL.

Library Director Melissa Grygla let the Board know about the fact that the City changed their email and website endings to saratogasprings-ut.gov following a legislative change this year.

4. Announcements

- a. Next Meeting: Tuesday, October 10, 2023.
 - i. The Open and Public Meetings Act Training will be held at the meeting in October with Fred Donaldson from the City Attorney’s Office leading this session.

ADJOURNMENT

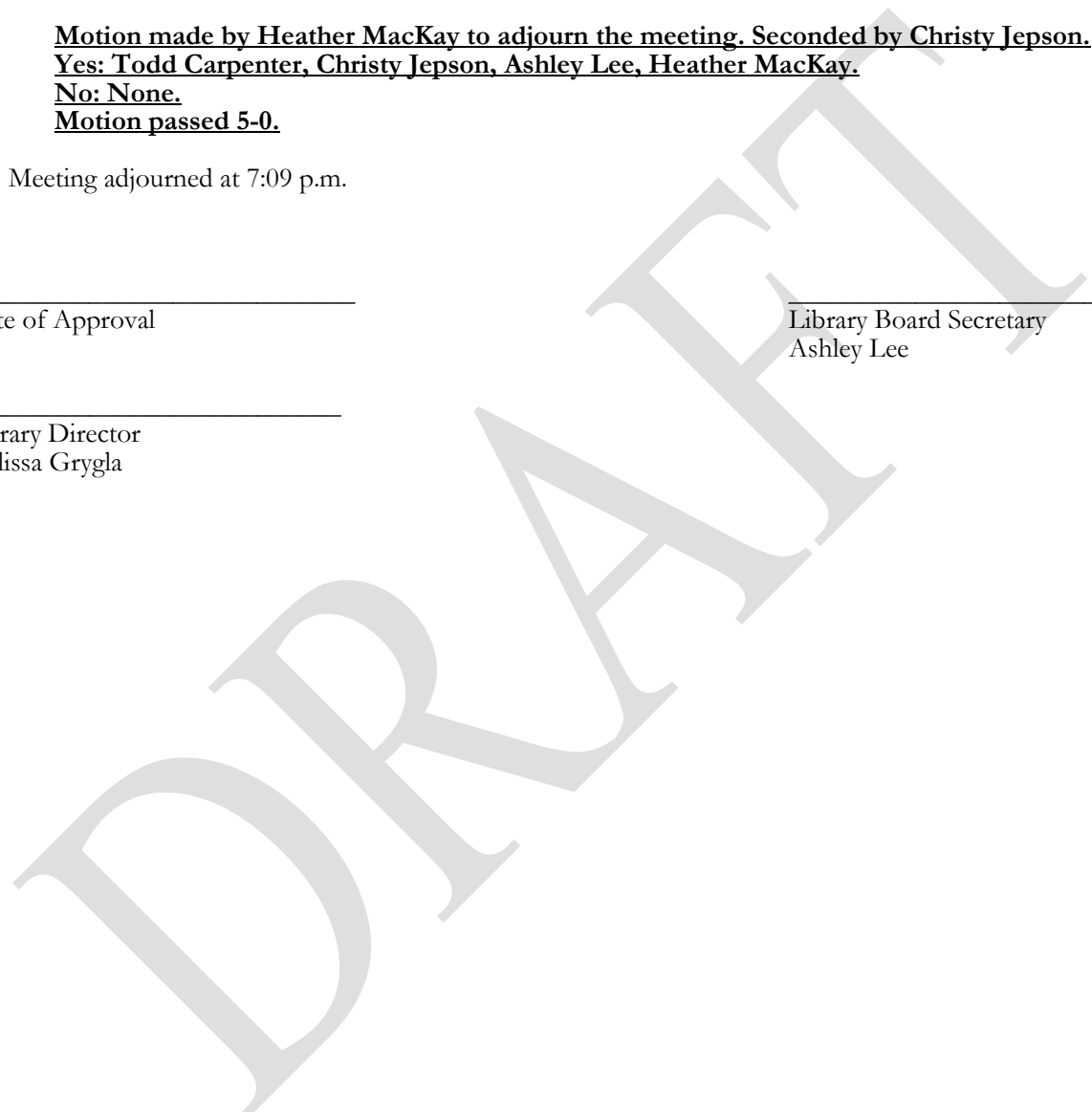
Motion made by Heather MacKay to adjourn the meeting. Seconded by Christy Jepson.
Yes: Todd Carpenter, Christy Jepson, Ashley Lee, Heather MacKay.
No: None.
Motion passed 5-0.

Meeting adjourned at 7:09 p.m.

Date of Approval

Library Board Secretary
Ashley Lee

Library Director
Melissa Grygla



Library Board Staff Report



Author: Melissa Grygla, Library Director
Subject: Library Board Meeting Schedule
Date: October 4, 2023

Summary Recommendations: The Library Board should adopt the Library Board Meeting Schedule for 2024.

Description:

- A. Topic:** Library Board Meeting Schedule
- B. Background:** The Library Board adopts the Library's board meeting schedule on an annual basis.
- C. Funding Source:** There are no anticipated funding impacts of adopting the 2024 Library Board meeting schedule.
- D. Analysis:**

Recommendations for the upcoming 2024 Library Board schedule are below. I have checked with the City Recorder and the election should be on November 5, 2024.

Library Board could consider a meeting schedule for 2024 that includes the following dates:
Tuesday, January 9, 2024

Tuesday, February 13, 2024

Tuesday, March 12, 2024

Tuesday, April 9, 2024

Tuesday, May 14, 2024

Tuesday, June 11, 2024

Tuesday, July 9, 2024

Tuesday, August 13, 2024

Tuesday, September 10, 2024

Tuesday, October 8, 2024

Tuesday, November 12, 2024

Tuesday, December 10, 2024

E. Department Review: Library.

Alternatives:

A. Approve the Request: Staff recommends that the Library Board adopt the recommended 2024 Library Board Meeting Schedule.

B. Deny the Request: The Library Board could deny the request to adopt the 2024 Library Board Meeting Schedule. The Library would then need direction regarding which meetings to cancel or change on the schedule.

Recommendation: Staff recommends that the Library Board adopt the 2024 Library Board Meeting Schedule.



2024 Annual Notice of Regular Meeting Schedule

City of Saratoga Springs Library Board

Held at the City of Saratoga Springs City Hall located at 1307 North Commerce Drive, Suite 200,
Saratoga Springs, Utah at 6:30 PM.

Tuesday, January 9, 2024

Tuesday, February 13, 2024

Tuesday, March 12, 2024

Tuesday, April 9, 2024

Tuesday, May 14, 2024

Tuesday, June 11, 2024

Tuesday, July 9, 2024

Tuesday, August 13, 2024

Tuesday, September 10, 2024

Tuesday, October 8, 2024

Tuesday, November 12, 2024

Tuesday, December 10, 2024

Todd Carpenter, Chair

Ashely Lee, Secretary

**This meeting schedule was approved by the City of Saratoga Springs Library Board on Tuesday, October 10, 2023.