



MINUTES – Library Board

Tuesday, March 14, 2023

City of Saratoga Springs City Offices

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

LIBRARY BOARD MEETING

Call to Order: 6:31 PM by Chairman Todd Carpenter.

Roll Call: A quorum was present.

Present:

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

Staff: Carl Sachs, Library Assistant.

Public Input: No comments were made.

REPORTS

1. **Library Facility Update: Owen Jackson**

Assistant City Manager Owen Jackson discussed the open request for proposal for design and construction of a joint City Hall and Library Facility.

BUSINESS ITEMS

1. **Approval of Minutes for February 14, 2023**

Motion made by Ashley Lee to approve the minutes of February 14, 2023. Seconded by Heather MacKay.

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

Nay: None.

Absent: None.

Motion passed 5-0.

2. **Collection Development Policy**

Library Assistant Carl Sachs presented the amendments to the policy. The board asked questions, shared concerns, and received clarification as needed.

Motion made by Christy Jepson to approve revisions to the Collection Development Policy. Seconded by Heather MacKay.

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

Nay: None.

Absent: None.

Motion passed 5-0.

3. **Customer Behavior and Rules of Conduct**

Library Assistant Carl Sachs reviewed the amendments to the policy. The board asked questions, shared concerns, and received clarification as needed.

Motion made by Heather MacKay on to revisions to the Customer Behavior and Rules of Conduct Policy provided that the word orientation is included in rule g.iii. Seconded by Heather MacKay.

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

Nay: None.

Absent: None.

Motion passed 5-0.

DIRECTOR'S UPDATE

1. Budget

A budget update was provided to the board in the packet. Library Assistant Carl Sachs gave an update on the book drops that had been damaged by weather.

2. Visitors

Library Assistant Carl Sachs advised that visitors have continued to increase and we saw the kind of numbers we typically see in summer in February.

3. Cover-to-Cover

Cover-to-Cover has begun. However In-and-Out only sent us 200 of everything in the initial registration. We have requested additional supplies and received 500 more logs, tracking sheets and certificates. We are recommending people redeem early, because it is likely supplies will run out.

4. Registration Software

The library is transitioning to a new registration software for programs and events occurring after April 1st.

5. Announcements

- a. Next Meeting: Tuesday, April 11, 2023

The Board requested all meeting information be sent via Zoom again to make attendance easier.

ADJOURNMENT

Motion made by Lisa Gibby to adjourn. Seconded by Ashley Lee.

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

Nay: None.

Absent: None.

Motion passed 5-0.

Meeting adjourned at 7:41 p.m.

04/13/2023

Date of Approval


Library Director
Melissa Grygla


Library Board Secretary
Heather MacKay