



MINUTES – Library Board

Tuesday, October 10, 2023

City of Saratoga Springs City Offices

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

LIBRARY BOARD MEETING

Call to Order: 6:32 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 and Frederic J. Donaldson, Assistant City Attorney.

Guest: Clarissa Cooper, Friends of the Library President.

Public Input: No comments were made.

REPORTS

1. Friends of the Library. Clarissa Cooper gave an update regarding the Friends of the Library meetings and their progress with the scavenger hunt. Times will be arranged to over the possible use of a Meta grant and the taxes.
2. Open and Public Meetings Act Training- Frederick J. Donaldson, Assistant City Attorney. The Library Board was trained in the Open and Public Meetings Act. Discussion was held regarding the possible times the Library Board may have a closed session meeting.

BUSINESS ITEMS

1. **Approval of Minutes for September 12, 2023.**

Motion made by Heather Mackay to approve the minutes of September 12, 2023 with the modification of the date in the footer to September 12, 2023. Seconded by Christy Jepson.

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

No: None.

Motion passed 5-0.

2. **Library Board Meeting Schedule 2024.** Discussion was had regarding the schedule. It was noted that fall break did not interfere with the schedule, however it is possible City Council will have an additional meeting on the April meeting date.

Motion made by Christy Jepson to approve the Library Board Meeting Schedule for 2024.

Seconded by Ashley Lee.

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 that 1/4 of the budget year has passed but only 16% of the budget has currently been expended. Discussion was had regarding digital content purchases going over the sign off authority of the Department in each month, so a new ordering process may need established.

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.

3. Announcements

- a. Next Meeting: Tuesday, November 14, 2023.

It was announced that due to moving out of the city, Lisa Gibby will be resigning from the Library Board. Recruitment to fill the remainder of her term has been opened.

ADJOURNMENT

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

Meeting adjourned at 7:08 p.m.

Date of Approval

Library Board Secretary
Ashley Lee

Library Director
Melissa Grygla

