



Planning and Policy Manual

Abstract

This document includes the long range plan, technology plan, bylaws of the Saratoga Springs Public Library Advisory Board, and policies which govern Library operations.

Saratoga Springs Public Library

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I: Authority

Pursuant to the U.C.A. 10-3-717 stating: “the governing body exercising its administrative power by resolution,” and City of Saratoga Springs (hereinafter “City”) Resolution R##-##, the City Council (hereinafter “City Council”), with a quorum present, in a regular and public meeting held on the 4th Day of March, 2025 hereby adopts the following effective 5th day of March, 2025.

Pursuant to the U.C.A. 9-7-404(2)(b) stating: “The board shall establish policies for its [the Library’s] operation,” and City of Saratoga Springs (hereinafter “City”) Resolution R10-23, the Saratoga Springs Library Advisory Board (hereinafter “Library Board”), with a quorum present, in a regular and public meeting held on the 11th of February, 2025 hereby adopts the following effective 5th day of March, 2025.

This document supersedes all Library Policies previously established or approved by the Saratoga Springs Public Library Advisory Board.

In the event that there is a conflict between the contents of this document and any regulation, the Personnel Policies and Procedures Manual for the City of Saratoga Springs (hereinafter “Personnel Manual”), or other City policy, those documents will take precedence. In the event that any future legislation renders null and void or materially alters any provision of this document, the legislation will take precedence.

The Library Board, City Council, and Library Director shall review these policies no less than every three (3) years or as circumstances dictate.

The Long-Range Plan and Technology plan are reviewed by the Library board and progress is evaluated annually. Factors outside the Library’s control may be affecting the progress of initiatives and will be considered and goals and initiatives will be modified. Staff performance goals may also be tied to these efforts, especially if they are assigned to manage and assist with specific technologies in the plan. The Library Director should review the plan each fall to verify that the Library is on-track to meet goals set for the year and to take focused efforts to move forward with Library personnel if progress is not yet adequate.

Specific technology brands, vendors, review sites, and/or periodicals are mentioned only as examples and not as primary vendors of the equipment, product, or technology.

Reviewed by Library Board: February 11, 2025
Ratified by City Council Date: March 4, 2025
Effective Date: March 5, 2025

VI: Bylaws of the Saratoga Springs Public Library Advisory Board

Establishment and Name of the Library Board

The Library Board was established for the purpose of enhancing the community's education, cultural, and personal interests.

Regular Meetings

The regular meetings of the Library Board shall be on the days specified in the Library Board's regular meeting schedule as adopted on an annual basis per state law. Regularly scheduled meeting may be cancelled by the chair at any time due to extenuating circumstances such as lack of quorum, emergencies, or lack of business to conduct.

The meetings shall be open to the public and noticed in advance. At the beginning of each fiscal year, the Library Board shall specify regular meeting dates and times. The Library Director shall work with the City Recorder to ensure that public notice requirements are met,

These meetings are held in accordance to the Utah Open and Public Meetings Act (hereinafter "OPMA"), U.C.A. 52-4-101 *et seq.* and in accordance with U.C.A. 52-4-207; in accordance with the OPMA.

The agenda and/or information packet for the meetings will be distributed by the Library Board Secretary at least 24 hours prior to meetings, or as otherwise allowed by the OPMA. Any Library Board members wishing to have an item placed on the agenda must contact the Library Board Secretary in sufficient time preceding the meeting to have the item placed. Any Library Board member who is unable to attend a meeting will notify the Library Director to indicate that they will be absent. Due to the fact that a quorum is required for each meeting, this notice should be given as far in advance as possible.

Emergency Meetings

Special Library Board meetings shall be held at any time following the emergency meetings guidelines under the OPMA.

Annual Meeting

An annual Library Board meeting shall be held in July for the purpose of hearing the annual reports of the Library Director, and if established and necessary, any committees. The report should include a summary of the previous fiscal year's work to date with a detailed account of the receipts and expenditures, a budget for the following year, and other information according to statute. A copy of this report shall be forwarded to the USL in accordance with the law. A copy should also be on file in the Library or on the Library website.

Quorum

A quorum at any meeting shall consist of a majority of the Library Board members.

Library Board Responsibilities

The Library Board is charged with the responsibility of the oversight of the Library and shall recommend to the City Council policies for guiding the Library's operations.

Library Board members are not to be compensated pursuant to City ordinances, but may be reimbursed for necessary and related expenses pursuant to City policies. To be effective, Library Board members must attend most meetings, read materials presented for review, and actively contribute to Library Board meetings and projects.

Library Board members are not exempt from late fees, fines, or other user fees.

Library Board Membership

The Library Board should consist of 5 members appointed by the Mayor, with the advice and consent of the City Council, from the residents of Saratoga Springs. A Library Board member

shall serve a 3-year term, expiring the 30th day of June at the end of each term, and may be reappointed for up to 2 consecutive terms subject to the discretion of the Mayor, with the advice and consent of the City Council.

A representative of the Friends of the Library may serve as an ex-officio member of the Library Board. The Library Director, or designee, shall attend meetings of the Library Board, but does not serve as a voting member of the Library Board.

A Library Board member may be removed by a majority vote of the quorum at a regular Library Board meeting. Removal can be based on lack of attendance at Library Board meetings, behavior or statements detrimental to the Library Board, or failure to declare conflicts of interest.

Officers and Elections

The officers of the Library Board shall be a Chair, Vice-Chair, and Secretary. These officers shall be elected by a majority vote of Library Board members for a 1 year term at the regular meeting in the month of July. In the event of a resignation of an officer, an election to fill the unexpired term of that officer will be conducted by vote at the next regular Library Board meeting.

Chair The Chair shall preside at all Library Board meetings, appoint all standing and special committees, serve as ex-officio member of all committees, and perform all other such duties as may be assigned by the Library Board.

Vice-Chair The Vice-Chair, in the absence of the Chair, shall assume all duties of the Chair.

Secretary The Secretary shall keep minutes of all Library Board meetings, record attendance, and record a roll call on all votes. The Secretary shall perform all other such clerical duties as may be assigned by the Library Board.

Special Committees

Special Committees may be appointed by the Chair, with the approval of the Library Board at a regular meeting, to present reports or recommendations to the Library Board and shall serve until completion of the work for which they were appointed.

Parliamentary Procedure

The Library Board shall adopt a set of parliamentary procedures.

Amendments

Amendments to these Bylaws and changes to Library policies or any other procedural document may be proposed at any regular meeting of the Library Board and will become effective when adopted by a majority of those members present providing they represent a quorum. All amendments must be consistent with Personnel Manual, the City Code (including § 3.05.03), and Utah State law.