



AGENDA – Library Board Meeting

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

CITY OF SARATOGA SPRINGS - Tuesday, March 12, 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 February 13, 2024

DIRECTOR'S UPDATE

1. Budget
2. Policy Drafts: New Direction
3. In-N-Out Issues with Delivery
4. Recap Staff Training
5. Groundbreaking Scheduled
6. Announcements
 - a. Next Meeting: Tuesday, April 9, 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, February 13, 2024

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 Vice-Chairman Christy Jepson.

Roll Call: A quorum was present.

Present:

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

Staff: Melissa Grygla, Library Director.

Guest: Clarissa Cooper, Friends of the Library

Public Input: No comments were made or submitted via email.

REPORTS

1. Friends of the Library. The Friends are meeting a week late in February due to the open house and holiday. The next activity that the Library Board is working towards is helping secure prizes for the Summer Reading Program. Board members were going to look at the calendar to determine if they can attend during or after the Open House.

BUSINESS ITEMS

1. Approval of Minutes for January 9, 2024

Motion made by Ashley Lee to approve the minutes of January 9, 2024. Seconded by Meredith Sager McNett.

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

No: None.

Motion passed 5-0.

2. Food for Fines Dates. The Library Board reviewed the proposed food for fines dates of March 11th to March 23rd.

Motion made by Ashley Lee to approve the suggested dates of March 11th to March 23rd.

Seconded by Christy Jepson.

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

No: None.

Motion passed 5-0.

DIRECTOR'S UPDATE

1. Budget

A budget update was provided and discussed regarding the budget for 2023-2024. Discussion was had regarding vendor payments which are pending those delivering specific pieces of information and/or content. Payment is not being made until they deliver on their contract. Further discussion was had regarding the use of grant funds that were not yet received to purchase additional video games and DVDs.

2. Policy Drafts:

- a. 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.

b. Collection Development Policy.

Discussion was had that the policy is pending other departmental reviews.

c. Computer Use & Internet Acceptable Use Policy Draft.

Discussion was had that the policy is pending other departmental reviews.

It was also announced that the Library Board inquired if the Open House for the City Hall and Library Facility was one for public input or to see what the plans were. The Director told the Library Board their understanding was that it was to see the plans and that for comparable sizing the Library is planned to be 4 times its current size.

3. Announcements

- a. Next Meeting: Tuesday, March 12, 2024.

ADJOURNMENT

Motion made by Christy Jepson to adjourn the meeting. Seconded by Heather MacKay.

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

No: None.

Motion passed 5-0.

Meeting adjourned at 6:55 p.m.

Date of Approval

Library Board Secretary
Ashley Lee

Library Director
Melissa Grygla

City of Saratoga Springs

Department 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
* Report Contains Filters						

10. GENERAL FUND

3600. OTHER REVENUE	-11,500	-10,822	-11,500.00	-678		0
4610. LIBRARY SERVICES	920,451	487,711	920,450.55	432,739		0
Sub Total 10. GENERAL FUND	908,951	476,889	908,950.55	432,062		0
Report Total :	908,951	476,889	908,950.55	432,062		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
* Report Contains Filters						

10. GENERAL FUND

10-3680-276. DONATIONS - LIBRARY	-1,700	-1,491	-1,700.00	-209		0
10-3680-287. MISC SALES - LIBRARY	-1,800	-1,113	-1,800.00	-687		0
10-3680-288. FINES - LIBRARY	-8,000	-8,218	-8,000.00	218		0
Sub Total 10. GENERAL FUND	-11,500	-10,822	-11,500.00	-678		0
Report Total :	-11,500	-10,822	-11,500.00	-678		0

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
* Report Contains Filters						

10. GENERAL FUND

10-4610-110. SALARIES & WAGES	466,093	250,172	466,093.00	215,921	✓	0
10-4610-130. EMPLOYEE BENEFITS	227,638	91,337	227,638.00	136,301	✓	0
10-4610-210. COMPUTERS &	27,700	8,213	27,700.00	19,487	✓	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	25,290	36,200.00	10,910	✓	0
10-4610-350. PROFESSIONAL/CONTRACT	5,800	826	5,800.00	4,974	✓	0
10-4610-400. BOOK PURCHASES	50,000	41,254	50,000.00	8,746	⚠	0
10-4610-410. DIGITAL PURCHASES	87,800	69,145	87,800.00	18,655	✓	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	487,711	920,450.55	432,739	✓	0

Report Total :	920,451	487,711	920,450.55	432,739	✓	0
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