



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.

03/12/2024

Date of Approval



Library Director
Melissa Grygla



Library Board Secretary
Ashley Lee