



## MINUTES – Library Board

Tuesday, March 12, 2024

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, Ashley Lee; Heather MacKay, Meredith Sager McNett, Christy Jepson.

Staff: Carl Sachs, Librarian.

**Public Input:** No comments were made.

### REPORTS

1. Friends of the Library. The Friends are not meeting in March, it has been cancelled.

### BUSINESS ITEMS

1. **Approval of Minutes for February 13, 2024**

Motion made by Heather Mackay to approve the minutes of February 13, 2024. 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 discussion was held regarding the budget for 2023-2024.

2. **Policy Drafts: New Direction.** A conversation was had regarding an entire policy document which will cover all of our departmental policies. It is a work in progress that will take some time to compile.

3. **In-N-Out Issues with Delivery.** Information for the cover to cover program arrived about 5 days late from In-N-Out. The program is now running, with some changes that were implemented on their reading logs. We are requiring participants have a Saratoga Springs library card.

4. **Recap Staff Training.**

The Library was closed on Saturday March 9th for staff training. Staff retrained in CPR, First Aid, the databases, assisting customers with public computers, policies and more.

5. **Groundbreaking Scheduled.** The groundbreaking for the City Hall and Library facility is scheduled for Monday, March 18<sup>th</sup> at 4:00 PM.

6. **Announcements**

- a. Next Meeting: Tuesday, April 9, 2024.

### ADJOURNMENT

Motion made by Heather MacKay to adjourn the meeting. Seconded by Meredith McNett.

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

No: None.

Motion passed 5-0.

Meeting adjourned at 6:45 p.m.

4/9/2024  
Date of Approval

Melissa Gryla  
Library Director  
Melissa Gryla

Ashley Lee  
Library Board Secretary  
Ashley Lee