



AGENDA – Library Board Meeting

Library Board Member Ashely Lee, Chair
Library Board Member Meredith Sager McNett, Vice-Chair
Library Board Member Todd Carpenter, Secretary
Library Board Member Stacy Taylor
Library Board Member Heather MacKay

CITY OF SARATOGA SPRINGS - Tuesday, October 8, 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 September 10, 2025
2. Open and Public Meetings Act Training

DIRECTOR'S UPDATE

1. Budget
2. Monthly Report Update
3. Recruitment for Library Board member
4. Announcements
 - a. Next Meeting: Tuesday, November 12, 2024
 - b. Meeting Schedule 2025

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, September 10, 2024

City of Saratoga Springs City Offices

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

5

LIBRARY BOARD MEETING

Call to Order: 6:31 PM by Chairman Ashley Lee.

10 **Roll Call:** A quorum was present.

Present:

Board Members: Ashley Lee, Heather MacKay, Todd Carpenter, Meredith Sager McNett, Stacy Taylor.

Staff: Melissa Grygla, Library Director.

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

REPORTS

20 1. Friends of the Library. The Friends requested an update on the facility, and the RAP tax at their October Meeting. Ashley Lee should be able to attend that meeting on October 9th.

BUSINESS ITEMS

25 1. Approval of Minutes for August 13th, 2024, with the corrections that Meredith Sager McNett is the Vice-Chair in the call to order, and that Heather MacKay was not present to vote Yes in the minutes.

Motion made by Ashley Lee to approve the minutes of August 13, 2024. Seconded by Meredith Sager McNett.

30 Yes: Todd Carpenter, Ashley Lee, Stacy Taylor, Meredith Sager McNett, Heather MacKay.

No: None.

Motion passed 5-0.

35 2. Revised Holiday Schedule 2024

A motion was made to approve the revised Library holiday schedule for 2024 by Ashley Lee. Seconded by Stacy Taylor.

Yes: Todd Carpenter, Ashley Lee, Stacy Taylor, Meredith Sager McNett, Heather MacKay.

No: None.

40 Motion passed 5-0.

45 3. Holiday Schedule 2025

A motion was made to approve the 2025 Library Holiday Schedule by Stacy Taylor. Seconded by Ashley Lee.

Yes: Todd Carpenter, Ashley Lee, Stacy Taylor, Meredith Sager McNett, Heather MacKay.

No: None.

Motion passed 5-0.

50 DIRECTOR'S UPDATE

55 1. Budget

A budget update was provided, and discussion was held regarding the budget for 2024-2025.

2. Monthly Report Update

A monthly report was provided, and the Library Board reviewed it with the Library Director. A discussion was had about the anticipated decline in revenues when the Library is relocated due to the use of an AMH, and how very little of the revenue earned is in overdue fines.

60 **3. Annual Report**

The annual report was given based on the presentation included in the last Library Board meeting packet.

65 **4. Recruitment for Library Board Member**

An update regarding the recruitment for the Library Board Member was given. At the time, only 2 applications have been turned in.

70 **5. Announcements**

- a. OPMA Training October 8th.
- b. Next Meeting: Tuesday, September 10, 2024.

75 **ADJOURNMENT**

Motion made by Stacy Taylor to adjourn the meeting. Seconded by Meredith Sager McNett.

Yes: Todd Carpenter, Ashley Lee, Stacy Taylor, Meredith Sager McNett, Heather MacKay.

No: None.

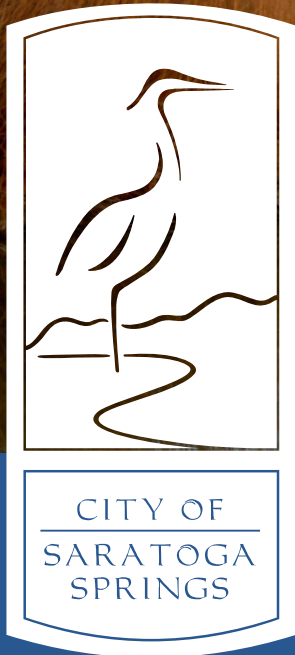
Motion passed 5-0.

Meeting adjourned at 7:30 p.m.

80 _____
Date of Approval

Library Board Secretary
Todd Carpenter

85 _____
Library Director
Melissa Grygla



2024 Library Board Open and Public Meetings Act Training



General Principles

- Political subdivisions are required to make decisions and deliberate openly. Utah Code § 52-4-102
- Meetings of public bodies are open to the public unless properly closed
- Meetings can only be closed for specific reasons
- The law favors openness and exceptions to holding open meetings will be strictly construed. *Kearns-Tribune Corp. v. Salt Lake Cnty. Comm'n*



What is a Meeting? (Old)

A “Meeting” is:

- The convening of a public body
- With a quorum present (i.e. simple majority)
- Includes a workshop or executive session
- For the purpose of discussing, receiving comments from the public on, or acting on any matter over which the public body has jurisdiction or advisory power
- A meeting can be in person, or electronic, or hybrid

§52-4-103(7)(a)



What is a Meeting?

A “Meeting” is a gathering:

- Of a public body or specified body
- With a quorum present (i.e. simple majority)
- That is convened
 - By an individual with authority to convene and following the process provided by law for convening
- For the express purpose of acting as a public body or specified body to
 - Receive public comment about a relevant matter, deliberate about a relevant matter, or take action upon a relevant matter.

§52-4-103(5) (amended 2024)



What is a Meeting?

- What is a relevant matter?

- A relevant matter means a matter within the scope of the authority of the public body or specified body
- A relevant matter does not include, for a public body with both executive and legislative responsibilities, a managerial or operational matter.

- A meeting can be in person, electronic, or hybrid

§52-4-103(11)



What is a Public Body?

Any administrative, advisory, executive or legislative body of the state or its political subdivisions that:

- Was created by the Utah Constitution, statute, rule, ordinance, or resolution;
- Consists of two or more individuals;
- Spends, distributes, or is supported by tax money; and
- Has authority to make decisions about the public's business.

§52-4-103(7)



What is a Public Body?

- The City Council
- The Planning Commission
- Certain Advisory Boards
- The Library Board



Notice Requirements

- At least 24 hours notice is required.
- Notice must include the agenda, date, time, and place.
- The agenda must be reasonably specific to notify the public as to the topics.
- A body may discuss a matter not on the agenda raised by the public but may not take final action on the matter at the meeting.
- Notice must be posted at City Hall and on the Utah Public Notice Website.
- Encouraged to provide notice through other “electronic means.”
- A schedule of regular meetings of a public body must be noticed 1 x per year.

§52-4-202



Emergency Meetings

- Regular notice (at least 24 hours) not required
- Under unforeseen circumstances, the law allows for meetings for “emergency or urgent” matters if:
 - The best notice practicable is given;
 - An attempt has been made to notify all the members of the public body; and
 - A majority of the members of the public body approve the meeting.

§52-4-202(5)



Minutes Requirements

- Written minutes of a meeting must be kept
- Minutes must include all of the following:
 - The date, time, and place of meeting
 - The names of all members present and absent
 - The substance of all matters proposed, discussed, or decided
 - The names and substance of info from individuals speaking
 - Individual votes on each matter
 - Any additional information requested by a member
- The written minutes are the official record
 - Courts don't look at anything else unless ambiguous



Minutes Requirements

- A public body may satisfy the requirements related to minutes by maintaining a publicly available online version of the minutes that provides a link to the meeting recording at the place in the recording where the matter is proposed, discussed, or decided or the testimony or comments provided
- Minutes are classified as “Public” under GRAMA
- Pending minutes must be made available to the public within 30 days
- Approved minutes and public materials distributed at meeting must be posted to Utah Public Notice Website, made available at City Hall, and posted on the City website within three (3) business days after approval

§52-4-203



Recording Requirements

- A recording is an audio, or an audio and video, record of the proceedings of a meeting which can be used to review the proceedings.
- Open Meetings must be recorded.
- The recording must be completed and unedited.
- Meetings can also be recorded by members of the public.
- The recording is a public record under GRAMA.
- Within 3 days of holding a meeting:
 - The recording must be made available to the public for listening at City Hall upon request

§52-4-203



Electronic Meetings

- Meetings can be by phone, computer, or other electronic means.
- Electronic meetings require an anchor location unless certain circumstances apply (e.g., substantial risk to health or safety, COVID-19)
- Members of the public must have a means to attend or participate
- The public body must adopt resolution, rule, or ordinance governing use of electronic meetings
- The City has adopted an electronic meeting ordinance at Saratoga Springs City Code 2.07

§52-4-207(1)



Electronic Messages During Meeting

- Members of a public body may not transmit electronic messages (e.g. text messages, emails, instant messages, etc.) to other members of the public body during a meeting.

§52-4-210



Disruption of Meetings

- A person may be removed from a meeting if the person willfully disrupts the meeting to the extent that orderly conduct is seriously compromised.

§52-4-301



Closed Meetings

- Meetings are open unless closed for certain specific reasons
- No local government meetings are legally required to be closed
- The decision to close a meeting is discretionary
 - Exception: certain State entities
 - Exception: other State statutes (e.g., Employee Appeals Board must take votes privately)

§52-4-205



Closed Meetings

- A quorum of the public body must be present
- Two-thirds of members present must vote to approve (66.7%)
- Must first hold an open public meeting with proper notice before closing a meeting
- The body must be publicly announced and entered into the minutes:
 - The reasons for holding the closed meeting
 - Location of the closed meeting
 - The vote by name of each member for or against the closed meeting
- The Closed part of the meeting must be recorded except in very specific situations

§52-4-204



Closed Meetings

Reasons for closing a meeting:

- To discuss the character, professional competence, or physical or mental health of an individual
- To discuss pending or reasonably imminent litigation
- To discuss security personnel, devices, or systems
- To discuss the purchase, exchange, or lease of real property/water rights/shares IF public discussion would:
 - Disclose the appraisal or estimated value of the property; or
 - Prevent the completion of the transaction on the best possible terms
- §52-4-205



Closed Meetings

Reasons for closing a meeting continued:

- To discuss the sale of real property/water rights/shares IF public discussion would:
 - Disclose the appraisal or value of the property; or
 - Prevent the public body from completing the transaction on the best possible terms; and
 - Public notice that the property would be offered for sale was given previously; and
 - The terms of the sale were publicly disclosed before the public body approves the sale
- To discuss certain issues related to procurements and trade secrets
- §52-4-205



Closed Meetings

During a closed meeting a public body MAY NOT:

- Approve an ordinance, resolution, rule, regulation, contract, or appointment
- Interview a person to fill an elected position
- Discuss character, professional competence, or physical or mental health of an applicant to fill a mid-term vacancy
- Take final action on a matter
 - Final votes must be open and on the record
 - Except for property sales meeting all requirements



Predeterminations

- Individuals constituting a quorum of a public body may not act together outside a meeting in a concerted and deliberate way to predetermine an action to be taken by the public body at a meeting on a relevant matter.
- 52-4-208



Violations

- A knowing or intentional violation of the Open Meetings Act is a Class B Misdemeanor
- A court can void any action taken in violation of the Open Meetings Act
- A violation can be “cured” in a subsequent meeting
- May have to pay court costs and attorneys fees

§52-4-302, §52-4-305



Enforcement

- The Attorney General
- The County Attorney
- A private citizen denied a right under the Open Meetings Act may commence a lawsuit
 - Limited to civil remedies
- A party has 90 days to file a suit to void an action
- A party has 30 days to file a suit to void an action concerning a bond, note, or other debt

§52-4-303, §52-4-302



Additional Resources

- Open and Public Meetings Act (Utah Code 52-4)

https://le.utah.gov/xcode/Title52/Chapter4/C52-4_1800010118000101.pdf

- Saratoga Springs Electronic Meetings Ordinance (City Code 2.07)

<https://www.saratogaspringscity.com/DocumentCenter/View/525/Title-2---Government-Organization>

	2025 YTD Actuals	2025 YTD Budget	2025 YTD Variance	2025 YTD Variance Icon	2025 YTD Percentage Variance
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* Report Contains Filters

10. GENERAL FUND

Revenue					
3600. OTHER REVENUE	-4,782	-13,500.00	-8,718	✗	-64.58%
Sub Total Revenue	-4,782	-13,500.00	-8,718	✗	-64.58%
Expenditure					
4610. LIBRARY SERVICES	205,043	960,995.00	755,952	✓	78.66%
Sub Total Expenditure	205,043	960,995.00	755,952	✓	78.66%
Sub Total 10. GENERAL FUND	200,261	947,495.00	747,234	✓	78.86%
Report Total :	200,261	947,495.00	747,234	✓	78.86%

Selected Filters

Account Type

Include - Expenditure
Include - Revenue

	2025 Annual Budget	2025 YTD Actuals	2025 YTD Budget	2025 YTD Variance	2025 YTD Variance Icon	2025 YTD Budget
* Report Contains Filters						
10. GENERAL FUND						
10-3680-276. DONATIONS - LIBRARY	-1,700	-748	-1,700.00	-952	✗	
10-3680-287. MISC SALES - LIBRARY	-1,800	-583	-1,800.00	-1,217	✗	
10-3680-288. FINES - LIBRARY	-10,000	-3,450	-10,000.00	-6,550	✗	
Sub Total 10. GENERAL FUND	-13,500	-4,782	-13,500.00	-8,718	✗	
Report Total :	-13,500	-4,782	-13,500.00	-8,718	✗	

City of Saratoga Springs
4610. LIBRARY SERVICES Department
Account Details
for Period June

	2025 Annual Budget	2025 YTD Actuals	2025 YTD Budget	2025 YTD Variance	2025 YTD Variance Icon	2026 Total Next Year Budget
* Report Contains Filters						

10. GENERAL FUND

10-4610-110. SALARIES & WAGES	499,837	93,680	499,837.00	406,157	✓	0
10-4610-130. EMPLOYEE BENEFITS	234,438	39,563	234,438.00	194,875	✓	0
10-4610-210. COMPUTERS &	27,700	2,373	27,700.00	25,327	✓	0
10-4610-260. BUILDINGS MAINTENANCE	3,000	0	3,000.00	3,000	✓	0
10-4610-330. EDUCATION/TRAINING	5,700	996	5,700.00	4,704	✓	0
10-4610-340. OFFICE	36,200	4,383	36,200.00	31,817	✓	0
10-4610-350. PROFESSIONAL/CONTRACT	5,800	65	5,800.00	5,735	✓	0
10-4610-400. BOOK PURCHASES	50,000	15,389	50,000.00	34,611	✓	0
10-4610-410. DIGITAL PURCHASES	87,800	47,392	87,800.00	40,408	✓	0
10-4610-500. LIBRARY PROGRAMS	10,300	1,201	10,300.00	9,099	✓	0
10-4610-550. LIBRARY GRANT	0	0	0.00	0	⚠	0
10-4610-700. CAPITAL OUTLAY	220	0	220.00	220	✓	0
Sub Total 10. GENERAL FUND	960,995	205,043	960,995.00	755,952	✓	0

Report Total :	960,995	205,043	960,995.00	755,952	✓	0
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Selected Filters

Account Type
Include - Expenditure
Include - Revenue



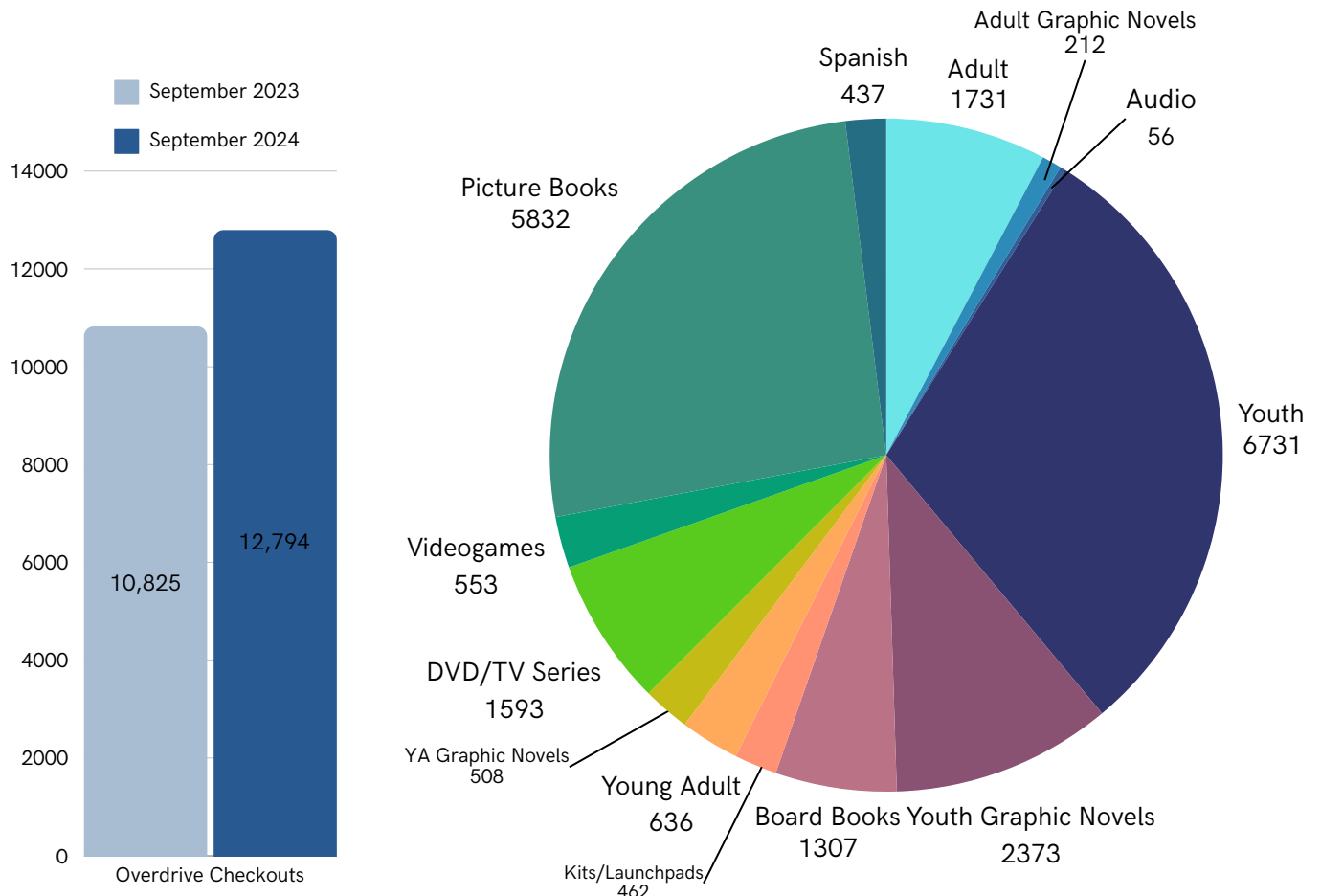
MONTHLY REPORT

SEPTEMBER 2024

CIRCULATION

Circulation by cardholder type

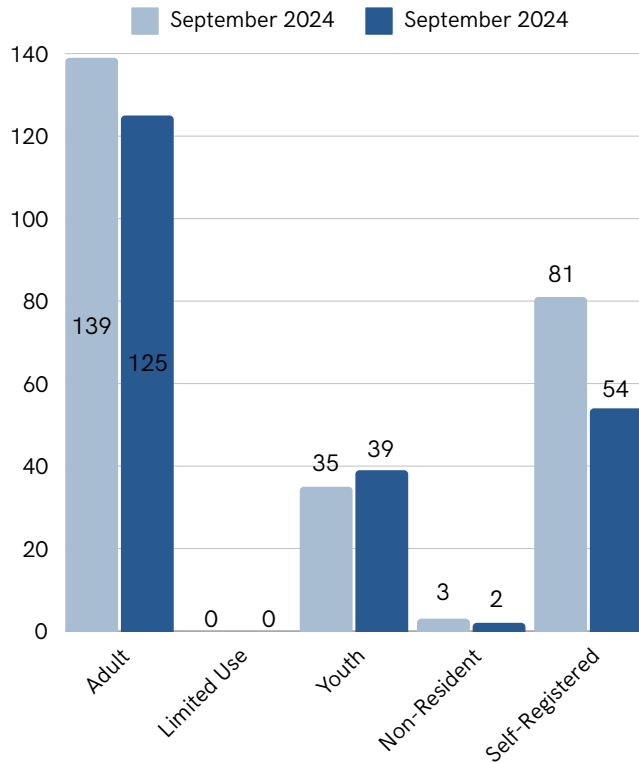
Cardholder Type	September 2023	September 2024
Adult	18,006	20,583
Youth	1,453	2,033
Non-Resident	104	245
Administrative	853	1,248
Total Physical Circulation	31,241	24,109



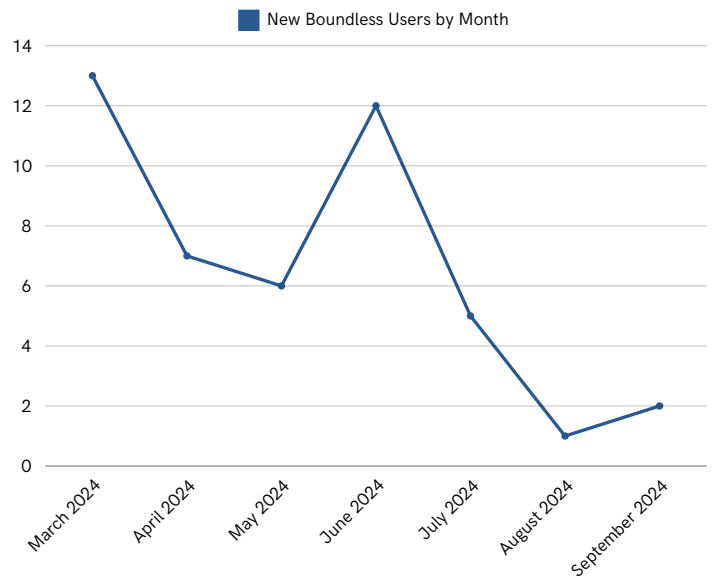
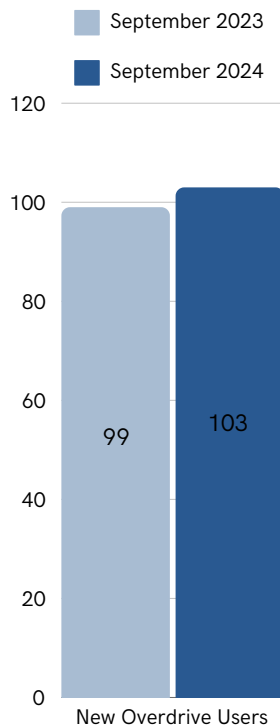
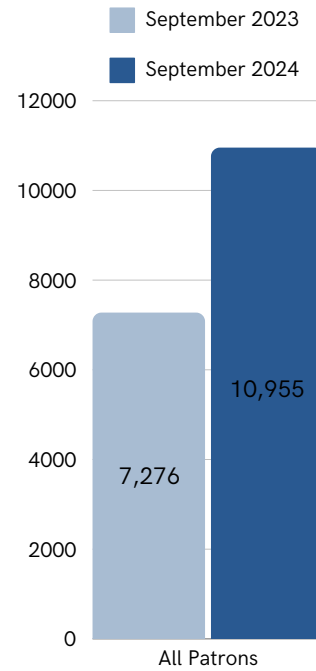
Circulation by home location in September 2024

REGISTRATIONS

New Patrons Registered



Total Patrons Registered

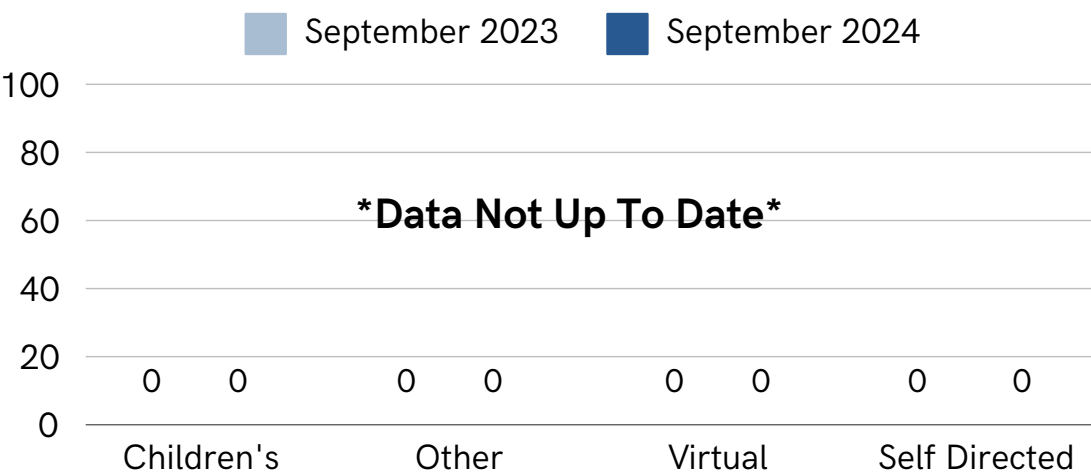


ATTENDANCE/OTHER

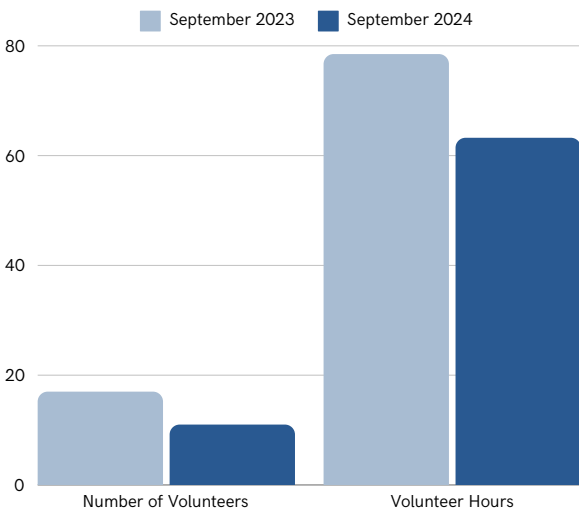
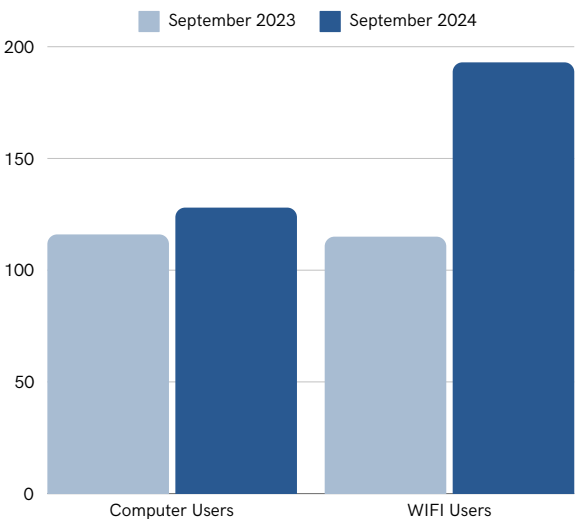
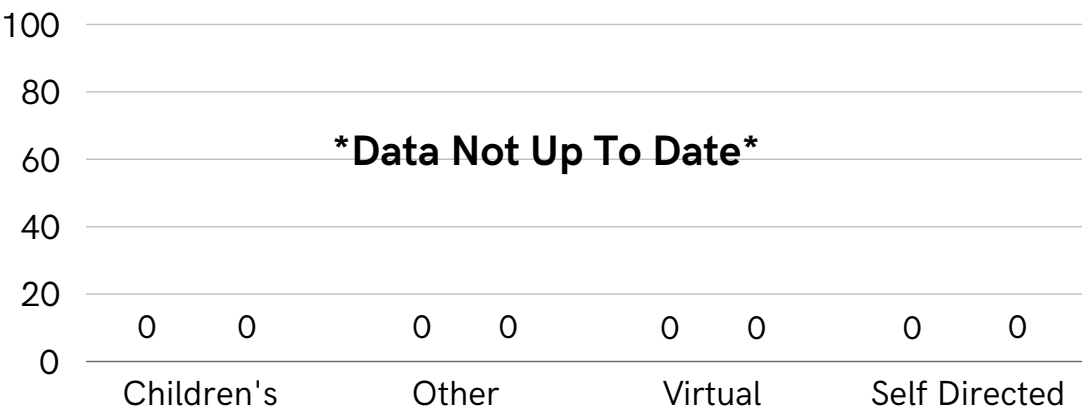
September 2023 Total Visits: 5,616

September 2024 Total Visits: 3,848

Number of Programs

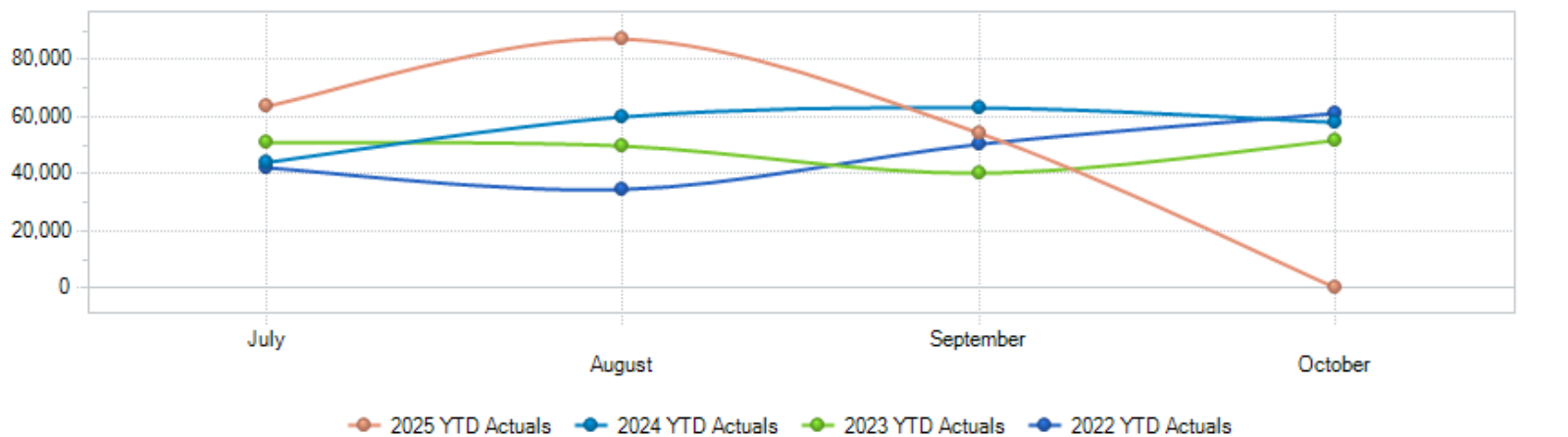


Program Attendance



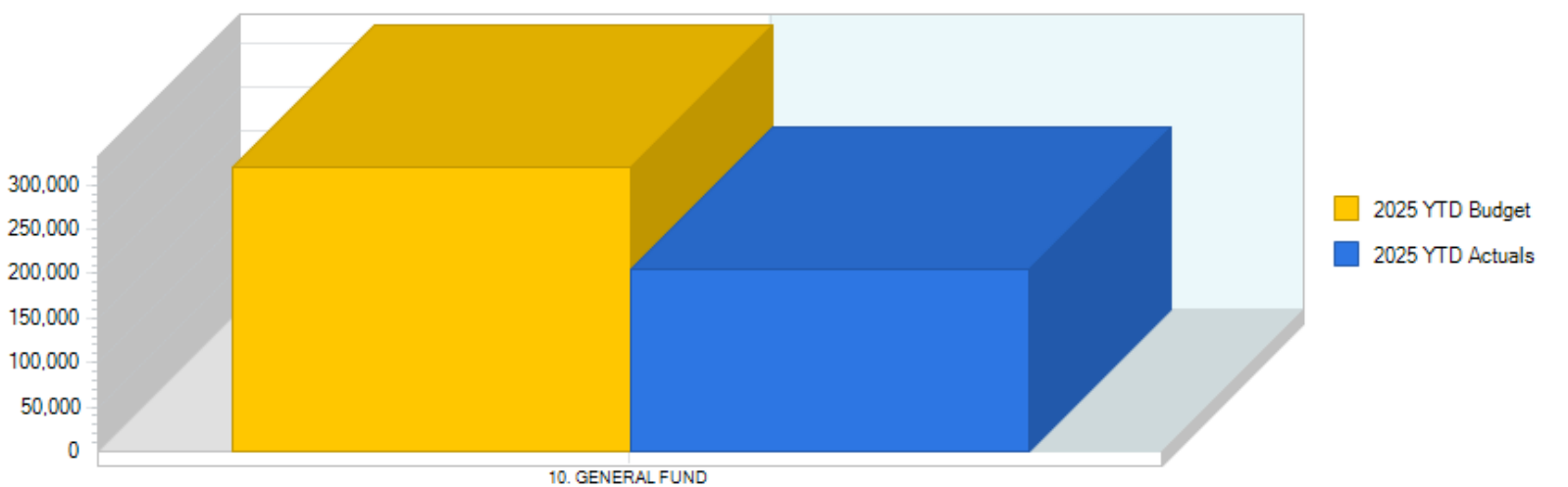
EXPENDITURES

Expenditure Comparison Chart



	July	August	September	October
2025 YTD Actuals	63,682	87,453	53,908	0
2024 YTD Actuals	43,976	60,019	63,004	57,996
2023 YTD Actuals	51,309	49,731	40,138	51,682
2022 YTD Actuals	42,215	34,767	50,257	61,033

YTD Bud VS YTD Act - Exp Only



	10. GENERAL FUND	
2025 YTD Budget	320,332	
2025 YTD Actuals	205,043	