



## MINUTES – Library Board

Tuesday, July 8, 2025

City of Saratoga Springs City Offices

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

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### LIBRARY BOARD MEETING

**Call to Order:** 6:33 PM by Chairman Michael Hinckley.

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

**Present:**

Board Members: Trevyn Sagucio, Todd Carpenter, Stacy Taylor, Michael Hinckley.

Staff: Carl Sachs, Senior Librarian and Clarissa Cooper.

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

### REPORTS

1. **Friends of the Library** –Next meeting is July 9th.

### BUSINESS ITEMS

1. **Approval of Minutes for June 10, 2025.**

Motion made by Stacy Taylor to approve the minutes of June 10, 2025. Seconded by Todd Carpenter.

Yes: Todd Carpenter, Trevyn Sagucio, Stacy Taylor, Michael Hinckley.

No: None.

Absent: Meredith Sager McNett.

Motion passed 4-0.

### DIRECTOR'S UPDATE

1. **Budget**

A budget update was provided and discussion was held regarding the beginning of a new budget year.

2. **Director Report.**

A monthly report was provided and the Library Board reviewed it.

3. **Update given to City Council.**

Due to time limitations of preparing the opening day collection order, the update provided is the one recently given to City Council.

4. **Draft communication plan with public relations.**

- i. Tentative moving dates are contingent upon access to the facility.
- ii. Received City Administration approval of most parts of the moving plan.
- iii. Time of proposed closure to be taken to City Council.

5. **Summer Reading Program.**

- a. Website is updated and registration has opened.
  - i. Registration has surpassed the numbers from last year.
  - ii. Begins June 2<sup>nd</sup> and ends August 11<sup>th</sup> with a Messtival at Neptune Park.

## 6. Announcements

- a. Next Meeting: Tuesday, August 12, 2025.
  - i. This meeting may need to be changed due to the primary election; follow up will be done by staff.

## ADJOURNMENT

Motion made by Todd Carpenter to adjourn the meeting. Seconded by Stacy Taylor.

Yes: Todd Carpenter, Trevyn Sagucio, Stacy Taylor, Michael Hinckley.

No: None.

Absent: Meredith Sager McNett.

Motion passed 4-0.

Meeting adjourned at 7:01 p.m.

08/12/2025

Date of Approval

Melissa Grygla

Library Director  
Melissa Grygla

Stacy Taylor  
Library Board Secretary  
Stacy Taylor