



MINUTES – Library Board

Tuesday, September 9, 2025

City of Saratoga Springs City Offices

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

LIBRARY BOARD MEETING

Call to Order: 6:34 PM by Chairman Meredith Sager.

Roll Call: A quorum was present.

Present:

Board Members: Meredith Sager, Michael Hinckley, Stacy Taylor, Todd Carpenter.

Staff: Melissa Grygla, Library Director.

Public Input: No comments were made.

REPORTS

1. **Friends of the Library** –Not in attendance. Teriyaki Madness has been trying to schedule a fundraiser with them.

BUSINESS ITEMS

1. **Approval of Minutes for August 12, 2025 with a correction of Chair Meredith Sager calling the meeting to order.**

Motion made by Todd Carpenter to approve the minutes of August 12, 2025. Seconded by Michael Hinckley.

Yes: Meredith Sager, Michael Hinckley, Todd Carpenter, Stacy Taylor.

No: None.

Absent: Trevyn Sagucio.

Motion passed 4-0.

DIRECTOR'S UPDATE

1. **Budget**

A budget update was provided and discussion was held regarding the budget projections being incorrect due to the large number of staff who will be starting in December 2025 or later pending the City Hall and Library facility completion. A purchase of over \$58,000.00 was the first months order for digital content just to maintain holds ratios and used 1/3 of the allocated budget in one month.

2. **Director Report.**

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

3. **City Hall and Library Moving.**

- i. Tentative dates are after Thanksgiving weekend.
- ii. Still pending approval on the FAQ's for website.
- iii. Shelving, equipment and opening day collection deliveries are scheduled.
- iv. Beginning the recruitment of positions for the new facility. There will be qualified internal candidates for some positions so we will have to strategically plan the timing of the positions and the start date of new positions.
- v. Policies and procedures manual needs to be updated in November 2025 at City Council. A draft was forwarded to staff to review and then will move onto other departments. Tentatively it will

come to the Library Board in October or December 2025. Discussion regarding removing proctoring as a service, increase in copy and non-resident fees due to rising costs and the market.

4. Announcements

- a. Next Meeting: Tuesday, October 14, 2025

ADJOURNMENT

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

Yes: Meredith Sager, Michael Hinckley, Todd Carpenter, Stacy Taylor.

No: None.

Absent: Trevyn Sagucio.

Motion passed 4-0.

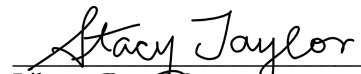
Meeting adjourned at 6:50 p.m.

10/21/2025

Date of Approval



Library Director
Melissa Grygla


Library Board Secretary
Stacy Taylor