



MINUTES – Library Board

Tuesday, October 14, 2025

City of Saratoga Springs City Offices

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

LIBRARY BOARD MEETING

Call to Order: 6:30 PM by Chairman Meredith Sager.

Roll Call: A quorum was present.

Present:

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

Guest: Clarissa Cooper, Friends of the Library.

Staff: Melissa Grygla, Library Director.

Public Input: No comments were made.

REPORTS

1. **Friends of the Library** –Asked questions regarding the book. Arrangements were made for Friends of the Library with background checks on file to volunteer.

BUSINESS ITEMS

1. Approval of Minutes for October 14, 2025.

Motion made by Stacy Taylor to approve the minutes of October 14, 2025. Seconded by Michael Hinckley.

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

No: None.

Motion passed 5-0.

2. Approval of Saratoga Springs Public Library Planning and Policy Manual.

Motion made by Meredith Sager to approve the Saratoga Springs Public Library Planning and Policy Manual. Seconded by Todd Carpenter.

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

No: None.

Motion passed 5-0.

3. Approval of Library Board Meeting Schedule 2026.

Motion made by Stacy Taylor to approve the Library Board meeting schedule for 2026. Seconded by Todd Carpenter.

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

No: None.

Motion passed 5-0.

4. Approval of Library Closure Schedule 2026.

Motion made by Todd Carpenter to approve the Library Closure schedule for 2026. Seconded by Michael Hinckley.

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

No: None.

Motion passed 5-0.

5. Approval of Library Moving Closure for 2025.

Motion made by Meredith Sager to approve the Library moving closure for 2025. Seconded by Stacy Taylor.
Yes: Meredith Sager, Michael Hinckley, Todd Carpenter, Stacy Taylor, Trevyn Sagucio.
No: None.
Motion passed 5-0.

6. Open and Public meetings act training was presented by Rulon Hopkins.
The Library Board attended the annual Open and Public Meetings Act Training

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.

2. Director Report.

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

3. City Hall and Library Moving.

- i. Shelving, equipment and opening day collection deliveries are scheduled.
- ii. Beginning the recruitment of positions for the new facility. Offers have been made for some positions to internal candidates. Posting for those vacant positions will be created soon.
- iii. 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, December 9, 2025

ADJOURNMENT

Motion made by Stacy Taylor to adjourn the meeting. Seconded by Todd Carpenter.
Yes: Meredith Sager, Michael Hinckley, Todd Carpenter, Stacy Taylor, Trevyn Sagucio.
No: None.
Motion passed 5-0.

Meeting adjourned at 7:26 p.m.

01/13/2026

Date of Approval

Library Board Secretary
Stacy Taylor

Melissa Grygla
Library Director
Melissa Grygla