



MINUTES – Library Board

Tuesday, May 12, 2026

City of Saratoga Springs City Offices- Library Action & Adventure Room
319 S. Saratoga Rd. Saratoga Springs, Utah 84045

LIBRARY BOARD MEETING

5 **Call to Order:** 6:30 PM by Meredith Sager.

Roll Call: A quorum was present.

Present:

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

Staff: Melissa Grygla, Library Director.

Public Input: No comments were made.

REPORTS

- 15 1. **Friends of the Library** –Friends of the Library donated \$2,500 directly to the City to purchase additional launchpads. These launchpads will be purchased by the Library directly and will move forward with a budget amendment since the check is offsetting the expense; this way, if there is an issue where it needs to be sent for repair, it can be done easily.

BUSINESS ITEMS

- 20 1. **Approval of Minutes for April 14, 2026.**

25 Motion made by Michael Hinckley to approve the minutes of April 14, 2026. Seconded by Stacy Taylor.

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

No: None.

Motion passed 5-0.

DIRECTOR'S UPDATE

- 30 1. **Budget**

35 An explanation was provided regarding expenditures on equipment, books, and other resources now that the new space has been established, in order to utilize the allocated funding. A budget amendment will be going forward for the launchpad purchases. There will be some savings in salary and wages, however it has not been approved to spend those savings on digital content.

- 40 2. **Director Report.**

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

- 45 3. **2026 Policy Review Conversation.**

- 50 a. Holds extended to 7 days vs. 4 days. As we've settled into the new space the hold shelf has more flexibility than the last location. We discussed editing the holds period to 7 days in the revisions for the policy this fall.
b. Any other board suggestions. Timeline for reviewing the policy document was discussed including allowing the Board members to review the current document and making other suggestions for customer service improvements within the policies.

4. **AMH Unit.**

- 55 a. Signage Update: Tentative signage designs were submitted to the Planning Department in February and are currently pending approval.
- b. System Alerts: Staff are working with the vendor to address issues with the email/text alert system. While previously non-functional during system downtime, the system is currently operational but unreliable.
- 60 c. Equipment Failure & Operational Changes: Ongoing misuse of the equipment is causing significant failures. Users are disregarding the light-based guidance system (red light/green light) and stacking items, which causes the belt to push items back, while the items are being moved back toward them they are inserting more items, which is resulting in mechanical failure.
- 65 d. Action Plan & Constraints: Management has presented potential solutions to City Administration, including re-installing the old outdoor drop, addressing ongoing support tickets, and increasing customer education.
- e. Staffing Impact: It was noted that a "perfect" solution is not immediately available, as alternative solutions—such as returning to an exterior drop—would require roughly 4 hours of daily staff time to empty. This would necessitate increased staffing costs or the redirection of resources from other departments, including programming and cataloging.
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5. Announcements

75 Next Meeting: The next meeting is scheduled for July 14, 2026. Discussion was held regarding the date of the next meeting, and it was discovered that the date listed on the agenda reflecting a June meeting was incorrect, and the June meeting was not on the schedule.

ADJOURNMENT

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

85 Meeting adjourned at 7:02 p.m.

07/14/2026

90 Date of Approval


Library Board Secretary
Stacy Taylor


Library Director
95 Melissa Grygla