

Saratoga Springs Public Library Board Meeting  
Tuesday, 14 January 2014  
7:30pm @ Saratoga Springs City Offices

MINUTES

1. Call to Order @ 7:38pm - Larry Whiting, Chairman
2. Roll - A Quorum was present at the meeting with four (4) voting board members in attendance. They were: Chairman-Larry Whiting, Karalyn Becraft, Annie Woodhouse, Secretary-Marsha Paskett, with Library Director- Melissa Grygla and Jill Gardner (representing the Friends organization). Kevin Sater and Matt Barney were absent with Jeff Grover being excused.
3. Minutes from Library Board meeting held on 26 November 2013 – A MOTION to APPROVE the minutes as printed was made by Karalyn and SECONDED by Annie. In VOTING, the MOTION PASSED with a roll call vote unanimous to the affirmative.
4. Financial Report – Melissa Grygla, Library Director
5. Directors Report - Melissa Grygla - The library has spent 48% of its budget to date. Melissa will be meeting with City Council next week concerning the new hours and how things are going with the library.

Statistics -

- o Monthly Statistics-November
  - 2560 Unique Visitors During Open Hours
  - 97 Computer Users
  - 70 Wi-Fi Users
  - 135 Literacy Program Visits 3 Programs
  - 594 Story Hour Visitors 16 Programs
  - 333 Reference Questions
  - 6,576 Items Circulated
- o Card Holders- Total as of November 2013
  - 74 New card Holders
  - 53 Adults
  - 18 Children
  - 2 Youths
  - 1 Non-Resident
- o Revenues- November 2013
  - \$368.07 Total
  - \$98.00 Cards
  - \$189.07 Fines
  - \$18.05 Books
  - \$10.45 Printing
  - \$0 Totes
  - \$52.50 Donation
- o Monthly Statistics-December
  - 1930 Unique Visitors During Open Hours
  - 81 Computer Users
  - 190 Wi-Fi Users

- 0 Literacy Program Visits      0 Programs
  - 450 Story Hour Visitors      10 Programs
  - 131 Reference Questions
  - 5,445 Items Circulated
- Card Holders- Total as of December 2013
  - 47 New card Holders
  - 29 Adults
  - 13 Children
  - 5 Youths
  - 0 Non-Resident
- Revenues- December 2013
  - \$412.85 Total
  - \$46.00 Cards
  - \$271.65 Fines
  - \$13.25 Books
  - \$14.05 Printing
  - \$0.00 Totes
  - \$67.90 Donation
- City Council Meeting – Library Bylaws will be on their Agenda for Tuesday Feb 4<sup>th</sup> along with a Library Update.
- Long Range Plan meeting for February 10<sup>th</sup> & possible survey to clear with Mark.
- Leslie our Story Hour Coordinator gave her notice.
- Upcoming Programs:
  - Applied for a Grant to Dia de los Libros from the state library in April, \$500.00 for programming & materials
  - Summer Reading Program- Planning already underway.

## 6. Old Business

### a. Library Board By-Laws

Update by Kevin (4<sup>th</sup> para - re: “may” hold electronic meetings) would like to have the library doing things the same as the City Council. Karalyn made a Motion to Approve as printed for the By-Laws with Marsha seconding. In a roll call vote the Motion passed with voting unanimous in the affirmative.

## 7. New Business

### a. 2014 Library Board Meeting Schedule

Marsha made a Motion to Approve holding the Library Board meetings on the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of each month @ 7:30pm during 2014-2015 in the city conference room. In a roll call vote, the Motion was passed unanimous to the affirmative.

### b. Friends of Library update (book sale) – Jill

\$577.95 were the funds the library realized from the December book sale. We lowered the prices for this year’s book sale, grab bags went very well (we sold probably 20 of them). Over half of the library books we have had for the past three years are now gone – those we have held from the beginning and not sold were donated to D.I. For next year, maybe a “teacher preview” could be held before it is opened up to the public for purchase—because teachers cannot come in when they are in school teaching. The community continues to

donate books to the library (10 boxes have been donated since December). We are not going to do the book sale @ Splash this year (it was too much work for such a small amount of money realized). Jill indicated she would like to do two book sales per year if they were held @ Bank of American Fork. Further discussion occurred with expectations for those who join with donations to Friends of Library.

c. Library Board Roles and Responsibilities – Larry & Melissa

Discussion: how do we better interact with the City Council. Library By-Laws are the first step regarding this interaction. With critical issues we need to talk to individual City Council members to answer their questions, address their concerns, give them facts, etc.

8. Announcements - Larry will be out of town on 28 January, so a Motion was made by Karalyn and Annie Seconded moving the next meeting to 2<sup>nd</sup> week in February. In a roll call vote Motion passed unanimous in the affirmative.

a. Next meeting - Tuesday, 11 February 2014 - 7:30pm

9. Adjourned @ 9:29pm.

Handouts:

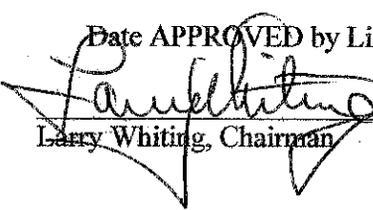
- Revised Library Board By-Laws
- Survey/Draft regarding the Library Long Range Plan for community comments, meeting to be held @ 6:00pm, Monday, 10 February 2014 in the City Council chambers

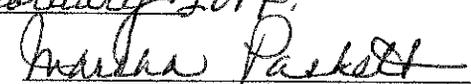
Items for next Library Board Agenda:

- May need to call and emergency board meeting before our next scheduled meeting.
- Marsha will make Agenda for 10 February 2014 Library Long Range Plan meeting

Date APPROVED by Library Board

11 February 2014

  
Larry Whiting, Chairman

  
Marsha Paskett, Secretary

Bylaws of the Saratoga Springs Public Library Board

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Revised November 2013

**Establishment and Name of the Library Board**

The Saratoga Springs Library Advisory Board (hereinafter "Library Board") was established for the purpose of enhancing the community's education, cultural, and personal interests.

**Regular Meetings**

The regular meetings of the Library Board shall be on the days specified in the Library Boards regular meeting schedule as adopted on an annual basis per state law. Regular meeting shall be at the City of Saratoga Springs Building in the Conference Room starting at 7:30 PM. Any regularly scheduled meeting may be cancelled by the chairman at any time due to extenuating circumstances such as lack of quorum, emergencies, or lack of business to conduct.

The meetings shall be open to the public and noticed in advance. At the beginning of each fiscal year, the Library Board shall specify regular meeting dates and times. The Library Director shall work with the City Recorder to ensure that (1) the local newspaper is informed of the scheduled regular meetings of the Library Board for the ensuing fiscal year, (2) the schedule of meetings is posted in the principal offices of the Library Board, and (3) the schedule of the meetings is posted on the Utah Public Notice Website. Notices shall have dates, times, and places of such meetings.

These meetings are held in accordance to the Utah Open and Public Meetings Act ("OPMA"), UCA 52-4-101 *et seq.* The Library Board may hold electronic meetings. The Library Board hereby adopts by reference the same procedures as the City Council found in Chapter 2.07 of the City Code for conducting electronic meetings.

The agenda and/or information packet for the meetings will be distributed by the Library Board Secretary at least 24 hours prior to meetings, or as otherwise allowed by the OPMA. Any Library Board member wishing to have an item placed on the agenda must contact the Library Board Secretary in sufficient time preceding the meeting to have the item placed on the agenda as approved by the Library Board Chair. Any Library Board member who is unable to attend a meeting should notify the Library Director to indicate that he or she will be absent. Due to the fact that a quorum is required for each meeting, this notice should be given as far in advance as possible.

**Special Meetings**

Special Library Board meetings shall be held at any time when called by the Chair or Vice Chair, if representing the Chair, or by any three Library Board members, provided that notice with the agenda of the special meeting is given at least 24 hours in advance, except for emergency meetings as provided for in OPMA § 52-4-202, to Library Board members and provided to, but

not published, to a newspaper of general circulation in the City. No business except that stated in the notice and agenda shall be transacted. Notice and agenda shall be posted 24 hours in advance the City Offices except as otherwise allowed for emergency meetings under the OPMA.

### **Annual Meeting**

An annual Library Board meeting shall be held in July for the purpose of hearing the annual reports of the Librarian and committees. The report should include a summary of the previous fiscal year's work to date with a detailed account of the receipts and expenditures, a budget for the following year, and other information according to statute. A copy of this report shall be forwarded to the Utah State Library in accordance with the law. A copy should also be on file in the library or on the library website.

### **Quorum**

A quorum at any meeting shall consist of a majority of the Library Board members consistent with OPMA § 52-4-202.

### **Library Board Responsibilities**

The Library Board is charged with the responsibility of the governance of the library and shall establish policies, rules and regulations for governing the library's operations. So long as such policies are consistent with these bylaws, City ordinances, and Utah law, City Council approval is not necessary.

Library Board members are not to be compensated pursuant to City ordinances, but may be reimbursed for necessary and related expenses pursuant to City policies. To be effective, Library Board members must attend most meetings, read materials presented for review, and actively contribute to board meetings and projects.

It is the goal of the Library board to have each member attend a minimum of one Library System (or other library related) workshop, seminar, or meeting during each calendar year. The Library Director will make the dates of these workshops known to the Library Board in a timely manner. Library Board members using their own vehicle will be reimbursed at the rate allowed pursuant to City policy for travel to and from any Library System (or other library related) workshop, seminar, or meeting. All training, workshops, seminars, or meetings will be paid for in accordance with City policies through the library budget.

Library Board members are not exempt from late fees, fines, or other user fees.

### **Library Board Membership**

The Library Board should consist of seven members appointed by the Mayor, with the advice and consent of the City Council, from the residents of Saratoga Springs or surrounding cities. A Library Board member shall serve a three-year term, expiring the 30<sup>th</sup> day of June at the end of

each term, and may be reappointed for two (2) consecutive terms subject to the discretion of the Mayor, with the advice and consent of the City Council.

A representative of the Friends of the Library may serve as an ex-officio member of the Library Board. The Library Director shall attend meetings of the Library Board but does not serve as a voting member of the Library Board.

A Library Board member may be removed by a majority vote of the quorum at a regular Library Board meeting. Removal would be based on lack of attendance at Library Board meetings, behavior or statements detrimental to the Library Board, or failure to declare conflicts of interest.

### **Officers and Elections**

The officers of the Library Board shall be a Chair, Vice-Chair, and Secretary. These officers shall be elected by a majority vote of Library Board members for one year term at the regular meeting in the month of May. In the event of a resignation of an officer, an election to fill the unexpired term of that officer will be conducted by vote at the next regular Library Board meeting.

**Chair.** The chair shall preside at all Library Board meetings, appoint all standing and special committees, serve as ex-officio member of all committees, and perform all other such duties as may be assigned by the Library Board. The chair or designee shall be the only spokesperson for the Library Board in all advisory action directed to the staff.

**Vice-Chair.** The Vice-Chair, in the absence of the Chair, shall assume all duties of the Chair.

**Secretary.** The secretary shall keep minutes of all board meetings, record attendance, record a roll call on all votes (except when a ballot vote is taken). The secretary shall perform all other such clerical duties as may be assigned by the Board.

### **Special Committees**

Special committees may be appointed by the Chair, with the approval of the Library Board at a regular meeting, to present reports or recommendations to the Library Board and shall serve until completion of the work for which they were appointed.

### **Parliamentary Procedure**

The Library Board shall adopt a set of parliamentary procedures. So long as those procedures are consistent with state law and City ordinances, City Council approval is not necessary.

### **Amendments**

Amendments to these Bylaws and changes to library policies or any other procedural document may be proposed at any regular meeting of the Library Board and will become effective when adopted by a majority of those members present providing they represent a quorum. If such

amendments are consistent with City policies and procedures, the City Code (including § 3.06.03), and Utah State law, City Council approval is not necessary.

## Saratoga Springs Public Library

Please take a moment to answer this anonymous survey about the library. All questions are optional.

### Section 1: Please check one answer for each of the following:

1. Do you have a library card?

Yes                      No

2. On average, how often do you visit the library?

Daily                      Weekly                      Monthly                      Less than  
once a month                      Never

3. How would you rate each of the following library services?

	Excellent	Good	Fair	Poor	Don't know/Not applicable
Customer service	<input type="checkbox"/>				
Collection (books, DVDs, music, newspapers, etc.)	<input type="checkbox"/>				
Programs (classes, storytimes, etc.)	<input type="checkbox"/>				
Online services (website, catalog, research databases, etc.)	<input type="checkbox"/>				
ILL (Inter-library loan)	<input type="checkbox"/>				
Library policies	<input type="checkbox"/>				
Computers and printers	<input type="checkbox"/>				
Internet access	<input type="checkbox"/>				
Facility	<input type="checkbox"/>				
Hours of operation	<input type="checkbox"/>				
Overall, how would you rate the library?	<input type="checkbox"/>				

**Saratoga Springs Public Library**

4. How important is each of the following library services to you?

	Very Important	Important	Somewhat Important	Not Important	Don't know/Not Applicable
Borrowing materials (books, DVDs, music, etc.)	<input type="checkbox"/>				
Reference (research assistance from librarians)	<input type="checkbox"/>				
Programs (classes, storytimes, etc.)	<input type="checkbox"/>				
Computers and printers	<input type="checkbox"/>				
Help using computers, printers, etc.	<input type="checkbox"/>				
Study rooms/reading areas	<input type="checkbox"/>				
Community meeting rooms	<input type="checkbox"/>				
Internet access	<input type="checkbox"/>				
ILL (Inter-library loan)	<input type="checkbox"/>				
Online services (website, catalog, research databases, etc.)	<input type="checkbox"/>				
Photocopier	<input type="checkbox"/>				
Overall, how important is the library to you and your family?	<input type="checkbox"/>				

**Saratoga Springs Public Library**

**Section 2: We value your opinions. Please answer the following questions:**

5. What do you value most about the library?

6. What recommendations would you make to improve the library?

7. In what ways do you feel the library benefits you or the community?

Thank you for your time! If you have questions about this survey or about the library, please contact us at [mgrygla@saratogaspringscity.com](mailto:mgrygla@saratogaspringscity.com).