

Saratoga Springs Public Library Board Meeting  
Tuesday, 26 November 2013  
7:30pm @ Saratoga Springs City Offices

MINUTES

1. Called to Order @ 7:39pm- Larry Whiting, Chairman
2. Roll Call - A Quorum was present at the meeting with four (4) voting board members in attendance - They were: Chairman-Larry Whiting, Karalyn Becraft, Kevin Sater, Secretary-Marsha Paskett, Library Director-Melissa Grygla, Jeff Grover, and Jill Gardner (who represents the Friends organization). Annie Woodhouse and Matt Barney were excused.
3. Minutes from meeting held on 22 October 2013 – A MOTION to APPROVE the minutes as printed was made by Karalyn and SECONDED by Kevin. In VOTING: the MOTION PASSED with a unanimous vote to the affirmative.
4. Financial Report – Melissa Grygla, Library Director  
As of September, 2013 the Library had used 27% of its budget. Haven't received any updates from the City since then.
5. Directors Report  
Statistics
  - a. Monthly Statistics-October
    - i. 1804 Unique Visitors During Open Hours
    - ii. 117 Computer Users
    - iii. 29 Wi-Fi Users
    - iv. 585 Literacy Program Visits                      8 Programs
    - v. 656 Story Hour Visitors                              16 Programs
    - vi. 144 Reference Questions
  - b. Card Holders- Total as of October 2013
    - i. 111 New card Holders
    - ii. 76 Adults
    - iii. 19 Children
    - iv. 13 Youths
    - v. 3 Non-Resident
  - c. Revenues- October 2013
    - i. \$740.33 Total
    - ii. \$118.00 Cards
    - iii. \$409.68 Fines
    - iv. \$19.75 Books
    - v. \$20.80 Printing/copies
    - vi. \$16.00 Totes
    - vii. \$156.10 Donations (need \$1000 donations throughout the year)
  - d. City Council Meeting December 3<sup>rd</sup> for increasing hours in the library – fines and fees – all policies and procedures are with Kevin (the attorney).
  - e. Seeking Volunteers- Still seeking a story teller (musical) weekly hour & volunteers for additional shelving shifts.
  - f. Library Fines & Fees- Still under consideration by Mark, he is reviewing them to send them to the City Council for Approval.
  - g. Polices- All of our policies need to be reviewed and sent to the City Council for approval.

Upcoming Programs:

- h. Family Ornament Night December 17<sup>th</sup> 3-7 PM
- i. Special Story Hour, December 23<sup>rd</sup>
- j. BYOD- "Bring Your Own Device" Teen Advisory Board - January 4<sup>th</sup> 10 AM – 2 PM
- k. "Give the Gift of Reading this Holiday Season" – Tree/Branch from Art's Council (hoping for high quality books to be donated as this gift)
- l. Increasing of Library Hours presentation for the City Council was presented by Melissa to the Library Board.

6. Old Business

- a. Chemistry Night discussion – It was fantastic and well attended! Next time Melissa will send flyers out in the schools to let all of the students know of our events through their schools. She now has an "in" with someone in Alpine School District to get the flyers approved to do so. Suggestion: do not set it up for the Saturday before Halloween next time. There were 228 that attended the chemistry presentation - the Library spent \$217 for the chemistry program and gave \$50 certificates to each of the two presenters as a "thank you."

7. New Business

- a. Book Sale sign-ups and information-Jill (please sign up on the sheet for needs...there are a lot of empty spots. \$15 for Library tote full of books, some as mystery grab bags, etc. She will make up 10 of the grab bags and add more as needed... if they sell. Jill has the sandwich boards ready to go (we are now able to print them @ the Library).
- b. City paid staff Christmas Party discussion so that Melissa could attend it – 10 December @ Talon's Cove from 6-8:30pm – is there another day after the 10<sup>th</sup> that the board members could meet between Dec 9<sup>th</sup> and 12<sup>th</sup>? Consensus of the group: the 11<sup>th</sup> looks like the best night to hold a special meeting @ 7:30. Please keep this night open on your calendars. You will be notified after the 3<sup>rd</sup> as to whether we will be holding it or not.
- c. Special Story Hour, Monday 10am to 2pm - 23 December 2013 (volunteer help needed – ½ hour to read stories, crafts, Santa & Mrs. Santa who will read stories also – please come and help out if you can. Marsha has a Santa suit she will let the Library use it for this. Maybe Larry will be the Santa. Someone needs to make a Saratoga Springs "Bird" costume with a Book in hand for the Library that we will be able to use in all the parades and at all of the Library programs.
- d. Chairman's Report – Larry Whiting (nothing to report)

8. Announcements

- a. Next meeting tentatively set for Wednesday, 11 December 2013 @ 7:30pm
- b. First meeting of the new year: Tuesday, 14 January 2014 - 7:30pm

9. Adjourned @ 9:51pm

Upcoming items for the next Agendas: By-Laws approval – next meeting

- Jan, 2014 – need to work out what programs and what months we want to present them in 2014
- Feb, 2014 Melissa would like to have the Strategic Plan opened up to the community for comments and suggestions
- Feb-Mar, 2014 Library Board start getting a game plan for the upcoming budget in May, 2014

HANDOUTS:

- By-Laws, Revised October 2013
- City Council Staff Report on Subject: Library Open Hours

14 ~~Jan~~ Jan 2014  
Larry Whiting

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Approved!

Marsha M Paskett, Sec.

## Bylaws of the Saratoga Springs Public Library

Revised October 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.* At this time the Library Board chooses not to hold electronic meetings in accordance with UCA 52-4-207; however, if in the future the Library Board decides to hold electronic meetings, it will do so in accordance with the OPMA.

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. Any Library Board member who is unable to attend a meeting will 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 in the City Building 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.

### **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.

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 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 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 or disciplinary 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.

### **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. All amendments must be consistent with City policies and procedures, the City Code (including § 3.06.03), and state law.