



SARATOGA
SPRINGS
LIBRARY

AGENDA – Library Board Meeting

Library Board Member Brock Jackson, Chair
Library Board Member Pam King, Vice-Chair
Library Board Member Christy Jepson, Secretary
Library Board Member Katie Leavitt
Library Board Member Kevin McMillan
Library Board Member Brandi Meiners
Library Board Member Joy Bratton

CITY OF SARATOGA SPRINGS

Tuesday, January 9, 2018 @ 6:30 pm

City of Saratoga Springs Conference Room
1307 North Commerce Drive, Suite 200, Saratoga Springs, Utah 84045

1. Call to Order.
2. Roll Call.
3. Minutes from meeting held on December 12, 2017.
4. New Business.
5. Old Business.
 - a. Flooring.
6. Directors Report – Melissa Grygla.
7. Announcements.
 - a. Next meeting - Tuesday, February 13, 2018 @ 6:30pm.
8. Adjourned

In compliance with the Americans with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during this meeting should notify the Library Director at 801.766.6513 at least one day prior to the meeting.

**Library Board
Staff Report**



**SARATOGA
SPRINGS
LIBRARY**

Author: Melissa Grygla, Library Director
Subject: Library 2018 Repair Schedule
Date: January 5, 2018

Summary Recommendations: The Library Board should approve the 2018 Library Holiday Schedule.

Description:

- A. Topic:** 2018 Library Repair Schedule
- B. Background:** Annually the Library Board approves the suggested as we've been discussing at board meetings for some time we've put out an RFP for our facilities repair. There have been a couple of accidents due to the settling of flooring in the library and it is becoming increasingly concerning
- C. Funding Source:** The budget necessary for the proposed repair plan was approved in the budget for this fiscal year 2017-2018.
- D. Analysis:** The Library is requesting approval of the proposed 2018 repair schedule. The work for this project has been coordinated with an outside vendor, the streets department and library staff and/or volunteers who will assist with this project.

We are making a request to close from Saturday, February 24th to Saturday, March 24th. Merit Badge Classes and Parenting Classes have been moved to the Fire Station when possible.

In coordinating this project and closure, we are working with surrounding libraries to attempt to negotiate a service plan to supplement services during our closure. We have also already reached out to the State Library to attempt to negotiate a contract for bookmobile services during this time period.

- E. Department Review:** Library

Alternatives:

- A. Approve the Request:** Staff recommends that the Library Board approve the attached 2018 closure for Library repairs.
- B. Deny the Request:** The Library Board could deny the request to approve the closure schedule and determine the purpose for closure is not adequate.

Recommendation: Staff recommends that the Library Board approve the revised 2018 closure for Library repairs.



CITY OF SARATOGA SPRINGS LIBRARY BOARD

Closure for Library Repairs

The 2018 Closure for Library repairs schedule was approved by the City of Saratoga Springs Library Board on Tuesday, January 9, 2018.

Saturday, February 24th 2018 to Saturday, March 24th 2018.

Brock Jackson, Chairman

Christy Jepson, Secretary

CITY OF SARATOGA SPRINGS
Tuesday, December 12, 2017 @ 6:30 pm
City of Saratoga Springs Conference Room
1307 North Commerce Drive, Suite 200, Saratoga Springs, Utah 84045

1. Call to Order. –Vice-Chair- 6:32 PM.
2. Roll Call. A Quorum was present at the meeting with (7) seven voting board members in attendance. They were: Brock Jackson, Katie Leavitt, Kevin McMillan, Pam King, Brandi Meiners, Christy Jepson and Joy Bratton; with guest Library Director Melissa Grygla.
3. Minutes from meeting held on November 14, 2017. A MOTION to APPROVE the minutes was made by Brock Jackson and SECONDED by Brandi Meiners. In ROLL CALL VOTING, the MOTION PASSED with ALL voting unanimous in the affirmative.
4. New Business. Discussion regarding the number of visitors into the library being down due to the holiday season.
5. Old Business.
 - a. Library Board Chair, Vice-Chair, and Secretary Positions.
 - i. A MOTION to APPOINT Brock Jackson as the Library Board Chair was made by Kevin McMillian and SECONDED by Katie Leavitt. In ROLL CALL VOTING, the MOTION PASSED with ALL voting unanimous in the affirmative.
 - ii. A MOTION to APPOINT Brandi Meiners as the Library Board Vice-Chair was made by Kevin McMillian and SECONDED by Pam King. In ROLL CALL VOTING, the MOTION PASSED with ALL voting unanimous in the affirmative.
 - iii. A MOTION to APPOINT Christy Jepson as the Library Board Secretary was made by Katie Leavitt and SECONDED by Brock Jackson. In ROLL CALL VOTING, the MOTION PASSED with ALL voting unanimous in the affirmative.
 - b. Draft Service & Circulation Policy. Decision regarding the changes to the layout and the Library Boards approval to take the fines and fees portion of the document to City Council for the necessary resolution.
 - c. Flooring RFP. Bids for this project came in high. We are getting quotes for each part of the project separately to take to the City Council on January 2nd to determine the best course of action.
6. Directors Report – Melissa Grygla. Due the fact that we've been working to get pricing for the flooring project and pulling together annual data, there are no statistics to report at this time. Based on current door counts our numbers are down this month. The library is still currently recruiting for a temporary position and has interviews scheduled this Saturday.
7. Announcements.
 - a. Next meeting - Tuesday, January 9, 2018 @ 6:30pm.

8. Adjourned. A MOTION to adjourn was made by Katie Leavitt and SECONDED by Brock Jackson. In roll call voting, the motion passed unanimous in the affirmative at 6:51 pm.

Kevin McMillan, Chair

Melissa Grygla, Library Director