



SARATOGA  
SPRINGS  
LIBRARY

## **AGENDA – Library Board Meeting**

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

### **CITY OF SARATOGA SPRINGS**

**Tuesday, July 10, 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 June 12, 2018
4. New Business
  - a. Scheduling Annual Library Board Training
  - b. Annual Update
  - c. Night Out Against Crime
5. Old Business.
  - a. Expiring Board Member Terms
6. Directors Report – Melissa Grygla.
7. Announcements.
  - a. Next meeting - Tuesday, August 14, 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.



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## MINUTES – Library Board Meeting

Library Board Member Brock Jackson, Chair  
Library Board Member Brandi Meiners, Vice-Chair  
Library Board Member Christy Jepson, Secretary  
Library Board Member Katie Leavitt  
Library Board Member Kevin McMillan  
Library Board Member Pam King  
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### CITY OF SARATOGA SPRINGS

**Tuesday, June 12, 2018 @ 6:30 pm**

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

1. Call to Order. Brock Jackson, Chair at 6:32 pm.
2. Roll Call. A Quorum was present at the meeting with (4) four voting board members in attendance. They were: Brock Jackson, Brandi Meiners, Christy Jepson, Katie Leavitt with guest Library Director Melissa Grygla.
3. Minutes from meeting held on May 8, 2018. A MOTION to APPROVE the minutes was made by Katie Leavitt and SECONDED by Brandi Meiners. In ROLL CALL VOTING, the MOTION PASSED with ALL voting unanimous in the affirmative.
4. New Business.
  - a. A motion to REVOKE the Theft and Mutilation of Library Materials and Video Game Collection Development and Circulation Policies was made by Katie Leavitt and SECONDED by Brandi Meiners. In ROLL CALL VOTING, the MOTION PASSED with ALL voting unanimous in the affirmative.
  - b. Melissa said she and her staff have reviewed the Patron Behavior and Rules of Conduct Policy and suggested no revision. A MOTION to READOPT the Patron Behavior and Rules of Conduct Policy was made by Katie Leavitt and SECONDED by Christy Jepson. In ROLL CALL VOTING, the MOTION PASSED with ALL voting unanimous in the affirmative. She and her staff review the policies every three years.
5. Old Business.
  - a. Expiring Board Member Terms. Kevin McMillan's board member term is ending and if there is no interest from the public, Kevin said he would like to be reappointed.
  - b. Software RFP. Melissa said she is checking into the possibility of entering a year to year contract with our current vendor. This will give the library time to see what the state or North Utah County Co-Op decides to do regarding funding and sharing of software fees.
6. Director's Report. Melissa mentioned that the summer reading program has started and on the first days, 500 logs were passed out. According to Melissa the budget is still on track. She also mentioned that this

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month there were 1,000 more visitors than last year to the library. The city continues to see growth and so does the library.

- a. SRP started
- b. Statistics:
  - i. 2018- 3,204 visitors in the library
  - ii. 2017- 2,331 visitors in the library
- c. Revenues

| <u>DATE</u> | <u>FINES</u> | <u>MISC Sales</u> | <u>DONATIONS</u> | <u>ILL</u> | <u>TOTAL</u> | <u>CREDIT</u> | <u>CASH</u> | <u>TOTAL</u> |
|-------------|--------------|-------------------|------------------|------------|--------------|---------------|-------------|--------------|
| May         | \$849.39     | \$159.00          | \$236.25         | \$6.00     | \$1,250.64   | \$777.15      | \$473.49    | \$1,250.64   |

- 7. Announcement next meeting
  - c. Next meeting - Tuesday, July 10, 2018 @ 6:30pm.
- 8. Adjourned. A MOTION to adjourn was made by Brandi Meiners and SECONDED by Katie Leavitt. In ROLL CALL VOTING, the MOTION PASSED with ALL voting unanimous in the affirmative at 7:01 pm.

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Brock Jackson, Chair

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Christy Jepson, Secretary