



**SARATOGA  
SPRINGS**  
LIBRARY

## MINUTES – 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, February 13, 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 (6) six voting board members in attendance. They were: Brock Jackson, Christy Jepson, Brandi Meiners, Katie Leavitt, Joy Bratton and Kevin McMillan; with guest Library Director Melissa Grygla and guest City Council Member Ryan Poduska.
3. Minutes from meeting held on January 9, 2017. A MOTION to APPROVE the minutes was made by Katie Leavitt and SECONDED by Kevin McMillan. In ROLL CALL VOTING, the MOTION PASSED with ALL voting unanimous in the affirmative.
4. New Business.
  - a. Service and Circulation Policy-- A MOTION to APPROVE the Service and Circulation Policy was made by Brandi Meiners and SECONDED by Joy Bratton. In ROLL CALL VOTING, the MOTION PASSED with ALL voting unanimous in the affirmative.
  - b. Food for Fines--Melissa mentioned that food for fines is built into the service and circulation policy and that the City Council has approved it. This program will run April 9th -23rd. The major change from previous years is that instead of supporting and helping the Utah Food Bank, the food will be donated to Tabitha's Way. A MOTION to APPROVE the Food for Fines Program was made by Katie Leavitt and SECONDED by Joy Bratton. In ROLL CALL VOTING, the MOTION PASSED with ALL voting unanimous in the affirmative.
5. Old Business.
  - a. Flooring --Melissa updated the board on the flooring schedule. She said she has confirmed with contractors and as of today, the work should begin on time and should be finished within the closure dates.
  - b. Director's Report -Melissa gave a current director's report which included the following:
    1. Phone recording and out-of-office emails are in the works.
    2. She has sent notifications out through the city newsletter and to all the schools notifying residences (and other patrons) of the library closure and other information regarding the closure.
    3. All due dates in the computer system have already gone into effect.
    4. The library is once again fully staffed.

	January 2017	January 2018	Growth
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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.

Visitors	5,911	7,670	1,759
Computer Users	215	223	8
Wi-Fi Users	105	102	-3
Proctored Exams	3	3	0
Program Attendees	413	801	388
Programs	27	41	14
Reference Questions	745	1,264	519
Items Circulated	13,467	13,930	463
New Cardholders	102	141	39

6. Announcements.
  - a. Next meeting- Tuesday, March 13, 2018 @ 6:30pm.
7. Adjourned. A MOTION to adjourn was made by Brock Jackson and SECONDED by Joy Bratton. In ROLL CALL VOTING, the MOTION PASSED with ALL voting unanimous in the affirmative at 6:57 pm.

  
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 Brock Jackson, Chair

  
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 Christy Jepson, Secretary