



AGENDA – Library Board Meeting

Library Board Member Christy Jepson, Chair
Library Board Member Todd Carpenter, Vice-Chair
Library Board Member Joy Bratton, Secretary
Library Board Member Lisa Gibby
Library Board Member Ashley Lee

CITY OF SARATOGA SPRINGS - Tuesday, March 8, 2022 at 6:30 pm
City Hall - Conference Room
1307 N Commerce Dr Ste 200
Saratoga Springs, UT 84045

Questions and comments to staff and/or Library Board may be submitted to library@saratogaspringscity.com

1. Call to Order
2. Roll Call
3. Public Comment
4. Approval of Minutes:
 - a. February 8, 2022
5. Friends of the Library
 - a. New Leader
6. Computer Use & Internet Acceptable Use Policy
7. Director's Report – Melissa Grygla
 - a. Financial Statement
8. Announcements
 - a. Next Meeting: Tuesday, April 12, 2022
9. Adjourn

Board Members may participate in this meeting electronically via video or telephonic conferencing. The order of the agenda items are subject to change by the Chair. Citizens may address the Library Board during Public Input which has been set aside to express ideas, concerns, and comments on issues not listed on the agenda as a Public Comment. All comments must be recognized by the Chair and addressed through the microphone. Final action may be taken concerning any topic listed on the agenda.

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



MINUTES – Library Board

Tuesday, February 8, 2022

City of Saratoga Springs City Offices

1307 North Commerce Drive, Suite 200, Saratoga Springs, Utah 84045

LIBRARY BOARD MEETING

Present:

Board Members: Christy Jepson, Lisa Gibby, Todd Carpenter; Ashley Lee.

Staff: Carl Sachs, Library Director, Owen Jackson, Assistant City Manager, & Mark Christensen, City Manager.

1. Call to Order: 6:36 p.m.
2. Roll Call: A quorum was present.
3. Approval of Minutes:
 - a. January 11, 2022.

Motion made by Ashley Lee to approve the minutes of January 11, 2022. Seconded by Lisa Gibby. Aye: Christy Jepson, Lisa Gibby, Todd Carpenter, Ashley Lee. Motion passed 4-0.

4. Public Comment: Public comment sent to Library Board regarding fines and fees for items over 30 days late. Many of which were had been repurchased. Christy Jepson acknowledged the frustration, but it was outside of the authority of the Library Board.
5. Library Facility Update on Direction from the City Council. Direction to open an RFP combined with City Hall for design and build a timeline has not been established. Funding sources will be determined by the City Council when they have more details.
6. Food for Fines.
 - a. Recommended Dates March 14, 2022 to March 26, 2022.

Motion made by Lisa Gibby to approve the suggested dates of March 14th to March 26th. Seconded by Ashley Carpenter Aye: Christy Jepson, Lisa Gibby, Todd Carpenter; Ashley Lee. Motion passed 4-0.

7. Director's Report – Melissa Grygla
 - a. Financial Statement. Still on track with budget.
 - b. Discussion regarding the crowding of items in the library, turnover, interviewing.
 - i. Hours of position Monday morning, Thursday and Friday afternoon/evening and every other Saturday.
 - ii. COVID-19 modifications on a case by case basis.
8. Friends of the Library.
 - a. New Leader. The Friends of the Library need a new champion because Donna resigned. The Library Board discussed advertising the Friends of the Library to try to find a new leader and advertising.
9. Announcements
 - a. Next Meeting: Tuesday, March 8, 2022.
10. Adjourn: 7:42 p.m.

Motion made by Todd Carpenter to adjourn the meeting. Seconded by Ashley Lee. Aye: Christy Jepson, Lisa Gibby, Todd Carpenter, Ashley Lee. Motion passed 4-0.

Date of Approval

Library Board Chair
Christy Jepson

Library Director
Melissa Grygla

Library Board Staff Report



Author: Melissa Grygla, Library Director

Subject: Computer Use & Internet Acceptable Use Policy

Date: March 1, 2022

Summary Recommendations: The Library Board should readopt the revised Computer Use & Internet Acceptable Use Policy.

Description:

- A. Topic:** Computer Use & Internet Acceptable Use Policy.
- B. Background:** The Library Board reviews and re-adopts Library policies on a scheduled and as needed basis as outline in the Long Range Plan.
- C. Funding Source:** There are no anticipated funding impacts of adopting the revised Computer Use & Internet Acceptable Use Policy.

D. Analysis:

Library staff and the City Attorney's Office have revised the Computer Use & Internet Acceptable Use Policy. Some revisions have been recommended to update this policy. A redline version of these revisions is attached as is a draft version with the edits accepted.

Recommendations for changes included changing the word safety to acceptable use throughout the document to align with the updated State recommendations. Replacing the words he/she and his/her with their. Dates at the bottom of the document will need updated when re-adopted by the Library board at a public meeting.

- E. Department Review:** Library & City Attorney's Office.

Alternatives:

- A. Approve the Request:** Staff recommends that the Library Board adopt the revisions to the Computer Use & Internet Acceptable Use Policy. The review date will then be updated to the date the policy is approved on.
- B. Deny the Request:** The Library Board could deny the request to adopt the revisions to the Computer Use & Internet Acceptable Use Policy. Recommendations for further revisions should be made to the Library Director who will consult with the City Attorney's Office and bring back a revised version at a future meeting.

Recommendation: Staff recommends that the Library Board adopt the revisions to the Computer use & Internet Acceptable Use Policy.

COMPUTER USE & INTERNET ~~SAFETY ACCEPTABLE USE~~ POLICY

1. PURPOSE.

This policy provides guidelines regarding Saratoga Springs Public Library (“Library”) computer and internet use and to meet the requirements of Utah Code § 9-7-215 and 216, Utah Administrative Code R458-2, and 47 U.S. Code § 254.

This policy is a part of the terms and conditions to use public computers and Wi-Fi network and is readily available to the public on our website. The Library will review this policy at least every three years. A copy of the new policy will be sent to the Utah State Library Division as required by Utah Administrative Rule R458-2. Please contact the Library Director or Board with any questions concerning this policy or its enforcement.

2. COMPUTER ACCESS.

- a. Adults. An adult may access a Library computer by (1) making a reservation or logging into a public computer with ~~his or her~~their library card (2) presenting ~~his or her~~their library card to Library staff allowing them to make a reservation for a computer or (3) becoming an authorized day guest by agreeing to the policy when logging into the computer.
- b. Minors. A minor (a patron under the age of 18) may access a Library computer if: (1) they have made a reservation or logged into a public computer with ~~his or her~~their library card (2) presenting ~~his or her~~their Library card to Library staff allowing them to make a reservation for a computer or (3) by becoming an authorized day guest and the minor or guardian agreeing to the computer use and internet safety policy when logging into the computer.
- c. Parental Monitoring. A parent or legal guardian is solely responsible for monitoring computer and internet access of ~~his or her~~their minor children.

3. PRINTING.

Printing is available from public computers. The cost to print is \$0.10 per page (black ink) or \$0.25 per page (color ink). Customers must pay for their prints before prints can be collected.

4. WI-FI USE.

Free wireless connection is governed by this policy and is available during normal business hours for customers with personal wireless devices. Connectivity is not guaranteed and Library staff cannot provide technical assistance.

5. PUBLIC COMPUTER USE EXPECTATIONS AND REGULATIONS.

- a. Library staff will assist customers using public computers as time or other demands allow.
- b. Library computer time limits have been established to ensure fair and equitable access for all customers.
- c. The Library does not guarantee the availability or reliability of computer or internet service.
- d. The Library does not guarantee security of personal information on Library computers or over internet connections, either direct or wireless. Customers entering personal information (e.g. credit card numbers, Social Security numbers, etc.) do so at their own risk.
- e. Customers use Library computers and internet at their own risk. The Library is not responsible for damage to or loss of any customer’s data, data storage device, or personal electronic device, or for any other damage that may occur from use of the Library computers or internet, or malfunctioning Library hardware, software, or infrastructure.

6. INTERNET ~~SAFETY ACCEPTABLE USE~~ POLICY.

- a. The Library has an internet ~~acceptable uses~~ ~~afety~~ policy for all customers, including minors, which restricts access to specific internet materials as set forth in Utah Code § 9-7-215(2).
- b. For this purpose, the Library uses filtering software on each Library computer and any other devices that connect to the Library's network. Filtering software is designed to filter out the materials described in Utah Code § 9-7-215(2).
- c. An authorized Library staff may disable filtering software from a Library computer at the request of an adult customer. Such software may be disabled for research or other lawful purposes if the adult customer can clearly demonstrate that the filtering software has blocked access to materials that are not obscene, child pornography, or harmful to minors as defined in Utah Code § 9-7-215(1). If a customer believes that a decision to not remove the filter was made in error, ~~he or shethey~~ may appeal the decision as described in Section 8(c).
- d. This internet ~~safety~~ ~~acceptable use~~ policy will be enforced by Library staff in an effort to provide safety during any use of a computer by or around a minor.

7. CUSTOMER AGREEMENT.

By using a Library computer, each customer agrees that:

- a. Customers shall release, waive and hold harmless the Library and City of Saratoga Springs from all claims, liability, or damages incurred by Library computer, internet, or network use.
- b. Customers of Library computer and internet services agree they shall not: (i) access material that is "child pornography," "harmful to minors," or "obscene" in accordance in Utah Code § 9-7-215 and Utah Code § 76-10-1201, as amended, as well as the respective definitions in Utah Code § 76-5b-103; Utah Code § 76-10-1201; and 20 U.S.C. § 9101; (ii) use any online gambling site prohibited by Utah Code § 76-10-1101 *et seq.*; (iii) use a Library computer, device, network, or internet to engage in illegal activities; (iv) engage in any activity intended to compromise system security or the security of other computers and network systems, interfere with the proper operation of equipment, or compromise the privacy or obstruct the work of other customers; (v) install programs; change or reconfigure system, software, or hardware configurations; upload or download software from the internet or unauthorized technical equipment on any Library device.

8. POLICY ENFORCEMENT.

- a. Consequences of violating Library policies include, but are not limited to: (i) verbal warning from Library staff; (ii) termination of a computer session; (iii) expulsion from the Library; (iv) suspension of Library privileges, including computer or building access; or (v) revocation of Library card.
- b. All criminal activities will be referred to local, state, or federal law enforcement agencies, and may be subject to law enforcement agency intervention.
- c. Appeal Rights. The Library Director may consider appeals regarding (i) the suspension or revocation of access to the Library and (ii) the decision of Library staff to not remove internet filtering as described in Section 6(c) of this Policy. Customers should make their appeal to the Library Director within five days of the disputed action. Any person may appeal the Library Director's decision to the Library Board within fourteen days of receiving a decision. The appeal will be heard at the next regularly scheduled Library Board meeting. The Director's decision shall stand until the Library Board issues a decision. Failure to appeal within the proscribed times constitutes a waiver of appeal rights.

Adopted: April 23, 2013 _____

Reviewed by Library Board: ~~November 9, 2021~~ [MG1]

Saratoga Springs Public Library

Last Updated ~~October 11, 2021~~ February 9, 2022