



AGENDA – Library Board Meeting

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

CITY OF SARATOGA SPRINGS - Tuesday, October 11, 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. September 13, 2022
5. Friends of the Library
6. Director's Report – Melissa Grygla
 - a. Financial Statement
7. Announcements
 - a. Next Meeting: Tuesday, November 8, 2022
8. 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, September 13, 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, Todd Carpenter, Heather MacKay, Ashley Lee.

Staff: Melissa Grygla, Library Director; Nicolette Fike, City Recorder's Office & Fred Donaldson, City Attorney's Office.

Excused: Lisa Gibby.

1. Call to Order: 6:32 p.m.

2. Roll Call: A quorum was present.

Oath of Office was given to new board member Heather MacKay.

3. Public Comment. None was submitted to the email address on file.

4. Nomination of Officers. Discussion of how to word a nomination and who can fill what roles.

Motion made by Heather MacKay to nominate Todd Carpenter as the Chair, Christy Jepson as Vice Chair, and Heather MacKay as Secretary. Seconded by Todd Carpenter.

Aye: Christy Jepson, Todd Carpenter, Heather MacKay, Ashley Lee.

Nay: None

Absent: Lisa Gibby.

Motion Passed 4-0.

5. Open and Public Meetings Training. The Library Board attended the Open and Public Meetings Act training as presented by Fred. There was discussion of the official requirements for posting notices, minutes, closed sessions and other parts of the act. The Board was told we can always receive clarification from either the Recorders Office or City Attorney's office.

6. Approval of Minutes:

a. July 12, 2022

Motion made by Todd Carpenter to approve the minutes of July 12, 2022. Seconded by Ashley Lee.

Aye: Christy Jepson, Todd Carpenter, Heather MacKay, Ashley Lee.

Nay: None

Absent: Lisa Gibby.

Motion passed 4-0.

7. Friends of the Library. Joy Bratton is going to work to establish a meeting to vote for officers.

8. Inter-Library Loan Policy. Discussion regarding recommended revisions to the policy.

Motion made by Todd Carpenter to adopt the revisions to the Inter-Library Loan Policy. Seconded by Heather MacKay.

Aye: Christy Jepson, Todd Carpenter, Heather MacKay, Ashley Lee.

Nay: None

Absent: Lisa Gibby.

Motion passed 4-0.

9. Library Events: Please save the dates.

a. Moon Party was completed we had about 750 attendees.

- b. Fall festival is scheduled for Friday, October 7th and we should be covered by the staff working the event.
10. Director's Report – Melissa Grygla
- a. 2021-2022 Benchmarks update provided from the State Benchmarking committee. We did come in the red in several areas this year, however we were not placed on probation.
 - b. Financial Statement. There was not a financial statement provided at this meeting.
 - c. Business Hours Adjustment discussion was held, where data indicates that we have the same number of visitors coming into the Library on Friday and Saturday as with previous hours, they just come in a more compressed timeline.
11. Announcements
- a. Next Meeting: Tuesday, October 11, 2022.
12. Adjourn: 7:21 p.m.

Motion made by Ashley Lee to adjourn the meeting. Seconded by Heather MacKay.
Aye: Christy Jepson, Todd Carpenter, Heather MacKay, Ashley Lee.
Nay: None
Absent: Lisa Gibby.
Motion passed 4-0.

Date of Approval

Library Board Chair
Todd Carpenter

Library Director
Melissa Grygla

City of Saratoga Springs
 4610. LIBRARY SERVICES Department
 Account Details
 for Period June

	2023 YTD Actuals	2023 YTD Budget	2023 YTD Variance	2022 YTD Actuals	2022 YTD Budget	2022 YTD Variance	2023 Annual Budget	2022 Annual Budget
10-4610-110. SALARIES & WAGES	72,110	414,265	342,155	334,452	350,550	16,098	414,265	350,550
10-4610-130. EMPLOYEE BENEFITS	23,883	178,159	154,276	106,629	144,953	38,324	178,159	144,953
10-4610-210. COMPUTERS & MAINTENANCE	6,016	11,350	5,334	10,611	11,350	739	11,350	11,350
10-4610-260. BUILDINGS MAINTENANCE	0	3,000	3,000	0	3,000	3,000	3,000	3,000
10-4610-330. EDUCATION/TRAINING	0	5,700	5,700	5,279	5,700	421	5,700	5,700
10-4610-340. OFFICE	3,264	24,820	21,556	29,122	16,820	-12,302	24,820	16,820
10-4610-350. PROFESSIONAL/CONTRACT	99	800	701	312	800	488	800	800
10-4610-400. BOOK PURCHASES	13,261	50,000	36,739	37,216	30,000	-7,216	50,000	30,000
10-4610-410. DIGITAL PURCHASES	21,569	52,807	31,238	42,471	32,807	-9,664	52,807	32,807
10-4610-500. LIBRARY PROGRAMS	386	10,300	9,914	4,300	5,300	1,000	10,300	5,300
10-4610-550. LIBRARY GRANT	590	0	-590	20,262	22,100	1,838	0	22,100
10-4610-700. CAPITAL OUTLAY	0	220	220	0	220	220	220	220
Report Total :	141,179	751,421	610,242	590,655	623,600	32,944	751,421	623,600