

Saratoga Springs Public Library Board Meeting
Tuesday, 9 February 2016
7:30pm @ Saratoga Springs City Offices

MINUTES

- 1) Call to Order – Chairman- 7:31 pm
- 2) Roll Call- A Quorum was present at the meeting with (5) five voting board member in attendance. They were: Kevin McMillan, Jeff Grover, Ryan Bankhead, Karen Smart and Janae Wahnschaffe. Excused: Kevin Sater, Katie Leavitt, Stephen Willden, and Bud Poduska. Guest: Library Director- Melissa Grygla.
- 3) Minutes from meeting held on 12 January 2016- A MOTION to APPROVE the minutes was made by Jeff Grover and SECONDED by Kevin McMillan. In ROLL CALL VOTING, the MOTION PASSED with ALL voting unanimous in the affirmative.
- 4) Directors Report – Melissa
 - a) January 2016 Financial Report-
 - b) Statistics— January 2016
 - i) Visitors and Circulation
 - (1) 3,587 Unique Visitors During Open Hours
 - (2) 165 Computer Users
 - (3) 104 Wi-Fi Users
 - (4) 17 Proctored Exams
 - (5) 394 Programming Visitors 22 Programs
 - (6) 218 Reference Questions
 - (7) 10,598 Items Circulated
 - ii) Card Holders
 - (1) 106 New Card Holders
 - (2) 62 Adults
 - (3) 22 Children
 - (4) 2 Youths
 - (5) 17 Eagle Mountain
 - (6) 3 Lehi
 - iii) Revenues
 - (1) Fines \$ 814.52
 - (2) Cards \$ 110.10
 - (3) Donations \$ 191.30
 - (4) Inter-Library Loan \$0.00
 - (5) Total \$1,108.42
 - c) Discuss \$1.00 for new library cards registration fee.
 - d) Long Range Plan- Committee Update; No update, there has not been time for a meeting.
 - e) Utah State Library Benchmarking Committee- Began review of basic requirements.

- f) North Utah County Library Cooperative- They made it to our attorney, who recommended that they be written as an inter-local agreement not just bylaws. No further update.
- g) 5th Year Anniversary Celebration: Hoping to schedule something Saturday, March 26th.
 - i) Magician – Annie Woodhouse Recommended
 - ii) Usborne Book Fair
 - iii) Games (Committee of Teens/Group to play games with the kids)
 - iv) Food for Fines March 14th-26th.
- h) Staffing-
 - i) Molly Cozzens began and is working with the Literacy Center.
 - ii) Anna-Lisa is no longer with Literacy Center.
- i) Grants- Time line issues.
 - i) RFID:
 - (1) Weeding the collection.
 - (2) Have a permit pulled and contracted lined up.
 - (3) Cabinet bid still in the works.
 - (4) Narrowed down the chosen options for bid.
 - ii) LSTA- iPads for Literacy Center and Early Literacy. iPads have arrived.
- j) Summer Reading Program- 1 Story time 15 minutes with a special guest 20-30 minutes. Just Tuesday mornings.
- k) Gardening Classes
- l) Architect Volunteer – is currently working on a series of plans.
- m) Proposed Holiday Schedule for 2016:
 - i) Closed:

(1) Monday, January 18, 2016	Human Rights Day/Martin Luther King Day
(2) Monday, February 15, 2016	Presidents' Day
(3) Monday, May 30, 2016	Memorial Day
(4) Monday, July 04, 2016	Independence Day
(5) Monday, July 25, 2016	Pioneer Day (observed)
(6) Monday, September 5, 2016	Labor Day
(7) Thursday, November 24, 2016	Thanksgiving Day
(8) Friday, November 25, 2016	Day after Thanksgiving, (In place of Veterans Day Observed).
(9) Saturday, December 24, 2016	Christmas Eve (In place of New Year's Day Observed).
(10) Monday, December 26, 2016	Christmas Day (observed)
 - ii) Open:
 - (1) Friday, November 11, 2016 Veterans Day.
 - (a) If expanded hours are approved, we will be open, since school is in session.

- (2) Wednesday, November 23, 2016 Open from 10 AM to 5 PM, tentative closure from 5-7.
- (3) Saturday, December 31, 2016
 - (a) Either 10-3 or 10-5 pending expanded hour's approval and budget.
- (4) Monday, January 2, 2017 New Year's Day
 - (a) Instead a proposed closure on Saturday, December 24th

5) Internet Policy Discussion/Approval

- i) MOTION to Approve Internet Policy with discussed changes was made by Janae and SECONDED by Jeff. In roll call voting, the motion passed unanimous in the affirmative.

6) Old Business

- i) City Council meeting next week, request will be made to change meeting time of Library Board meetings to 6:30pm.

7) New Business

- i) Proposal made reduce to meet on the second Tuesday of each month only. Discussion of reducing meeting down to once a month.

8) Announcements

- i) Cancelling next meeting – Tuesday, 23 February @ 7:30pm
- ii) Next meeting - Tuesday, 8 March 2016 @ 6:30pm

- 9) Adjourned- MOTION to Adjourn the meeting was made by Janae and SECONDED by Jeff. In roll call voting, the motion passed unanimous in the affirmative at 8:17 pm.

Date APPROVED by Library Board March 8, 2016.


Janae Wahnschaffe, Chairman


Ryan Bankhead, Secretary