



## MINUTES – Library Board

Tuesday, May 11, 2021

City of Saratoga Springs City Offices

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

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### LIBRARY BOARD MEETING

#### Present:

Board Members: Christy Jepson, Joy Bratton, Brandi Meiners

Staff: Melissa Grygla, Library Director;

1. **Call to Order: 6:41 p.m.** by Chairwoman Jepson. Chairwoman Jepson read the following statement:  
I, Christy Jepson, the Chair of the City of Saratoga Springs Library Board, hereby determine that conducting the City Council meeting at an anchor location presents a substantial risk to the health and safety of those who may be present at the anchor location. The World Health Organization, the President of the United States, the Governor of Utah, and the County Health Department have all recognized a global pandemic exists related to the new strain of the coronavirus, SARS-CoV-2 (COVID-19). Due to the State of emergency caused by the global pandemic, I find that conducting a meeting at an anchor location under the current state of public health emergency constitutes a substantial risk to the health and safety of those who may be present at the location. This written declaration expires 30 days from the date signed.

*Christy Jepson, Saratoga Springs Library Board Chair*

*Expiration: June 11, 2021*

2. **Roll Call** – A quorum was present.
3. **Public Comment** – No comment was given.
4. Approval of Minutes:
  - a. March 9, 2021

**Motion made by Joy Bratton to approve the minutes of March 9, 2021. Seconded by Brandi Meiners. Aye: Christy Jepson, Joy Bratton, Brandi Meiners. Motion passed 3-0.**

5. Director's Report – Melissa Grygla
  - i. Financial Statement. Discussion regarding financial statement. Only earned 25% of revenues, however the miscellaneous sales have almost covered the annual subscription cost for the remote printing software. Salaries wages and benefits are right on track. Computers and equipment are on track to be sent and the Chromebooks are with our IT department. Education was expended as staff attended training online during COVID. Office supplies was over, however part of that was also outfitting the additional work space for COVID. Book expenditures are over budget, however we use salary savings to cover that overage. There are still some budget amendments pending which will cover the grant expenditures where money has already been spent.
  - ii. Summer Reading Program Update. Taffi has been planning since January and has programs for ages 0-3, 4-11, 12-17, and adults. The program begins June 1<sup>st</sup> and the logs will be available to print from home or pick up in the library.
  - iii. Splash Week Update. Discussion regarding the fact that registration is no longer required for our Scales and Tales presentations at Splash week. We are not selling carnival wristbands this year, since presales are all online this year.
  - iv. COVID-19 Impacts. Discussion of the changes throughout the state. Permission to begin programming in person again after June 14<sup>th</sup>. Our hope is that the mask mandate will have been lifted by the state by the time we resume programming.

Additional discussion regarding the parade for Splash and that there was not going to be one initially, however they have been working on transitioning back to a regular parade and that the Library Board members would need to help like they have in previous years. Discussion regarding the grant that will fund our Facility Needs Analysis and that the budget adjustment will be going to City Council in May. Discussion regarding Brandi Meiners relocating and resigning from the board.

6. Announcements
  - i. Next Meeting: Tuesday, July 13, 2021
7. Adjourn: 6:56 PM

**Motion made by Joy Bratton to approve the revisions to the Long Range Plan 2021-2025. Seconded by Brandi Meiners. Aye: Christy Jepson, Joy Bratton, Brandi Meiners. Motion passed 3-0.**

07/20/2021

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Date of Approval

*Melissa Grygla*

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Library Director  
Melissa Grygla

*Christy Jepson*

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Library Board Chair  
Christy Jepson