



AGENDA  
Park City Public Library  
Monthly Meeting  
Date February 8<sup>th</sup> 2024

- 1) Call the meeting to order 7:00 PM
- 2) Pledge of Allegiance
- 3) Roll Call
- 4) Approval of Agenda
- 5) Approval of the Consent Agenda
- 6) Minutes of the Meeting of
- 7) Treasurer's Report
  - a) Balance Sheet \$648,235.62
  - b) Profit and Loss -\$20,079.12 January, \$-20,079.12 year to date.
  - c) EFT Transactions \$7,168.90 January, \$ 7,168.90 year to date.
  - d) Payroll Report \$20,412.44 January \$20,412.44
  - e) Bank and Credit Card Reconciliations
- 8) Library Director's Report and Communications
- 9) Committee reports
  - a) Capital Improvements.
    - i) Splitting Office/Supply Room See G under new business
- 10) Old Business
  - i) Plaque for Judy Taldo
- 11) New Business
  - a) Passport Rules
  - b) What Companies to maintenance for the library, see attached sheet
  - c) Outside Sign
    - i) I received a quote for installing the required hardware to make the sign usable with saving everything to a shared drive. This is an upgrade from the OP to the OPx system. The bid is for \$9,737.00
  - d) Name Tags
    - i) Matt H came up with 4 designs They are in the Packet
  - e) Audit
    - i) Emily received one bid. They wish to start the 12<sup>th</sup> of February. Short time to get another bid.
  - f) Temporary Help

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- i) Paul Hawkins at SCKLS may be able to suggest some people if temporary help is needed.
- g) Bids for Splitting the Office/Store Room.
  - i) Emily received a bid, and John is working on a bid.
  - ii) With the location of the Attic Stair and the Electrical Panels it may be better to move the office to the south and the store room to the north. Sorry, didn't think of it till later. We need a 30 inch width and 76 inch height and 36 inch depth of clearance around the electrical panels.
- 12) Sign minutes, reports and reconciliations
- 13) ADJOURN

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