



AGENDA
Park City Public Library
Monthly Meeting
Date March 14th 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 February 8th
- 7) Treasurer's Report
 - a) Balance Sheet \$841,153.43
 - b) Profit and Loss -\$185,714.38 February, \$-167,466.50 year to date.
 - c) EFT Transactions \$4,593.67 January, \$ 18,570.91 year to date.
 - d) Payroll Report \$ 15,807.03 February \$28,619.72 Year to Date
 - e) Bank and Credit Card Reconciliations
- 8) Library Director's Report and Communications
- 9) Committee reports
 - a) Capital Improvements.
 - i) Splitting Office/Supply Room
- 10) Old Business
 - i) Plaque for Judy Taldo
- 11) New Business
 - a) Welcome New Board Member Aurora Hynes.
 - b) Bids for Splitting the Office/Store Room.
 - c) Julie will be starting on 3/25/2024
 - d) There will be board training on Saturday the 23rd at 11:30 Food?
 - e) Community Survey...What to ask and how long to run it.
 - f) Originally the auditors said it would be June or July for their report, but as they left on Wednesday, they said it might be just a month.
 - g) Employee Badges. The 40 badges arrived and Matthew has made each person at least 1. Some were made 2. Emily had given each employee 2. Do we want or need a policy on lost badges. They run \$8.50 each.
 - h) Severance package for Mr. Warren. Our current limit for payroll at Emprise bank is \$7,500. We have come close a few times. I would recommend we raise that to \$10,000.

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Even with that, a severance package might push us over. I would recommend any severance package now or in the future be handles separately from regular payroll.

- i) The Auditors suggested we should look into having the city do our payroll. The advantage to this would be that the employees could take advantage of the benefit package offered by the city. Since we prefund the payroll account it would be simple to have the city debit the account at each payroll. If there is any interest, we would need to talk with the city and see if they have any interest and if so work out a plan to implement.

12) Sign minutes, reports and reconciliations

13) ADJOURN

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