



AGENDA
Park City Public Library
Board Meeting
February 12th, 2026, 7pm

- 1) Call to order
- 2) Pledge of Allegiance
- 3) Roll Call
- 4) Approval of Agenda
- 5) Approval of Minutes
- 6) Executive Session
- 7) Treasurer's Report
 - a. Budget Spreadsheet
 - b. Bank Balance
- 8) Director's Report
 - a. 2025 State Survey results
- 9) Old Business
 - a. Cintas Issue updates information
 - b. FMLA policy vote
 - c. Insurance deductible information
- 10) New Business
 - a. Add Jandrea to QB as accountant vote
 - b. Clean up QB unapplied bills vote
 - c. Courier agreement and bill vote
 - d. Vendor financial policy vote
 - e. Phone call with potential Attorney on retainer information
 - f. Landscape bid update information
 - g. Call from county appraiser information
 - h. Library future discussion
- 11) Sign minutes, reports and reconciliations
- 12) ADJOURN

*The next meeting will be March 12th, 2026, at 7pm

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www.parkcitypubliclibrary.com

Minutes of Meeting

DATE: 02/12/26

The meeting was called to order at 7:00 pm

Pledge of Allegiance led by John Lehnherr.

Attendance (Roll Call)

		Mercedes Lubbers	P	Kim Jantz	P	Aurora Hynes	P	Jason Brabander	P
Julie Mills	P	Cindi Salmans	A	Adrienn Pogue	P	Scott Emond	P	John Lehnherr	P

(Use Present, Late, Absent)

Also Present: Makaela Stevens

Agenda:

Motion to accept the agenda as submitted by: Scott Emond

Motion seconded by: Aurora Hynes

Motion passes: 7-0

Minutes:

Motion to approve minutes for January 8th and January 20th by: John Lehnherr

Motion seconded by: Jason Brabander

Motion passes: 7-0

Executive Session:

Motion to recess and convene in executive session for 15 minutes to consult with an attorney for the Board to discuss pending litigation involving the Library and to return to open meeting in the meeting room at 7:18 pm by: Jason Brabander

Motion seconded by: John Lehnherr

Motion passes: 7-0

The Board reconvened from executive session to resume the open meeting at 7:18 p.m.
No binding action was taken during the executive session.

Treasurer's Report:

- Budget spreadsheet - Included in backup materials.
- Unapplied bills in QuickBooks

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- i. During review, it was found that there were three or four items that Jandrea believes were not entered into the system or were entered in twice improperly. Scott will bring more information next meeting for the Board to review the items in question.
- c. Bank balance: \$494,798.37
 - i. The library has not yet received the first chunk of mill levy taxes.

Library Director's Report:

- a. Written report included in backup materials.
- b. 2025 state survey results - Included in backup materials.

Old Business:

- a. Cintas issue update
 - i. Motion to increase settlement offer to Cintas by \$1,000.00 for total settlement of \$7,507.00 by: Jason Brabander
 - ii. Motion seconded by: John Lehnherr
 - iii. Motion passes: 7-0
 - iv. Motion to pay attorney bill in the amount of \$1,247.50 by: John Lehnherr
 - v. Motion seconded by: Jason Brabander
 - vi. Motion passes: 7-0
- b. FMLA policy - The Board reviewed the policy draft included in the backup materials and discussed potential changes. No action taken. The policy adoption was tabled for the next meeting.
- c. Insurance deductible - The Board reviewed potential changes to insurance policy. No action taken.

New Business:

- a. Add Jandrea to QuickBooks as accountant
 - i. There is no additional cost to add Jandrea as an accountant. The Board discussed potential risks and benefits.
 - 1. Motion to approve adding Jandrea as a QuickBooks accountant subject to a fully executed confidentiality agreement to be reviewed by Board counsel: John Lehnherr
 - 2. Motion seconded by: Jason Brabander
 - 3. Motion passes: 7-0
- b. Domain discussion
 - i. Motion to approve domain services with Helmick Media for \$125.00 per month on month-to-month term by: John Lehnherr
 - ii. Motion seconded by: Scott Emond
 - iii. Motion passes: 7-0
- c. 2025 Kansas Library Express bill

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- i. Motion to approve payment of 2026 Kansas Library Express courier service bill in the amount of \$5,900.00 by: Jason Brabander
 - ii. Motion seconded by: Aurora Hynes
 - iii. Motion passes: 7-0
- d. 2026 Kansas Library Express agreement
 - i. Motion to approve 2026 agreement for Kansas Library Express courier service by: Jason Brabander
 - ii. Motion seconded by: Adrienn Pogue
 - iii. Motion passes: 7-0
- e. Vendor financial policy - Scott Emond presented a proposed vendor verification process. Julie Mills will present a prepared policy at the March meeting.
- f. Phone call with potential attorney on retainer - Discussed potential representation agreement. No binding action taken.
- g. Landscape bid information
 - i. JB Landscaping is unable to do our mowing. Commercial Lawn Management is unable to fit us into their schedule. The Board reviewed bids by JB Landscaping and One Stop Solutions which would provide all needed services when combined. No binding action was taken and discussion was tabled until the March meeting.
- h. Call from County Appraiser - The Board discussed tax-exempt status of Library's real property and communication between Julie Mills and County officials.
- i. Library future - No updates.

Adjourn

Motion to adjourn by: Jason Brabander

Motion seconded by: John Lehnherr

Motion passes: 7-0

Time: 8:46 pm

Next meeting: March 12, 2026 at 7:00 pm