



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

- 1) Call to order
- 2) Pledge of Allegiance
- 3) Roll Call
- 4) Approval of Agenda
- 5) Approval of Minutes
- 6) Treasurer's Report
 - a. Budget Spreadsheet
 - b. Unapplied bills in QuickBooks **vote**
 - c. Bank Balance
- 7) Director's Report
 - a. Monthly statistics
- 8) Old Business
 - a. Cintas Issue updates **information**
 - b. FMLA policy **vote**
 - c. Landscape bids **vote**
 - d. Vendor financial policy **vote**
 - e. Attorney on retainer **vote**
 - f. Add Jandrea to QB **vote**
- 9) New Business
 - a. Approve annual budget for city **vote**
 - b. Strategic Planning meeting **information**
- 10) Sign minutes, reports and reconciliations
- 11) ADJOURN

*The next meeting will be April 9th, 2026, at 7pm

2107 E. 61st. N.
Park City, Kansas 67219
316-744-6318
316-744-6319 Fax
www.parkcitypubliclibrary.com

Minutes of Meeting

DATE: 03/12/26

The meeting was called to order at 7:02 pm

Pledge of Allegiance led by Aurora Hynes.

Attendance (Roll Call)

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

(Use Present, Late, Absent)

Also Present: James Foster (Julie's mentee)

Agenda:

Motion to accept the agenda as submitted by: Mercedes Lubber

Motion seconded by: Jason Brabander

Motion passes: 7-0

Minutes:

Motion to approve minutes for February 12th regular meeting and February 23rd special meeting by: Mercedes Lubber

Motion seconded by: Jason Brabander

Motion passes: 7-0

Executive Session: None.

Treasurer's Report:

- Budget spreadsheet - Included in backup materials.
- Unapplied bills in QuickBooks - Tabled until April meeting.
- Bank balance: \$730, 971.75
- The Library received the first of this year's mill levy payments from the City.
- The Library received the first of the mill levy payments from the City.

Library Director's Report:

- Written report included in backup materials.
- Monthly statistics - report included in backup materials.

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Old Business:

- a. Cintas issue update - No updates.
- b. FMLA policy - Tabled until April meeting to consult with legal counsel regarding language in policy.
- c. Landscape bids
 - i. Motion to accept proposal from Hahn for lawn maintenance services by: Jason Brabander
 - ii. Motion seconded by: Aurora Hynes
 - iii. Motion passes: 7-0
- d. Vendor financial policy - Reviewed draft prepared and provided by Scott Emond.
 - i. Motion to adopt Vendor Verification Process policy by: Aurora Hynes
 - ii. Motion seconded by: Mercedes Lubbers
 - iii. Motion passes: 7-0
- e. Attorney on retainer
 - i. Motion to accept the quote from AB Legal for on retainer legal services by: Adrienn Pogue
 - ii. Motion seconded by: Jason Brabander
 - iii. Motion passes: 7-0
- f. Add Jandrea to Quickbooks - Presentation of proposed Confidentiality Policy by Julie Mills
 - i. Motion to amend the policy to clarify that appropriate authorization must be in writing by: Scott Emond
 - 1. Motion seconded by: Jason Brabander
 - 2. Motion passes: 7-0
 - ii. Motion to accept and adopt the Confidentiality Policy as amended by: Scott Emond
 - 1. Motion seconded by: Aurora Hynes
 - 2. Motion passes: 7-0
 - iii. Motion to add Jandrea Blumanhourst to Quickbooks account as additional accountant by: Mercedes Lubbers
 - 1. Motion seconded by: Scott Emond
 - 2. Motion passes: 7-0

New Business:

- a. Approve annual budget for City
 - i. Motion to approve proposed budget by: Mercedes Lubbers
 - ii. Motion seconded by: Jason Brabander
 - iii. Motion passes: 7-0
- b. Carpet cleaning bid - Tabled until April meeting for Julie to obtain additional quotes.
- c. Strategic Planning meeting - The Board heard updates from Jason Brabander.

**Adjourn**

Motion to adjourn by: Jason Brabander

Motion seconded by: Scott Emond

Motion passes: 7-0

Time: 8:22 pm

Next meeting: April 9, 2026 at 7:00 pm

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