



AGENDA
Park City Public Library
Board Meeting
April 9th, 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. P&L report
 - b. Bank Balance
- 7) Director's Report
 - a. Monthly statistics
 - b. Staff updates – down two positions
 - c. Closed for Workday May 8th – Staff Training and SRP preparation
- 8) Old Business
 - a. Cintas Issue updates **information**
- 9) New Business
 - a. Bed bug policy **vote**
 - b. Cleaning company issues **discussion**
 - c. Extend hours on Wed, Thurs, and Saturday **discussion**
 - i. Add another part-time staff
 - d. Friends of the Library Picnic Table **information**
 - e. 4th of July – America 250 Parade **discussion**
 - f. Strategic Planning meeting **information**
 - i. Icon Structures
 - ii. Will meet in April to prioritize
 1. Patch parking lot
- 10) Sign minutes, reports and reconciliations
- 11) ADJOURN

*The next meeting will be May 14th, 2026, at 7pm

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www.parkcitypubliclibrary.com

Minutes of Meeting:

DATE: 04-09-2026

The meeting was called to order at: 7:03 by Jason Brabander

Pledge of Allegiance: Aurora Hynes

Attendance (Roll Call) Kim Jantz

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

(Use, present, Absent)

Also present: no other attendees

AGENDA: Motion to approve MODIFIED Agenda was made by Jason Brabander, Aurora 2nd the motion, all ayes, 7-0.

Minutes:

Motion to approve minutes for March 12th regular meeting: Scott Emond

Motion seconded by: Jason Brabander

Motion passes: 7-0

Executive session: none

Treasurer's Report:

- a) **P & L reports along with Syndeo payroll reports included in packet.**
- b) **Bank Balance is currently:** \$712,645.76
- c) **Regarding the notice for the CD's the library has with Stryve Bank:** The CD's the library has with them has matured and needs the Bank to approve keeping the CD's as is or make the bank aware of any changes the library wants to make. Julie will call to get further information.
- d) Jason Brabander made a motion to pay the invoice from 316Mechanical for spring maintenance and a capacitor for the library air conditioning system. Aurora seconded the motion, all agreed, 7-0.

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Director's Report: See details of report included in packet for April 2026.

- a) Packet includes monthly statistics for the Park City library for March 2026.
- b) **Staff Updates:** The library is down 2 staff positions. Sydney has submitted her resignation to pursue an asst. librarian position in Goddard where she grew up and worked before coming to the Park City library. Also, James Foster, (Julie's mentee has been let go). One of the staff members has jumped in to do Sydney's tasks and Julie has stated that moving forward she will only mentor people that have a bachelor's degree.
- c) **Closing day: May 8th for staff training and Summer Reading program preparation.**

Old Business:

- a) **Cintas update:** The court papers filed in suit against Park city library are in limbo because the owner of Cintas, who has to file them, is on vacation. Once they are signed by Cintas and filed with the court, we will be able to move forward on the issue.

New Business:

- a) **Bed bug policy:** Jason made a motion to add a 'bed bug' statement/clause to the Park City library policies for safety and health purposes. John Lehnherr 2nd, all agreed, 7-0.
- b) **Cleaning company issues:** The cleaning service the library currently has is not cleaning up to standards. Julie will be checking out other janitorial services and will let us know what she plans to do.
- c) **Extend library hours:** We really need to adjust or add more library hours. Since we are short on staff, that will be more difficult. Scott made a motion to open a summer/seasonal staff position to help with the Summer Reading program until more full-time staff can be hired. Jason 2nd the motion, all agreed, 7-0.
- d) **Picnic Table for the Library:** Friends of the Library have purchased an outdoor picnic table. Thank you 'Friends of the Library'! The library had a donation box at the circulation desk for the picnic table and collected enough to purchase an umbrella for the picnic table. Thanks to our patrons and friends.
- e) **4th of July – America 250 parade:** Scott Emond donated the use of his truck to use for the library to put a banner on it and toss out candy for the Park City 4th of July parade.

- f) Strategic planning meeting will be held on April 20th, 2026, and will present new updates for the next Board meeting. Icon structures will have pictures to reconfigure the circulation desk by the entrance door soon.
- g) Patch parking lot issues: Tabled. Julie will call for some bids to do patch work on the library parking lot.

Motion to Adjourn by: Jason Brabander

Motion second by: Scott Emond

Motion passes: 7-0

Time: 7:58 pm

Next meeting: May 14th, 2026 at 7 pm