



AGENDA
Park City Public Library
Board Meeting
May 14th, 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. Sample/Draft budget report
 - b. SCKLS Grant in Aid check here
 - c. Bank Balance
- 7) Director's Report
 - a. Monthly statistics
 - b. Staff updates
- 8) Old Business
 - a. Updated Vendor Policy verbiage **vote**
 - i. Include Credit Card wording
- 9) New Business
 - a. Board Officers for June 26-May 27 **vote**
 - b. Parking lot repair bids **vote**
 - c. Shred It service **vote**
 - d. Cleaning company bids **vote**
 - e. Strategic Planning meeting **information**
 - i. Rough draft to move Circ desk
- 10) Sign minutes, reports and reconciliations
- 11) ADJOURN

*The next meeting will be June 11th, 2026, at 7pm

2107 E. 61st. N.
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www.parkcitypubliclibrary.com

Minutes of Meeting:

DATE: 05-14-2026

The meeting was called to order at: 7:00 by Jason Brabander

Pledge of Allegiance: Aurora Hynes

Attendance (Roll Call) Kim Jantz

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

(Use, present, Absent)

Also present: no other attendees

AGENDA: Motion to approve Agenda was made by Aurora Hynes, Scott Emond 2nd the motion, all ayes, 7-0.

Minutes:

Motion to approve minutes for April 9th regular meeting: Scott Emond

Motion seconded by: Aurora Hynes

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: \$695,172.86**
- c) **A sample worksheet with more details was introduced to see how it will work presenting Budget costs vs Actual numbers report.**
- d) Scott Emond made a motion to write off old charges from the A/P aging detail report from 2022 to 2025, Jason Brabander 2nd the motion all ayes, 7-0.
- e) The Board discussed various investment strategies. Julie Mills will check with Paul Hockins about how libraries can best invest.
- f) Park City Library received the SCKLS grant in aid check for \$11,200.00.

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

- a) Staff updates: Kai was hired for the permanent full-time position vacated by Sydney, Airai was hired for the 2nd vacant full-time position. Colby was hired for the part time position or the summer position.

Old Business:

- a) Jason Brabander made a motion to update vender verification to include credit card wording policy. Aurora 2nd, all ayes, 7-0. **(See Vendor verification process page included in packet where it indicates that exceptions will be for amounts of \$200.00 or less on the credit card).**

New Business:

- a) **Board officers for June 2026 – May 2027:** John Lehnherr made a motion to keep all board member positions 'as is' for the period of June 2026 to May 2027. Jason Brabander 2nd the motion, all ayes, 7-0.
- b) **Parking lot repair bids:** John Lehnherr made a motion to approve South Central Sealing & Paving/Pavement maintenance company's bid, not to exceed \$5,775.00 for parking lot concrete repairs and striping of parking stalls. Jason Brabander 2nd the motion, all ayes, 7-0.
- c) **Shred it service: Tabled**
- d) **Cleaning Company bids:** John Lehnherr made a motion to hire 'City Wide' Janitorial Cleaning Company to start on July 1st, 2026, for the monthly charge of \$695.00 per bid/quote/contract supplied to the Park City Library. Jason Brabander 2nd the motion, all ayes, 7-0.
- e) **Strategic Planning meeting:** Floor plans to move the circulation desk to the west of the front door were reviewed from icon with smaller offices for either staff or study rooms included. This is in the beginning stages of talks about restructuring the front entrance for the library and will continue till we find what will meet many needs for the library. The draft and estimated cost was the first 'rough' draft.

Motion to Adjourn by: Jason Brabander

Motion second by: John Lehnherr

Motion passes: 7-0

Time: 8:02 pm

Next meeting: June 11th, 2026, at 7 pm

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