

OWEN COUNTY PUBLIC LIBRARY BOARD MEETING MINUTES

The Owen County Library Board of Trustees met in regular session on December 15, 2020. Trustees in attendance were Cobb, Taylor, Petzinger, and Ashcraft. Librarian Clifton was also in attendance. President Petzinger called the meeting to order at 9:35 A.M. A motion to approve the minutes from the November meeting was made by Trustee Petzinger and seconded by Trustee Cobb. All voted aye. There were no public comments.

FINANCIAL/DISBURSEMENTS

The general operating account and beginning fund balance were reviewed and discussed. Checks and payments were reviewed. The profit/loss previous year comparison was reviewed. The credit card reconciliation was presented and reviewed. Tax revenues are starting to be paid. Trustee Taylor made the motion to accept the reports. Trustee Cobb seconded the motion. All voted aye.

REGIONAL LIBRARIAN REPORT

There was no regional librarian report since it is December.

LIBRARIAN REPORT

Hoopla and Overdrive are continuing to do well. Patrons of the library numbered 1,411. Wi-Fi had 818 users. Computer users numbered 136. Statistics for top SSIDs by usage, top device models by usage, top operating systems by usage, and top applications by usage. Check-outs numbered 1,374.

The snow removal partners have confirmed that the agreements are in place for 2020-2021. The county will do the parking lots and Jeremy Dempsey will do the sidewalks. Two minor plumbing issues were resolved.

Staffing was reduced to 33% each day per orders from Governor Beshear. Full-time employees are working from home or using Vacation/sick leave. Masks are still being required. The one-hour rule for computer use is being strictly enforced. The OCPL is one of seven in the state operating with normal hours. The Outreach program is making appointments and items are left on porches. The van is equipped with sanitization equipment.

Librarian Clifton is the new secretary for Chamber of Commerce. The approval is pending for our Certified Access Point with the Kentucky Career Center. This will happen sometime in January.

The Grab and Go craft kits have been a big hit. The videos produced for the schools have been highly complimented. Joan Goderwis is returning to work on January 1, 2021. The annual appreciation dinner is on hold. The drive-by visit with Santa Claus will be December 17 from 5:30 to 6:30 P.M. Goody bags will be handed out as long as they last. Librarian Clifton commended the staff for their work

and innovative ideas during this pandemic.

The mobile print was installed and will be used as soon as the staff is trained.

BUSINESS

The credit card is now paying all monthly charges that can be paid by using the card. A ceiling amount for each account has been established. This sheet needs to be approved, signed, and kept on file. Trustee Ashcraft made the motion to accept the ceiling amount. It was seconded by Trustee Taylor. All voted aye.

The changes made to the Sick Time and the Vacation time policy were reviewed. Changes to the Sick Leave policy were 1) donation of sick time is upon approval of the director, 2) unused sick leave may be converted to vacation time: 4 sick to 1 vacation day. A limit of thirty days. This occurs upon retirement. 3) If sick leave is exhausted, the employee may convert vacation to sick leave at the rate of 1 to 1. The vacation leave policy changes were the same as if for sick leave. After discussion, Trustee Petzinger made the motion to accept the changes and it was seconded by Trustee Cobb. All voted aye.

A motion to adjourn at 10:17 was made by Trustee Petzinger and seconded by Trustee Ashcraft. All voted aye. The next scheduled meeting is January 19, 2021 at 9:30 A.M.

Respectfully submitted,


Billie Ashcraft