

## OWEN COUNTY PUBLIC LIBRARY BOARD MEETING MINUTES

The Owen County Library Board of Trustees met in regular session on Tuesday, August 15, 2023.

### **Call to Order**

President Wes Petzinger called the meeting to order at 9:31 am. Attending the meeting were Wes Petzinger, Mark McMillen, Glenn Manns, Martha Hamilton, Library Director Cyndi Clifton, and Assistant Director Kim Hunter. Rachele Cobb was absent.

### **Public Comment**

There were no public comments.

### **Approval of minutes**

Trustee Wes Petzinger made the motion to approve the minutes from the July 2023 meeting, Trustee Mark McMillen seconded. All voted aye.

### **Financial Reports and Disbursements**

The general operating account and the reconciliation detail were reviewed as well as the credit card expenses for the month. Director Cyndi Clifton explained that July was the month when technology subscriptions and insurance policies renewed, and it is expected that monthly expenses will exceed monthly income in July. All expenses were in line with the approved budget with no abnormalities.

Trustee Wes Petzinger made the motion to approve the Financial Report. Trustee Glenn Manns seconded. All voted aye.

### **Library Statistics**

July was a relatively quiet month, but the library still had 2237 patrons using all library services. 27 programs were held with 321 participants. Public computer users numbered 354. The website had 1025 hits. Circulation was 6476 for the month. Special mention was given to Julie and Melanie who organized the first-ever Rodeo Roundup on short notice. It was a huge success with 80 participants.

### **Regional Librarian Report KDLA**

This month's KDLA report included announcements of training opportunities with Jay McChord, a Trustee listserv survey, changes to the local model procurement statutes, and special items, such as a storytelling collection, which may be borrowed from KDLA.

### **Librarian's Report**

*Audit* – The work has begun with the director and the accountant uploading documentation for the auditors. We should receive our report by the end of September.

*New employee* – Lin Perry has been hired as the Adult Programmer. She began her new position the week of August 7.

### *Moving library collections*

The new shelving unit has arrived, and Jon Figgins is installing glass shelves for the new books. Joan Goderwis is in the process of moving books. Funding from Ohio Valley United Charities and Friends of OCPL made this update possible.

### *Outreach Events*

Julie Donahue gave a children's literature presentation at the OC Schools Teacher Vendor Fair. Denise Humphries and Leah Reed also participated at the Fair by distributing library swag. A couple of employees will be taking the bookmobile to Open House at MBMS to promote the library and Library Card Sign Up Month which happens in September.

### **Business**

*Annual Report* – Cyndi Clifton has submitted the annual report. President Wes Petzinger signed the form that confirmed the report had been shared with library board members.

*Tax Rate* – Cyndi Clifton explained the 2023 sample tax rates. She and Accountant Kelley Gamble recommended the board accept the compensating rate with no increase. The last time OCPL requested an increase in the rate was 2010. Trustee Martha Hamilton made a motion to take the compensating rate. Trustee Glenn Manns seconded the motion. All voted aye. Cyndi Clifton will present our decision at the Fiscal Court meeting this evening. (August 15)

### *Policy Discussion*

Cyndi Clifton presented her ideas about updating/combining OCPL policies concerning unpaid medical leave and unpaid family leave. An updated policy might also need to address military caregiver leave. The dress code for library employees also needs to be updated. The trustees all agreed. Cyndi will have some sample policies on these topics to present at the next meeting.

### *Short Term Disability Insurance for Full-time Employees*

Cyndi Clifton presented 2 options from Hartford Life for short term disability insurance for full-time employees. She recommended option 2 because the maximum benefit duration is 12 weeks which matches the library's leave policy. The cost of this option is \$76.39 monthly to cover all 6 full-time employees. After 7 days, an employee will receive 60% of pay. The employee may use accrued leave time for the first 7 days. Trustee Wes Petzinger made a motion to accept option 2. Trustee Glenn Manns seconded. All voted aye.

Trustee Glenn Manns made the motion to adjourn at 10:50 a.m. and Trustee Mark McMillen seconded. All voted aye.

The next schedule meeting will be September 19, 2023 at 9:30 am at the Owen County Public Library.

Respectfully submitted by:

Martha Hamilton, Secretary