

OWEN COUNTY PUBLIC LIBRARY BOARD MEETING MINUTES

The Owen County Library Board of Trustees met in regular session on July 18, 2023.

Call to Order

President Wes Petzinger called the meeting to order at 9:32 am. Attending the meeting were Wes Petzinger, Rachele Cobb, Mark McMillen, Glenn Manns (via Zoom), Martha Hamilton, Library Director Cyndi Clifton and Assistant Director Kim Hunter.

Swear in new trustee – Since this was Martha Hamilton’s first meeting as trustee, Trustee Petzinger swore her in as she recited the Oath of Office.

Approval of minutes

Trustee Petzinger made the motion to approve the minutes from the June 2023 meeting, Trustee Cobb seconded. All voted aye.

Public Comment

There were no public comments.

Financial Reports and Disbursements

The general operating account and the reconciliation detail were reviewed as well as the credit card expenses for the month. All of the expenses were in line with the approved budget with no abnormalities.

Trustee Petzinger made the motion to approve the Financial Report, Trustee Hamilton seconded. All voted aye.

Library Statistics

On the Library Statistics for June 2023, we had 2679 patrons that used all Library services. 48 programs were held with 1316 participants. Public computer users were 371. The website had 1415 hits. Check Ins/Outs and renewals were 6935 for the month.

Regional Librarian Report KDLA

This month’s KDLA report included an announcement of a new Executive Administrative Secretary, an update on tax rate computations, an E-rate update, and information about a quarterly trustee orientation being offered to new trustees on August 4th. Trustee Manns and Trustee Hamilton plan to attend that orientation session.

Librarian’s Report

Roof Update – All work to repair the storm damage has been completed.

Property Survey – Stakes have been put on the property line to mark it. We will not receive a new drawing or new paperwork; we will only receive an invoice to pay for the surveyor’s time to stake the line.

Audit – The work is underway to begin the audit for this year. We should receive our report by the end of September.

New employee – Kaileigh Burgess has been hired as the new Children’s Programmer. Her first day was July 17, 2023. The adult programmer position is still vacant; Cyndi hopes to conduct interviews within the next two weeks.

Business

Elect officers – After some discussion Trustee Petzinger agreed to remain President; Trustee Cobb agreed to remain Vice President; Trustee Manns agreed to remain Treasurer; and Trustee Hamilton agreed to become our Secretary. Trustee Petzinger made the motion to install Trustee Hamilton as Secretary and Trustee McMillen seconded. All voted aye.

Reserves Policy approval – Cyndi presented a revised draft of the Reserves Policy for this year outlining financial allocations for each of our accounts. No changes or recommendations were presented and Trustee Manns made the motion to accept the draft as written. Trustee Petzinger seconded the motion and all voted aye.

Tax Rate – The tax rate information has not yet been received from KDLA, therefore no discussion took place. We will discuss tax rate at the next meeting.

Trustee Petzinger made the motion to adjourn at 10:10 am and Trustee McMillen seconded. All voted aye.

The next schedule meeting will be August 15, 2023 at 9:30 am at the Owen County Public Library.

Respectfully submitted by:



Cyndi Clifton