

OWEN COUNTY PUBLIC LIBRARY BOARD MEETING MINUTES

The Owen County Library Board of Trustees met in regular session on Tuesday, December 19, 2023.

Call to Order

President Petzinger called the meeting to order at 9:33 a.m. Attending the meeting were Rachele Cobb, Glenn Manns, Mark McMillen, Martha Hamilton, Wes Petzinger, Library Director Cyndi Clifton and Assistant Director Kim Hunter.

Public Comment

There were no public comments.

Approval of minutes

Trustee Petzinger made a motion to approve the minutes for November. Trustee Manns seconded. All voted aye.

Financial Reports and Disbursements

The general operating account and the reconciliation details were reviewed as well as the credit card expenses for the month. All expenses were in line with the approved budget with no abnormalities. Monthly income was higher than November 2022, and expenses were lower. Trustee Hamilton made the motion to approve the Financial Report. Trustee Petzinger seconded. All voted aye.

Library Statistics

On the Library Statistics Report for November 2023, we had 2424 patrons who used all library services. 44 programs were held with 982 participants. Public computer users numbered 307. The website had 841 hits. Circulation was 7483. Inter-library loans numbered 64 for the month, and Hoopla/Overdrive had 464 users. Adult Education had 32 appointments, and the Mammogram Bus had 17 appointments. The Bus staff may want to add a second visit in May.

Regional Librarian Report KDLA

KDLA has published the 2024 Kentucky Public Library Calendar which includes holidays, state and regional library training sessions, tax filing deadlines, and E-rate deadlines among other items of interest.

Librarian's Report

Christmas Extravaganza – 250 people attended the Christmas Extravaganza on December 14.

CD Renewal – One of the library CD's matured on November 30. The Director renewed the existing balance at 5.10 % for 9 months. This action will appear on the December financial report.

Book Return Unit – The Ohio Valley United Charities has not yet responded to our application to fund a new book return unit. Steve Petzinger will be consulted on whether the current book return can be repaired.

STLP Presentation—The STLP group which presented to the Board at the November meeting has raised \$78 of the \$140 needed to fund a feminine hygiene product dispenser for the OCPL family restroom. They are hopeful they can raise the full amount.

Sponsored Family for Christmas—The library staff sponsored a family with 3 children for Christmas. Personal contributions were given and presents were purchased for this family which was one of the 103 families chosen by the Extension Office.

Business

Digital Video Security Camera Policy Review

This policy has not been updated since 2018. Director Clifton suggested the Board change the number of days to retain the footage from 21 to 30 days which is required by our local government. Our current system is doing this, but we need to bring written policy in line. Trustee Hamilton made a motion to accept the change. Trustee Petzinger seconded. All voted aye.

Financial Procedures Policy Review

This policy has not been reviewed since 2018. Director Clifton said 2 changes were necessary. Our credit card does not have a \$500 limit. That statement should be deleted. Our petty cash deposits range from \$400-\$700 per month. That statement would be a change. Trustee McMillen made the motion to accept the changes. Trustee Manns seconded the motion. All voted aye.

Gifts and Donations Policy Review

This policy was last reviewed in 2019. No changes are needed. A new date will be added to policy to reflect our review. Trustee Hamilton made the motion to update the review date and leave policy as is. Trustee Manns seconded. All voted aye.

The next scheduled meeting will be Tuesday, January 16, 2024, at 9:30 at the Owen County Public Library. Trustee Petzinger made a motion to adjourn. Trustee Cobb seconded. All voted aye. The meeting was adjourned at 10:07 a.m.

Respectfully submitted by:

Martha Hamilton, Secretary