

OWEN COUNTY PUBLIC LIBRARY BOARD MEETING MINUTES

The Owen County Library Board of Trustees met in regular session on Tuesday, July 16, 2024.

Call to Order

President Petzinger called the meeting to order at 9:39 a.m. Attending the meeting were Rachele Cobb, Wes Petzinger, Martha Hamilton, Library Director Cyndi Clifton and Assistant Director Kim Hunter. Glenn Manns and Mark McMillen were absent.

Public Comment

There were no public comments.

Approval of minutes

Trustee Petzinger made a motion to approve the minutes for June. Trustee Cobb 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. The report also gave the end-of-year income/expense details. The library ended the year in a positive position. Trustee Petzinger made the motion to approve the Financial Report. Trustee Hamilton seconded. All voted aye.

Library Statistics

On the Library Statistics Report for June 2024, we had 2565 patrons who used all library services. 48 programs were held with 1227 participants. Public computer users numbered 335. The website had 942 hits. Circulation was 7101. Inter-library loans numbered 60 for the month, and Hoopla/Overdrive had 565 users. There were 21 participants in the blood drive, and 16 participants in the cardiovascular screening.

Regional Librarian Report KDLA

KDLA is adding a 5th person to the regional library consultant teams. The state will now be divided into 5 regions. The personnel cabinet will post openings in the South East and South Central regions in July. The annual continuing education forms now have new deadlines.

Librarian's Report

Summer Reading Program – We have 368 registered participants. Prizes will be awarded at the end of July.

Cardiovascular Screening Bus – St. Elizabeth Cardiovascular Screening Mobile Unit was on-site in June. Sixteen people took advantage of this free screening for hypertension and plaque build-up in the carotid artery. We had a positive response to this first visit of the unit and plan to have them every few years.

Outreach Stats for June – Our outreach employees both had family matters in June, and our statistics were not as high. Things should return to normal in July.

Business Items

CD Renewal – We had previously discussed combining 2 CD’s into a longer term CD, but the rates seem to be higher on short-term CD’s. Trustee Hamilton made the motion to combine the 2 CD’s, worth approximately \$320,00, into one 13-month CD @ 4.5% interest. Trustee Petzinger seconded the motion. All voted aye.

Tuition Reimbursement Discussion – The Board discussed the Tuition Reimbursement Policy presented by Director Clifton. Trustee Hamilton made a motion to accept the policy as written with changes to the first sentence under Library Certification. It should read, “Employees providing library services, who are required to be certified, shall obtain and hold the appropriate certificate as required by the Kentucky State Board for the Certification of Librarians. Trustee Petzinger seconded, and all voted aye.

Reserve Fund Policy – The Board reviewed minor updates to the Reserve Fund Policy. Trustee Petzinger made a motion to accept the policy. Trustee Cobb seconded. All voted aye.

Audit Discussion – Craft, Waninger, Noble and Company, PLLC has been completing our audits since 2017. Their letter explaining procedures and fees states the audit will not exceed \$6,380. Trustee Hamilton made a motion to accept their proposal to complete the audit for the past fiscal year. Trustee Petzinger seconded the motion. All voted aye.

The next scheduled meeting will be Tuesday, August 20, 2024, at 9:30 at the Owen County Public Library. Trustee Hamilton made a motion to adjourn. Trustee Petzinger seconded. All voted aye. The meeting was adjourned at 10:20 a.m.

Respectfully submitted by:

Martha Hamilton, Secretary

 August 13, 2024