

## OWEN COUNTY PUBLIC LIBRARY BOARD MEETING MINUTES

The Owen County Library Board of Trustees met in regular session on Tuesday, May 21, 2024.

### **Call to Order**

President Petzinger called the meeting to order at 9:36 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.

### **Opening of Sealed Bids for Van**

Twelve bids were received. They were opened and recorded on the screen for the Board to see names and bid amounts. The Board accepted the highest bid of \$4001. The Director will contact the winning bidder and work with that person to transfer the vehicle in the coming days.

### **Public Comment**

There were no public comments.

### **Approval of minutes**

Trustee Petzinger made a motion to approve the minutes for April. 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. Expenses exceeded last year at this time because of the parking lot resurfacing and purchase of the Traverse. All expenses were in line with the approved budget. Trustee Petzinger made the motion to approve the Financial Report. Trustee Manns seconded. All voted aye. The Board discussed the CD's and the possibility of combining the ones that mature in June and July. Trustee Petzinger made a motion for the Director, with advice from the accountant, to combine those two in the most financially advantageous manner for one longer term CD. Trustee Manns seconded. All voted aye.

### **Library Statistics**

On the Library Statistics Report for April 2024, we had 2932 patrons who used all library services. 46 programs were held with 1841 participants. Public computer users numbered 378. The website had 1004 hits. Circulation was 6773. Inter-library loans numbered 41 for the month, and Hoopla/Overdrive had 559 users. The blood drive had 27 participants, and there were 15 adult education appointments.

### **Regional Librarian Report KDLA**

Sarah Patterson has been selected as the KDLA Continuing Education Consultant. She will assist library personnel with certification requirements. The KY Saves 529 Sweepstakes will run from May 13-August 10. Local libraries will receive \$500 for their summer reading program, and 4 regional participants will receive \$529 in college savings. KDLA has developed a glossary of terms and acronyms to be used by library employees and others.

### **Librarian's Report**

**Vehicle graphics** – The same graphics company who made graphics for bookmobile has given a reasonable quote for graphics for the Traverse. The cost can be accommodated within the budget. They will do the application as well.

**Budget** – We are waiting for the property insurance quote so we can finalize the budget.

**Employee resignation** – Bonnie Strassell has resigned from her position effective June 27. Her position will not be filled at this time. Lisa will take over Bonnie’s duties. The library will close over the noon hour on June 27 to have a potluck meal to honor Bonnie.

**Summer reading program** – The library has been decorated for the summer reading program which has a Kentucky adventure theme. The programs with the guest speakers will be on Tuesdays in June with 2 sessions on each Tuesday.

**1000 Books Before Kindergarten** – Kaileigh has re-started this program which encourages children to read 1000 books before entering school. We have been involved in this program in the past. Children will earn prizes at each 100-book milestone.

**Business Items**

**Budget review/approval** – The Board is waiting for the property insurance quote to finalize the budget.

**By-laws Review/Updates** – The Board reviewed the By-laws which were last reviewed in March 2014. A motion was made by Trustee Manns to accept the following changes to the By-laws. Trustee Petzinger seconded the motion. All voted aye.

Article VI – Section 1 – Remove C.

Article VI – Section 3 – Remove B and D. Move them to Article IX

Article VI – Section 4 – Remove C. Move to Article IX

Article VII – Change meeting date to Tuesday

Article IX – Add B and D from Article VI – Section 3

Article IX – Remove #5

Article X – Remove words “payment voucher”

The next scheduled meeting will be Tuesday, June 18, 2024, at 9:30 at the Owen County Public Library. Trustee McMillen made a motion to adjourn. Trustee Petzinger seconded. All voted aye. The meeting was adjourned at 11 a.m.

Respectfully submitted by:

Martha Hamilton, Secretary

*Wesley Petzinger*

 June 18, 2024