

OWEN COUNTY PUBLIC LIBRARY BOARD MEETING MINUTES

The Owen County Library Board of Trustees met in regular session on Tuesday, October 21, 2025.

Call to Order

President Petzinger called the meeting to order at 9:34 a.m. Attending the meeting were Martha Hamilton, Glenn Manns, Mark McMillen, Rachael Cobb, Wes Petzinger, Assistant Director Kim Hunter, and Director Cyndi Clifton.

Public Comment

There were no public comments.

Approval of minutes

Trustee Petzinger made a motion to approve the minutes for September. Trustee McMillen 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. We are under on income and over on expenses so far, but the first major tax check should come in November. Trustee Petzinger made the motion to approve the Financial Report. Trustee Manns seconded. All voted aye.

Library Statistics

On the Library Statistics Report for September, we had 2540 patrons who used all library services. 39 programs were held with 523 participants. Public computer users numbered 321. The website had 872 hits. Circulation was 4737. Inter-library loans numbered 55 for the month, and Hoopla/Overdrive/Kanopy had 776 users. It was promotional month for library cards, and we had 48 new patrons sign up. The blood drive acquired 20 units of blood.

Regional Librarian Report KDLA

KDLA has announced their grants for 2026. Guidelines and descriptions can be viewed on the KDLA Grants Portal. Some of the grants offered include strategic planning, family literacy (must use a formal curriculum), and conference attendance. According to our Director, OCPL will not apply for any of these grants this year. The KDLA Programming Conference is November 5-7 in Louisville. Kaileigh Burgess may attend. KDLA is offering a Public Library Institute in 2026. It involves a ten-month commitment from library employees who hold a temporary certificate. Forty participants will be selected, and registration opened on October 1. Aida will participate in this institute.

Librarian's Report

GED Testing Center – OCPL is now a live GED Testing Center. Tests are given on Wednesdays.

Technology Projects –

Internet service provider – Nothing to report.

Telephone changes – Nothing to report.

Audit – The OCPL Director and our accountant Kelley Gamble have submitted documents to our auditor. The Director is waiting to hear from him what additional documents are needed.

Community Involvement – Lyndsi McNally from Three Rivers Health District is working on a project to convert the old location on Hwy 22E into a recovery center. Three Rivers is moving to the Triad building.

She has requested letters of support from the community including OCPL. The Director believes this decision belongs to the Board. The Board members were unanimous in support of Lyndsi's project. Trustee Hamilton made a motion that the President write/sign a letter of support on OCPL letterhead in support of this project. Trustee Cobb seconded. All voted aye.

Business Items

Policy Review

Investment Policy

After explanation of this policy by the Director, Trustee Hamilton made a motion to change only the review date. Trustee McMillen seconded. All voted aye.

Open Records Policy

The only change needed to this policy was to remove the option to make records request via FAX. Trustee Hamilton made a motion for this deletion and updating the review date. Trustee Cobb seconded the motion. All voted aye.

Procurement Policy

This policy needed changes in the threshold amounts and the review date updated. Trustee Manns made the motion. Trustee Petzinger seconded the motion. All voted aye

Surplus Item – The analog FAX machine is no longer needed. The Director suggested offering it to other libraries, local taxing districts, or the animal shelter. If there are no takers, it will be put up for bid. Trustee McMillen made the motion to accept this process for the FAX machine. Trustee Manns seconded the motion. All voted aye. The secretary and the director signed the official surplus form.

The next meeting will be held on November 18, 2025, at 9:30 a.m. at OCPL. Trustee Manns made a motion to adjourn the meeting. Trustee Petzinger seconded. All voted aye. The meeting was adjourned at 10:12 a.m.

Respectfully submitted by:
Martha Hamilton, Secretary

A handwritten signature in black ink, appearing to read 'Martha Hamilton', followed by a long horizontal line extending to the right.