

OWEN COUNTY PUBLIC LIBRARY BOARD MEETING MINUTES

The Owen County Library Board of Trustees met in regular session on Tuesday, November 21, 2023.

Call to Order

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

MBMS STLP Presentation

An STLP group from Bowling Middle School gave a presentation on their proposal to add a dispenser for feminine hygiene products to the OCPL family restroom. The group included Reagan Dorton, Lexie Chappell, Madilyn Hudnall, and Hannah Mason and were accompanied by their sponsor Carol Taylor. They have already added dispensers at the middle school and the high school. The cost of dispenser is \$138, and the cost of 250 products is \$50. They estimate the supply of 250 products would last 6 months at OCPL. They have applied for a grant from ARC (Addiction Recovery Center) to cover the initial cost. They are also fundraising for the project. If they are unsuccessful in obtaining a grant, OCPL would have to be responsible for the on-going cost of supplies. Trustee Manns made a motion to accept the proposal. Trustee Cobb seconded. All voted aye.

Public Comment

There were no public comments.

Approval of minutes

Trustee Manns made a motion to approve the minutes for October. 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 with no abnormalities. The income/expense report is still negative as is expected in October, but we received our first tax check of the fiscal year for \$518,000. This deposit will appear in the November financial report. Trustee Cobb made the motion to approve the Financial Report. Trustee Manns seconded. All voted aye.

Library Statistics

On the Library Statistics Report for October 2023, we had 3031 patrons who used all library services. The Halloween event was well-attended and accounted for 300 participants. 46 programs were held with 1,071 participants. Public computer users numbered 374. The website had 712 hits. Circulation was 7,950. Inter-library loans numbered 51 for the month, and Hoopla/Overdrive had 494 users. There were 18 adult education appointments for the month.

Regional Librarian Report KDLA

The new State Data Coordinator for KDLA is David Book. He will be the contact person for the annual report. KDLA is providing assistance to libraries that need to obtain their UEI (Unique Entity Identifier) number which is necessary to apply for federal grants. Recent changes to E-rate programs make it easier for small libraries to apply for discounts on networking equipment, maintenance, and managed services such as Wi-Fi

Librarian's Report

Christmas Extravaganza – A large crowd is expected for the Christmas Extravaganza which will be Thursday, December 14 at 5:00 p.m. There will be crafts, live music, and a visit from Santa.

Parking Lot – The parking lot has been repaired and resurfaced. Patrons have been complimentary. The parking lot should be resurfaced every 5 years, but it has not been done in the 12 years since the opening of our new facility.

Book Return Unit – Our book return unit by the front door has rusted and is very difficult to open. It needs to be replaced at a cost of \$7400. Our director is seeking funds from the Ohio Valley United Charities for this project. If they do not provide part or all the funds, the library will have to pick up the remainder.

STLP Presentation—A group of 8th grade girls gave an STLP presentation. Their proposal was to install a feminine hygiene product dispenser in the family restroom. The Board voted to support their proposal.

Business

Collection Development Policy Review

The collection development policy was updated in 2021, but the Board considered updating the request for reconsideration and the form to be used for such a request. The director presented a sample policy update and an electronic version of the form. There was a discussion on the issue of whether a person must be a library cardholder and on the issue of review committee membership. Trustee Hamilton made a motion to accept the reconsideration policy and the form as presented by the director. Trustee McMillen seconded. All voted aye.

Personnel—Children's Programmer

Kayleigh Burgess, OCPL Children's Programmer, will graduate from NKU in December with a degree in library science. She currently works 20 hours per week with the children. Director Clifton proposed the Board make her a full-time employee with 32 hours per week and full-time benefits. Kayleigh has been a great addition to the staff and plans to make library work her career. Kelley Gamble has examined our budget and has advised there is room to raise her salary and pay the amount needed for her benefits. Her title would change to Children's Services Librarian which means she would work at the circulation desk as other full-time employees do. She would also receive KDLA certification. Trustee Hamilton made a motion to accept the personnel changes as presented by the director. Trustee Cobb seconded. All voted aye.

The next scheduled meeting will be Tuesday, December 19, 2023, at 9:30 at the Owen County Public Library. Trustee Cobb made a motion to adjourn. Trustee Manns seconded. All voted aye. The meeting was adjourned at 10:38 a.m.

Respectfully submitted by:

Martha Hamilton, Secretary