

OWEN COUNTY PUBLIC LIBRARY BOARD MEETING MINUTES

The Owen County Library Board of Trustees met in regular session on Tuesday, January 16, 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, Wes Petzinger, Library Director Cyndi Clifton and Assistant Director Kim Hunter. Martha Hamilton was absent.

Public Comment

There were no public comments.

Approval of minutes

Trustee Petzinger made a motion to approve the minutes for December. 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. Director Clifton highlighted some of the credit card expenses which were fraudulent. They will be credited next month. 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.

Library Statistics

On the Library Statistics Report for December 2023, we had 1985 patrons who used all library services. 37 programs were held with 1139 participants. Public computer users numbered 248. The website had 591 hits. Circulation was 5377. Inter-library loans numbered 40 for the month, and Hoopla/Overdrive had 485 users. According to Director Clifton, the statistics were lower than usual probably because the library was closed for 5 days in December due to the holidays.

Regional Librarian Report KDLA

KDLA has announced Jeff Gurnee as the new Central Region Library Consultant. Non-compliance notices will be sent out in January to all libraries (SPGE's) with missing audits or attestation agreements. Funds will be withheld until requirements are met. The status of these SPGE's will be published in local newspapers. KDLA has announced the dates and locations of regional Youth and Adult & Outreach Services trainings.

Business

Equipment Review— The Ohio Valley United Charities has awarded the OCPL the full amount (\$7483) for the purchase of the outside book drop. The Board had previously discussed having the current book drop repaired as another possibility. Trustee Manns made the motion to purchase the new book drop. Trustee Petzinger seconded. All voted aye.

Van Replacement

The replacement of the van is in this year's budget. Director Clifton would like to start the purchasing process. If the Board uses the state contract list, we will get a government rate. Director Clifton would like to stay within the \$35,000 which has been budgeted. Trustee Manns offered to work with the

Director on the purchase. They will start shopping in March. No motion or vote was needed since the amount has already been approved.

Policy Review

The Board reviewed the Board of Trustees Procedures document which was last reviewed in 2021. Director Clifton believes all is still relevant, except the section on public comment. There was much discussion on this section. Director Clifton will take the comments and create a second draft for review at the February meeting. No motions made.

The next scheduled meeting will be Tuesday, February 20, 2024, at 9:30 at the Owen County Public Library. Trustee Petzinger made a motion to adjourn. Trustee McMillen seconded. All voted aye. The meeting was adjourned at 10:42 a.m.

Respectfully submitted by:

Martha Hamilton, Secretary