

OWEN COUNTY PUBLIC LIBRARY BOARD MEETING MINUTES

The Owen County Library Board of Trustees met in regular session on October 19, 2021. Trustees in attendance were Cobb, Taylor, McMillen, and Petzinger. Also in attendance was Librarian Clifton. President Petzinger called the meeting to order at 9:34 A.M. Trustee Cobb made the motion to approve the minutes from September 2021. Trustee Petzinger seconded. All voted aye. There were no public comments.

FINANCIAL/DISBURSEMENTS

The general operating account and the reconciliation detail were reviewed. There were no unusual disbursements. The credit card reconciliation was reviewed. The income and expense statement were discussed. Our revenues are still less than our expenses; but that will be resolved when tax receipts begin to arrive in November. Trustee Petzinger made the motion to accept the reports. Trustee Taylor seconded. All voted aye.

LIBRARY STATISTICS

There were 2259 patrons that used all the services of the library. Twenty-two programs were held with 301 patrons attending. Overdrive and Hoopla are continuing to do well. Attendance at the Library is increasing. Wi-Fi and computer usage is remaining steady. Website visits are increasing. Outreach deliveries are also on the rise; this month there were 436 items delivered.

REGIONAL LIBRARIAN REPORT

Many items were listed for October 2021 including Director's Toolkit Update, Media Literacy Week, Homelessness Training and Workforce Development.

LIBRARIAN REPORT

Librarian Clifton reported the library received and transferred the title to the new bookmobile. The vehicle will be at the library for three weeks at which time it will go to Frankfort for the shelving to be installed. Employees are doing well with their cyber awareness training. We will be receiving hotspots from the Ohio Valley United Charities in the coming months. They are still waiting on commitments from other public libraries.

Librarian Clifton plans to have an employee appreciation event in December. She will be hosting an ornament decorating party as her gift to the library staff. She asked if the cash back from the library credit card could be used to fund a meal on the same evening as the ornament party. Trustee Petzinger made the motion to use the cash back earned for this purpose; Trustee McMillen seconded. All voted aye.

BUSINESS

All business items for this meeting related to policy review. The first policy that was discussed was the Circulation Policy and Procedure. Since the Board voted to be a Fine Free Library, some of the language in the policy relating to daily overdue fines needed to be changed. The changes were reviewed. Trustee Petzinger made the motion to approve the changes; Trustee Taylor seconded. All voted aye.

The second policy reviewed was the Reimbursement of Expense Policy. This is one of the essential board policies recommended by KDLA; OCPL does not currently have this policy in place. The policy was reviewed. Trustee Petzinger made the motion to approve; Trustee Cobb seconded. All voted aye.

The third policy reviewed was the Conflict of Interest Policy. The last review date was in 2019. No changes were proposed. Trustee Petzinger made the motion to approve; Trustee Taylor seconded. All voted aye.

The fourth policy reviewed was the Ethics Policy. The last review date was in 2019. No changes were proposed. The decision was made to have every trustee and employee sign a copy of this policy. Librarian Clifton will see that is done in the coming weeks. Trustee Petzinger made the motion to approve the policy; Trustee Taylor seconded. All votes aye.

Trustee Petzinger made the motion to adjourn at 10:15 A.M. Trustee Cobb seconded. All voted aye.

The next scheduled meeting is November 16, 2021 at 9:30 A.M.

Respectfully submitted

A handwritten signature in black ink that reads "Cyndi Clifton". The signature is written in a cursive, flowing style.

Cyndi Clifton