

OWEN COUNTY PUBLIC LIBRARY BOARD MEETING MINUTES

The Owen County Library Board of Trustees met in regular session on Tuesday, October 17, 2023.

Call to Order

President Wes Petzinger called the meeting to order at 9:32 am. Attending the meeting were Wes Petzinger, Rachele Cobb, Glenn Manns, Martha Hamilton, Library Director Cyndi Clifton and Assistant Director Kim Hunter. Mark McMillen was absent

Audit Review

Sam Waninger of Craft, Waninger, Noble & Co. PLLC presented the auditor's report. Revenue stayed about the same, the bonds will be paid off in 2053, and our investments are growing. CPA Kelley Gamble takes care of internal control issues. We have sufficient reserve funds, and we had a very clean audit. Director Clifton was praised for her organizational skills and timely delivery of documents to Kelley Gamble to allow our audit to be one of the first of Kentucky public libraries to be completed.

Public Comment

There were no public comments.

Approval of minutes

A slight correction was made to the September minutes concerning the CD rate which was 4.75% instead of 5%. Trustee Petzinger made a motion to approve the minutes for September. Trustee Cobb seconded. All voted aye.

Financial Reports and Disbursements

The general operating account and the reconciliation detail were reviewed as well as the credit card expenses for the month. All expenses were in line with the approved budget with no abnormalities. Trustee Manns made the motion to approve the Financial Report. Trustee Petzinger seconded. All voted aye.

Library Statistics

On the Library Statistics Report for September 2023, we had 2,499 patrons who used all library services. 44 programs were held with 653 participants. Public computer users numbered 316. The website had 635 hits. Circulation was up for the month at 6,724. Inter-library loans numbered 72 for the month, and Hoopla/Overdrive had 507 users. September was library card sign-up month, and we had 69 new cardholders.

Regional Librarian Report KDLA

KDLA held a webinar on filling board vacancies. All libraries which are SPGE (Special Purpose Governmental Entity) must follow specific audit requirements. The auditor's report should be uploaded within 12 months of fiscal year's end. KDLA is seeking seasoned directors with more than 5 years of experience to serve as mentors for new directors. More than 50% of Kentucky library directors have less than 5 years experience. Even though Director Clifton only has 3 years experience, she is serving as a mentor to the Trimble County Library Director.

Librarian's Report

Halloween Party –The director expects a large crowd for the annual Halloween party which will be Monday, October 30 at 5:00 pm.

Facilities Maintenance – HVAC system, sprinkler system, and fire alarms have all been inspected and tested. All systems were working properly.

GED Testing Center – The Adult Education appointments have greatly increased over the past year, largely due to the residents of Addiction Recovery Center. Students of the GED program can take practice tests at the library, but the closest places to take the actual GED test is Grant or Franklin Counties. OCPL is researching the requirements for becoming an approved testing center. The trustees expressed full support for this possible initiative.

Business

First Amendment Audit – Currently, the library does not have a First Amendment Audit Policy, but employees have been instructed on handling requests for this. The director stated the employees needed written guidelines and presented a sample policy. Trustee Hamilton made a motion to adopt the policy as presented. Trustee Petzinger seconded the motion. All voted aye.

Library Code of Conduct – The trustees reviewed the Code of Conduct. Trustee Petzinger made a motion to keep the Code as is. Trustee Manns seconded the motion. All voted aye.

Incident Report – The library has a paper version of an incident report, but Director Clifton simplified the form, and had made it a fillable pdf. It will be readily available on all circulation computers for easy access by employees. Trustee Manns made a motion to accept the report form. Trustee Cobb seconded. All voted aye.

Surplus Materials – The director has contacted several other libraries to see if any would like to have the 8 DVD spinners (cabinets), but there wasn't any interest. They are not needed in our library since the new shelving was installed. The director requested permission from the Board to dispose of the spinners at the transfer station. Trustee Hamilton made a motion to approve that request. Trustee Petzinger seconded the motion. All voted aye. The director and the board secretary signed the necessary paperwork to document disposal of surplus property.

The next scheduled meeting will be Tuesday, November 21, 2023, at 9:30 at the Owen County Public Library. Trustee Petzinger made a motion to adjourn. Trustee Manns seconded. All voted aye, and meeting was adjourned at 10:27 a.m.

Respectfully submitted by:

Martha Hamilton, Secretary