

## **OWEN COUNTY PUBLIC LIBRARY BOARD MEETING MINUTES**

The Owen County Library Board of Trustees met in regular session on April 19, 2022.

### **Call to Order**

Vice President Rachele Cobb called the meeting to order at 9:35 am. Attendees Rachele Cobb, Sam Taylor, Mark McMillen, Mimi Quiroz via Zoom, and Library Director Cyndi Clifton. Since Mimi was attending on Zoom, Librarian Clifton agreed to take minutes of today's meeting.

### **Approval of minutes**

Trustee Taylor made the motion to approve the minutes from March 15, 2022, trustee McMillen seconded. All voted aye.

### **Public Comment**

There were no public comments.

### **Financial Reports/Disbursements**

The board reviewed the general operating account, the reconciliation detail as well as the credit card report.

All expenses were routine and expected and fell within the approved budget.

Our revenue at the end of March was \$ 181,460.72 more than our expenses.

Trustee Quiroz made the motion to approve the Financial Report, Trustee Cobb seconded. All voted aye.

### **Library Statistics**

In March 2022, the OCPL had 2287 patrons that used all library services. There were 40 programs with 2354 attendees. Circulation is increasing. The library added 127 titles to the book collection. Computer users were 414; Hoopla had 154 and Wi-Fi users increased to 1008 for the month. The library had 1273 website visits, Kanopy had 13 checkouts and Overdrive checkouts increased to 229. Check Ins/Outs and renewals totaled 5105.

### **Regional Librarian Report KDLA**

The DLG hosted a training webinar on April 18<sup>th</sup> outlining the specifics of the new SPGE portal. Cyndi attended the training and will be submitting information on the portal beginning in May.

The UFIR is due May 1<sup>st</sup> for all public libraries. Kelley Gamble will be completing and submitting the necessary information for OCPL.

The State of Emergency that was in place due to Covid has been lifted. For that reason, libraries must have an in-person board meeting. Zoom can still be available as an option for attendees, but a physical location must be provided.

## **Librarian's Report**

**Bookmobile** – The bookmobile is complete and preparations are being made to stock it with books and get technology installed.

**Legislation** – The Senate Bill 167 was passed on the last day of legislative session. It will take effect January 1, 2023.

**Summer Reading** – Planning is going well for Summer Reading. The library will be decorated in early May in preparation for our summer events. The planning team has done well this year.

**Personnel** – Susan Hampton has announced her retirement. Her last day at the library will be August 1, 2022.

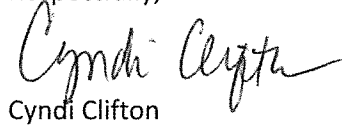
## **Business Items**

1. **Trustee nominations** – Nominations have been determined for our board vacancies. Rachele Cobb and Jan Dunavent will be nominated for Rachele's position. Glen Manns and Lauren Keith will be nominated for Sam's position. Cyndi will get the nominations to KDLA as soon as possible. A motion was made to this effect by Trustee Taylor and seconded by Trustee Cobb. All voted aye.
2. **Surplus Property** – Cyndi presented a number of items that need to be moved to surplus inventory. The group reviewed the items. Trustee Cobb made a motion to move all items discussed to surplus, Trustee McMillen seconded. All voted aye.
3. **Copier Purchase** – Cyndi explained that we spoke about purchasing a new copier last year and decided to wait. This year the library desperately needs a new machine. A quote was presented for \$ 8,924.00 from Waltz Business Solutions. Cyndi explained that she would like to put the expense in the next budget but, due to supply chain issues, the order would need to be placed now. She explained the machine would not be delivered nor would the payment be made until after July 1, 2022. Trustee Quiroz made the motion to place the order for the machine and plan for a July installation and purchase. Trustee Taylor seconded the motion. All voted aye.
4. **Strategic Plan** – Cyndi notified the Board that the library was long overdue for a strategic plan. Our last plan ended in 2019. Covid happened in 2020, and it is difficult to plan for the future in the middle of a pandemic. Since we are somewhat back to normal, we need a new strategic plan. Cyndi recommended working with Angie Taylor from Taylor Career Strategies. Ms. Taylor comes highly recommended from a number of libraries and has also done work with Owen Electric. Similar to the copy machine scenario listed above, we need to approve her proposal so

we may get on her calendar. No work will be done and payment will not be made until after July 1, 2022. Trustee Cobb made the motion to approve the proposal from Ms. Taylor; Trustee Taylor seconded. All voted aye.

Trustee Cobb made the motion to adjourn at 10:45 am and Trustee McMillen seconded. All voted aye.

Respectfully,

A handwritten signature in cursive script that reads "Cyndi Clifton". The signature is written in black ink and is positioned above the printed name.

Cyndi Clifton