

## OWEN COUNTY PUBLIC LIBRARY BOARD MEETING MINUTES

The Owen County Library Board of Trustees met in regular session on Tuesday, March 19, 2024.

### **Call to Order**

President Petzinger called the meeting to order at 9:42 a.m. Attending the meeting were Rachele Cobb, Mark McMillen, Wes Petzinger, Martha Hamilton, and Director Cyndi Clifton. Kim Hunter was needed to work the circulation desk. Glenn Manns joined via Zoom for part of the meeting.

### **Public Comment**

There were no public comments.

### **Approval of minutes**

Trustee Petzinger made a motion to approve the minutes for February. Trustee Cobb 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. Profit and loss are close to being even with last year at this time. Trustee Petzinger made the motion to approve the Financial Report. Trustee McMillen seconded. All voted aye.

### **Library Statistics**

On the Library Statistics Report for February, we had 2,848 patrons who used all library services. 49 programs were held with 1154 participants. Public computer users numbered 355. The website had 1049 hits. Circulation was 7356. Inter-library loans numbered 79 for the month. The blood drive had 22 participants, and Adult Education also had 22 participants.

### **Regional Librarian Report KDLA**

KDLA is currently searching for a new East Regional Library Consultant. Other Regional Consultants have volunteered to assist in the meantime. The Public Library Association will hold its biennial conference on April 3-5 in Columbus, Ohio. Kim Hunter may attend. Virtual attendance is available as well as in-person. National Library Week is April 7-13. The theme is "Ready, Set, Library!"

### **Library Director's Report**

**Thank you card** – The Director read a note of appreciation from Carol Taylor for the flowers sent to Sam Taylor's funeral. The flowers were from the library staff and board.

**Book Return Unit** – The new unit has been installed. The Director was able to get a lower price by declining the book cart. The grant was for \$7483, and the actual cost was \$5870. She has asked Ohio Valley United Charities, if we can keep the extra \$1613 to use for other library needs. They will discuss the matter on March 20. If we are allowed to keep the extra money, it will go into our Hoopla account.

**Legislative Update** – HB150 relating to Ad Valorem taxes doesn't seem to be moving. SB232 relating to school librarians has been amended with the language regarding school librarians removed.

**Vehicle Update** – The Director has been searching for a new van. We will not need to get bids if the cost is less than \$40,000. Our budget includes \$35,000 for a new van, but transit vans are higher than that

amount. The state has some dealerships that give discounts to government entities, but the Director has discovered they are all too far away.

### **Business**

**New Vehicle** – The director researched SUV's as an alternative and found the Chevrolet Traverse to have the most cargo space. She found a 2023 Chevrolet Traverse at Piles Chevrolet in Dry Ridge and brought it to our meeting. The Board inspected it. The Director said the Friends of the Library has offered to pay for graphics for the new vehicle. Trustee Hamilton made a motion to purchase the vehicle. Trustee Cobb seconded the motion. All voted aye.

**Surplus item** – The old book return needs to be surplus. It was purchased in 2012 and is rusted. The necessary paperwork was signed, and the unit will be disposed of.

### **Budget review**

**Operating expenses** – The Board had its first look at a possible budget for the next fiscal year. The budget must be approved by June. There was a discussion of 3 possible capital outlay projects. The consensus seemed to be to finish the project of changing out the remainder of the lights to LED. That project will save money on electricity costs.

**Payroll expenses** – The Board also discussed, in general terms, employee salary raises. The Director still has to gather some figures such as insurance costs before a final vote can be taken on the budget.

The next scheduled meeting will be Tuesday, April 16, 2024, at 9:30 at the Owen County Public Library. Trustee Hamilton made a motion to adjourn. Trustee Cobb seconded. All voted aye. The meeting was adjourned at 10:50 a.m.

Respectfully submitted by:

Martha Hamilton, Secretary