

OWEN COUNTY PUBLIC LIBRARY BOARD MEETING MINUTES

The Owen County Library Board of Trustees met in regular session on September 20, 2022.

Call to Order

President Wes Petzinger called the meeting to order at 9:33 am. Attending the meeting were Wes Petzinger, Rachele Cobb, Glenn Manns, Mark McMillen, Mimi Quiroz (via Zoom) and Library Director Cyndi Clifton.

Audit Presentation

Jared from Craft, Waninger, Noble & Company presented his findings from the annual audit he and his staff conducted. He reviewed all of the financial information as well as what they reviewed during their process. He communicated to the group that he found no discrepancies or areas of concern relating to our finances for the past year. Trustee Manns made a motion to accept the report into record and Trustee Cobb seconded. All voted aye.

Approval of minutes

Trustee Petzinger made the motion to approve the minutes from the August 2022 meeting, trustee McMillen seconded. All voted aye.

Public Comment

There were no public comments.

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 of the expenses were in line with the approved budget with no abnormalities.

Trustee Petzinger made the motion to approve the Financial Report, Trustee Manns seconded. All voted aye.

Library Statistics

On the Library Statistics for August 2022, we had 2558 patrons that used all Library services. 26 programs were held with 463 participants. Public computer users were 362. The website had 1174 hits. Check Ins/Outs and renewals were 5097 for the month.

Regional Librarian Report KDLA

This month's KDLA topics were the Friends of Kentucky Libraries Annual Meeting, Banned Books Week, KDLA Webinar for Trustees, Annual Report deadline extension, and Terry Manuel's Retirement.

Librarian's Report

Tax Rate – Cyndi presented a library report and our tax rate to the fiscal court on August 23rd. All information was well received by the group and there were only questions about library operations; there was no discussion about the tax rate.

Security Cameras – The camera project is scheduled to begin in October. This is a bit later than planned, but the installation company had a few projects scheduled ahead of us that are taking a bit longer to complete.

Strategic Plan – A community survey will be created and released to the public in October. Once the survey period comes to an end, Angie Taylor will compile the data and work that into the first draft of our plan.

Facilities/Maintenance

Cyndi has formed a verbal agreement with Jon Figgins to help with maintenance projects throughout the library. He will come on an as needed basis and will be paid hourly for his time as we have done for other contractors in the past.

Business Items

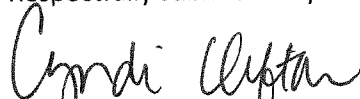
1. Policy Review – In this meeting the group reviewed six existing library personnel policies that were last reviewed in 2017. After some discussion, it was decided that no changes were needed. The policies that were reviewed were: Bereavement Leave, Court Leave, Employee Expenses, Extreme Weather Condition or Other Emergency, Holiday Pay, and Voting Leave.

Trustee Petzinger made a motion to approve all of the policies as reviewed with no changes needed. Trustee McMillen seconded the motion and all voted aye.

Trustee McMillen made the motion to adjourn at 9:36 am and trustee Petzinger seconded. All voted aye.

The next schedule meeting will be October 18, 2022 at 9:30 am at the Owen County Public Library.

Respectfully submitted by:



Cyndi Clifton (in trustee Quiroz's absence)