

OWEN COUNTY PUBLIC LIBRARY BOARD MEETING MINUTES

The Owen County Library Board of Trustees met in regular session on Tuesday, September 19, 2023.

Call to Order

President Wes Petzinger called the meeting to order at 9:34 am. Attending the meeting were Wes Petzinger, Rachele Cobb, Mark McMillen, Glenn Manns, Martha Hamilton, Library Director Cyndi Clifton and Assistant Director Kim Hunter.

Approval of minutes

Trustee Petzinger made the motion to approve the minutes from the August 2023 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 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 Report for August 2023, we had 2,515 patrons who used all library services. 33 programs were held with 861 participants. Public computer users numbered 419. The website had 987 hits. Circulation was up for the month at 6516. Inter-library loans and Hoopla/Overdrive were also up for the month.

Regional Librarian Report KDLA

KDLA's Electronic Records Management branch offers guidance and training on retention of documents including email and social media. There are 2 new circulating kits from the Space Science Institute being offered by KDLA. These are in preparation for programs on the 2024 total solar eclipse. The KYAC Virtual Conference will be October 18-19 and will be focused on the needs of youth services librarians.

Librarian's Report

Audit – The auditor Sam Waninger will be on-site September 21. He may have the final report ready to present at October meeting.

Certificates of Deposit – One certificate matures today, September 19. The director stated the rate listed on website was 4.75% for 13 months. She will go to the bank today to confirm and renew the certificate.

Tax rate approved – Our request for the compensating tax rate was accepted by fiscal court with no questions. Republican Judge Executive candidate Todd Woodyard requested a copy of last year's statistical report. He asked some questions of the library director.

Business

Dress Code Policy – The Director presented copies of current policy and suggestions for change. Trustee Hamilton made a motion to accept the dress code policy with all suggestions for changes/additions. Trustee Cobb seconded the motion. All voted aye.

Family and Medical Leave Policy --The Director presented copies of the separate, current policies and recommendations for an updated, combined policy. There was a discussion of a possible need for exceptions to Section E1 (Employee must repay cost of medical insurance during leave, if he does not return to work.). Trustee Hamilton made the motion to accept the presented, combined policy with the addition of this statement to Section E1. "Extenuating circumstances deviating from this item must be approved by the Board of Trustees." Trustee McMillen seconded. All voted aye.

Short Term Disability Policy - The Director presented a sample policy that would be consistent with the short term insurance policy which will take effect in October. Trustee Manns made a motion to accept the policy with this statement added to Section D1 (repayment of medical insurance during leave, if employee does not return to work). "Extenuating circumstances deviating from this item must be approved by the Board of Trustees." Trustee McMillen seconded. All voted aye.

The next scheduled meeting will be Tuesday, October 17, 2023, at 9:30 at the Owen County Public Library. Trustee Manns made a motion to adjourn. Trustee Cobb seconded. All voted aye, and meeting was adjourned at 10:28.

Respectfully submitted by:

Martha Hamilton, Secretary