

OWEN COUNTY PUBLIC LIBRARY BOARD MEETING MINUTES

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

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.

Approval of minutes

Trustee Petzinger made the motion to approve the minutes from the December 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 Cobb seconded. All voted aye.

Library Statistics

On the Library Statistics for December 2022, we had 2070 patrons that used all Library services. 40 programs were held with 1129 participants. Public computer users were 257. The website had 927 hits. Check Ins/Outs and renewals were 4422 for the month. The statistics were a bit lower this month compared to previous months; Clifton attributed that to being closed 4 days for the holiday.

Regional Librarian Report KDLA

This month's KDLA report included the date for Legislative Day, registration information for the KPLA Spring Conference, KDLA's new Kit Keeper for book kits and a trustee certification webinar.

Librarian's Report

Bookmobile – The bookmobile is getting its new shelving this week; the vehicle should be returned to us next week.

Newspaper Digitization – The newspaper project is complete; digital copies of newspapers from 2006-2021 can now be viewed online from the library's website.

Assistant Director – Only one employee showed interest in becoming Assistant Director. Clifton thinks that person will be a great fit and will offer the job to that person this week.

Sales Tax – Sales of all library items and services will now need to be tracked in an effort to report sales tax collected. Librarian Clifton will work to update the library technology to account for sales tax being charged and reported as needed to the Department of Revenue.

Business Items

Smoke & Tobacco Free Policy – The draft policy was reviewed. Trustee Petzinger made a motion to approve the policy and move it from the group personnel policies to the set of operations policies. Trustee Manns seconded the motion. All voted aye.

Trustee application on website - The group reviewed the trustee application Librarian Clifton drafted. All were in agreement that it would be a good item to make available on our website for interested individuals who have an interest serving on our board. Trustee Petzinger made the motion to approve the application and place it on our website. Trustee Quiroz seconded the motion. All voted aye.

Strategic Plan – The group reviewed the final draft of the Strategic Plan from Angie Taylor. Angie challenged the group to determine an updated mission and vision statement. After some discussion, the decision was made to table the item until next meeting to allow the trustees to think about a new mission and vision statement.

Trustee Manns made the motion to adjourn at 10:20 am and trustee McMillen seconded. All voted aye.

The next schedule meeting will be February 21, 2023 at 9:30 am at the Owen County Public Library.

Respectfully submitted by:

A handwritten signature in black ink that reads "Cyndi Clifton". The signature is written in a cursive, flowing style.

Cyndi Clifton (in trustee Quiroz's absence)