

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

The Owen County Library Board of Trustees met in regular session on Tuesday, January 20, 2026.

### **Call to Order**

President Petzinger called the meeting to order at 9:34 a.m. Attending the meeting were Glenn Manns, Mark McMillen, Rachael Cobb, Wes Petzinger, Assistant Director Kim Hunter, and Director Cyndi Clifton. Martha Hamilton attended via Zoom.

### **Public Comment**

There were no public comments.

### **Approval of minutes**

Trustee Petzinger made a motion to approve the minutes for December. Trustee McMillen 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. The \$5100 expense to Spectrum was for new phone system (\$4500) and the first month's fee. Income and expense were both up from this time last year. Trustee Hamilton made the motion to approve the Financial Report. Trustee Petzinger seconded. All voted aye.

### **Library Statistics**

On the Library Statistics Report for December, we had 1918 patrons who used all library services. 37 programs were held with 972 participants. The Christmas Extravaganza was well attended. Public computer users numbered 212. The website had 586 hits. Circulation was 3747. Inter-library loans numbered 34 for the month, and Hoopla/Overdrive/Kanopy had 713 users.

### **Regional Librarian Report KDLA**

KDLA has hired a new State Data Coordinator Sarah French who will be the main contact person for the 2026 Annual Report. KDLA is sponsoring the fifth annual Statewide Job Fair Initiative during National Library Week, April 19-26. All public and school libraries are encouraged to participate. OCPL will not participate because of a lack of business/industry. The Continuing Education section has released their annual needs survey. Library staff members are encouraged to complete the survey.

### **Librarian's Report**

**Audit** – The audit is well underway and may be finished by our March meeting.

**Front Door Maintenance** – The front door has not been latching properly. Workmen did a temporary fix, but new hinges are needed. Cost of these is \$2000. The Director has delayed a permanent fix until the problem happens again.

**Library Legislative Day** – The OCPL Director and the Gallatin County Director will be meeting with Senator Gex Williams on this day which is February 12.

**Assistant Director Report** – The Assistant Director reported still seeing some new people in the library. The Summer Reading group has begun the planning process by scheduling the main speakers. Our GED graduate is now enrolled at Gateway College.

#### **Business Items**

**4<sup>th</sup> of July Holiday** – Since July 4 is a Saturday, state employees will have July 3 as a holiday. The OCPL Director proposed also closing the library on July 4 as well. Trustee Petzinger made a motion to close OCPL on July 3 and 4. Trustee Cobb seconded the motion. All voted aye.

**Banking Services** – Since we have a new bank in Owenton, the Director suggested sending a Request for Proposal to both German-American and United Citizens Banks. The OCPL Board has not discussed banking services since 2022. Trustee Petzinger made a motion to send an RFP to both banks. Trustee Manns seconded the motion. All voted aye.

**CD Renewal** – One of our CD's will mature before the February meeting. It is a 7-month CD for \$58,000. Trustee Petzinger made the motion for the Director to make the decision on the best maturity date/rate for the CD with the additional option of cashing out the CD for the possibility of adding it to another of our CD's. Trustee Manns seconded the motion. All voted aye.

**Trustee Vacancies** – Trustee Manns' first term will end in June, and Trustee Cobb's second term will end at the same time. Trustee Manns informed the Board, he would like to serve a second term. We discussed advertising the vacancies on Facebooks. We must have 2 names for Trustee Cobb's position, and one other name for Trustee Manns' position to KDLA by April. The Fiscal Court makes the final decision by June.

#### **Review/approve Request for Proposal for Flooring Project**

The Director prepared a draft RFP for the flooring project. The bids must be submitted by February 13, so the Board can open the bids at the next meeting on February 17. The project must be completed by May 15 to keep all expenses in this fiscal year. The Board discussed some requirements in the draft proposal and made some minor changes. Trustee McMillen made a motion for the Director to update the draft with the Board suggestions and to begin advertising the project on our website and by notifying local vendors. Trustee Cobb seconded the motion. All voted aye.

The next meeting will be held on February 17, 2026, at 9:30 a.m. at OCPL. Trustee Petzinger made a motion to adjourn the meeting. Trustee Manns seconded. All voted aye. The meeting was adjourned at 10:17 a.m.

Respectfully submitted by:  
Martha Hamilton, Secretary

