

## OWEN COUNTY PUBLIC LIBRARY BOARD MEETING MINUTES

The Owen County Library Board of Trustees met in regular session on Tuesday, December 16, 2025.

### **Call to Order**

After enjoying a delicious breakfast prepared by Director Clifton, President Petzinger called the meeting to order at 9:44 a.m. Attending the meeting were Martha Hamilton, Glenn Manns, Mark McMillen, Rachael Cobb, Wes Petzinger, Assistant Director Kim Hunter, and Director Cyndi Clifton.

### **Public Comment**

There were no public comments.

### **Approval of minutes**

Trustee Petzinger made a motion to approve the minutes for November. Trustee Manns 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. Trustee Hamilton made the motion to approve the Financial Report. Trustee Petzinger seconded. All voted aye.

### **Library Statistics**

On the Library Statistics Report for November, we had 2038 patrons who used all library services. 37 programs were held with 896 participants. Public computer users numbered 193. The website had 697 hits. Circulation was 4494. Inter-library loans numbered 44 for the month, and Hoopla/Overdrive/Kanopy had 743 users. The blood drive had 19 donors.

### **Regional Librarian Report KDLA**

KDLA published their 2026 calendar of events including workshops, E-rate deadlines, and filing deadlines for the Department of Local Government.

### **Librarian's Report**

**Audit** – The OCPL Director and our accountant Kelley Gamble have submitted requested documents to our auditor. The accountant has also sent an additional set of requested documents. No firm completion date has been set.

**Open Records and Open Meetings Act** – The director had mailed a copy of the Open Records and Open Meetings to all board members. All members signed the documents to show acceptance.

**Flooring Project** – The director will create a request for proposal after the holidays for our flooring project for the meeting room. Then, bids will be taken. Bids are not required for items under \$40,000, but the director states it is best practice to take bids.

**Assistant Director Report** – The assistant director reported a turnout of 343 people at the Christmas Program despite gloomy weather. She also reported that the first GED student to take the test at OCPL has successfully completed all 4 sections and is graduating from the program. This student has been accepted at Gateway. This is a win for the student, the GED program, and OCPL testing initiative.

**Business Items**

**Discussion of Saturday Hours** – The director proposed changing the OCPL Saturday hours since traffic has slowed the past several years. She prepared statistics on Saturday checkouts including those after 1:00 and, also surveyed other public libraries concerning their Saturday hours. The Board discussed the possibility of losing checkouts, the re-scheduling of employee hours, and other factors. Trustee Manns made a motion to change the Saturday hours to 9:30 a.m. to 1:00 p.m. (from 9:30 to 5:00) starting on January 1, 2026. Trustee McMillen seconded the motion. All voted aye.

The next meeting will be held on January 20, 2026, at 9:30 a.m. at OCPL. Trustee Manns made a motion to adjourn the meeting. Trustee Hamilton seconded. All voted aye. The meeting was adjourned at 10:21 a.m.

Respectfully submitted by:  
Martha Hamilton, Secretary



1/20/20