

OWEN COUNTY PUBLIC LIBRARY BOARD MEETING MINUTES

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

Call to Order

Glenn Manns called the meeting to order at 9:30 a.m. Attending the meeting were Martha Hamilton, Glenn Manns, Mark McMillen, Assistant Director Kim Hunter, and Director Cyndi Clifton. Wes Petzinger and Rachael Cobb were absent.

Public Comment

There were no public comments.

Approval of minutes

Trustee McMillen made a motion to approve the minutes for August. 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. The library is currently in a negative cash position, but that is expected until tax revenues arrive at the end of the calendar year. Trustee McMillen made the motion to approve the Financial Report. Trustee Hamilton seconded. All voted aye.

Library Statistics

On the Library Statistics Report for August, we had 2350 patrons who used all library services. 28 programs were held with 353 participants. Public computer users numbered 347. The website had 778 hits. Circulation was 4656. Inter-library loans numbered 46 for the month, and Hoopla/Overdrive/Kanopy had 758 users. August is typically a slower month for programs and checkouts.

Regional Librarian Report KDLA

The KDLA Programming Conference will be held in Louisville on November 5-7. KDLA offers clarification to local libraries on understanding the duties of a library board and the duties of the library director. The board sets policy and adopts a budget. The Board also monitors the budget and evaluates the director. The director carries out the policies and develops the collection within guidelines set by board. The director evaluates/monitors all other employees, except in certain circumstances.

Librarian's Report

GED Testing Center – Active project with nothing new to report.

Technology Projects –

Internet service provider – Spectrum has been slow and disorganized in completing the conversion.

Telephone changes – There is a possibility of an adaptor which will allow our old telephone system to work. Nothing is confirmed at this time, but we may not need to buy a new system.

Audit – The OCPL Director and our accountant Kelley Gamble have submitted documents to our auditor. The Director is waiting to hear from him what additional documents are needed.

Community Involvement – Denise will have the bookmobile at Sweet Owen Days on September 19, and Aida will supervise the KidsZone.

Business Items

Policy Review

Reimbursement of Expense Policy

Conflict of Interest Policy

Ethics Policy

Fiscal Responsibility Policy

These 4 Board Policies were reviewed by the Board. All were deemed accurate and timely. No changes were needed. A new review date will be added to each policy. Trustee Manns made a motion to accept these 4 policies as is. Trustee McMillen seconded the motion. All voted aye. The members in attendance signed Ethics Policy Agreements for 2025-2026. The Director will also have the absent members sign new agreements.

Mobile App Discussion – The Hoopla account is loaded at the beginning of the year. In the past we have allocated \$5000 to this account. This year \$10,000 was budgeted, and more will be needed. Libby has \$3000 a year set price, but long waits for e-books and audiobooks are not unusual. OCPL has maintained both services as well as Kanopy which focuses on documentaries and non-commercial materials. The Board discussed possible ways to decrease the budget amount needed for Hoopla. The consensus was that Hoopla is popular with patrons and provides needed service to our community. No changes should be made at this time except to the budget when needed to continue Hoopla service to our patrons with the current procedures.

The next meeting will be held on October 21, 2025, at 9:30 a.m. at OCPL. Trustee McMillen made a motion to adjourn the meeting. Trustee Hamilton seconded. All voted aye. The meeting was adjourned at 10:23 a.m.

Respectfully submitted by:
Martha Hamilton, Secretary



10/25/25