

OWEN COUNTY PUBLIC LIBRARY BOARD MEETING MINUTES

The Owen County Library Board of Trustees met in special session on November 10, 2020. Trustees in attendance were Cobb, Taylor, Quiroz, Petzinger, and Ashcraft. Librarian Clifton was also in attendance. President Petzinger called the meeting to order at 9:30 A.M. A motion to approve the minutes from the October meeting was made by Trustee Quiroz and seconded by Trustee Cobb. All voted aye. There were no public comments.

FINANCIAL/DISBURSEMENTS

The general operating account and beginning fund balance were reviewed and discussed. Checks and payments were reviewed. The profit/loss previous year comparison was discussed. The income was down but the expenses were also less. The credit card reconciliation was presented and discussed. The tax revenues will begin this month. Trustee Petzinger made the motion to accept the reports. Trustee Cobb seconded the motion. All voted aye.

REGIONAL LIBRARIAN REPORT

The new open meetings information is now available. Our copy is on file. There are library science scholarships available until November 13, 2020. More E-rate category two funding will be available July 2021 to June 30, 2022. The library can apply sometime next year. The KDLA Youth Service conference videos are now available on line. The KDLA website spotlight is on Kentucky Public Library Directors' Toolkit. This provides resources for directors.

LIBRARIAN REPORT

Hoopla and Overdrive remain steady. Patrons of the library numbered 1,940. This number is increasing slowly each month since re-opening. Wi-Fi had 767 users. Computer users numbered 240. The library's website had 1,392 patrons using this service. The letters for the Kentucky History Room have been installed. Masks are still being required. The Outreach program has resumed. Precautions, due to Covid-19, have been put in place. The Chamber of Commerce has asked Librarian Clifton to assume the position of Secretary of the Chamber Board. The library will receive our certification as an Access Point for the Kentucky Career Center on November 10, 2020. Elizabeth Adams will be the representative. She will be available one day a week to assist patrons who need guidance with employment opportunities.

Take and make projects are replacing in house programs until the library can resume in house programs. The first take and make was making earrings. More make and take projects are scheduled for later this month and December. Virtual programs are being recorded for use in the schools. This month's programs are on daily life in colonial times, butter making, and weapons of the era.

Kim Hunter began her full-time employment on November 2, 2020. Joan Goderwis plans to return part-time on December 1, 2020.

The annual appreciation dinner in December is still to be decided. More information will be provided at the next meeting.

The Owen County High School Yearbooks have been uploaded to our website. The files are digital and include the years 1951-2015.

The process for the new mobile printing option for patrons has started. The initial meeting will be November 17, 2020.

BUSINESS

The library's credit card limit is \$5,000.00. In order to pay recurring expenses, the limit would have to be raised to \$10,000.00. The Auditor does not see a problem with the library doing this. The card also has a cash back feature. After discussion Trustee Petzinger made the motion to raise the limit to \$10,000 to pay recurring expenses as well as incidentals every month and redeem rewards as needed. Trustee Cobb seconded the motion. All voted aye.

Librarian Clifton presented a revised Employee Social Media Policy. Trustees reviewed and discussed the policy. Trustee Petzinger made the motion to approve the policy. Trustee Cobb seconded the motion. All voted aye. Trustee Cobb had to leave at 10:40 A.M.

The discussion of the vacation and sick leave policies was discussed at length. Changes to parts of the policies were suggested. It was decided to table the changes until the full board of trustees was in attendance.

The last item of business was on Covid 19 response. Librarian Clifton stated that deep-cleaning or closing the library might become an issue. Some libraries will not close as they consider it an essential business. Other libraries may return to curbside services. Librarian Clifton stated that the library has options if they are needed. The trustees will be informed of any actions.

A motion to adjourn was made at 11:15 A.M. by Trustee Petzinger and seconded by Quiroz. All voted aye.

The next scheduled meeting is December 15, 2020 at 9:30 A.M.

Respectfully submitted,



Billie Jo Ashcraft