

OWEN COUNTY PUBLIC LIBRARY BOARD MEETING MINUTES

The Owen County Library Board of Trustees met in regular session on July 19, 2022.

Call to Order

President Wes Petzinger called the meeting to order at 9:36 am. Attendants to this meeting were Wes Petzinger, Rachel Cobb, Glenn Manns, Mark McMillen, and Library Director Cyndi Clifton.

Approval of minutes

Trustee Petzinger made the motion to approve the minutes from June 2022, trustee Rachele Cobb seconded. All voted aye.

Public Comment

There were no public comments.

New Trustee

Glenn Manns took the oath and was sworn in as our new trustee by trustee Petzinger.

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 McMillen seconded. All voted aye.

Library Statistics

On the Library Statistics for June 2022, we had 2679 patrons that used all Library services. 42 programs were held with 1102 participants. Public computer users 336. The website had 1180 hits. Check Ins/Outs and renewals increased totaling 6296 for the month.

Regional Librarian Report KDLA

This month's KDLA topics are the quarterly trustee orientation, the due date for the annual report, new director's orientation, and the new guidelines for Open Meetings/Open Records Act.

Librarian's Report

Summer Reading - Library Director Clifton reported that the Summer Reading Program was a huge success this year. In six weeks, the library hosted 60 programs yielding 1,414 attendees. There were 410 readers registered this year.

Personnel – Leah and Melanie are doing great in their new positions; they will be a huge asset for the library. A retirement reception is still in the planning stages for Susan Hampton.

Bookmobile – A donation will be received later this year in memory of Debbie McMillen. The donors are the scrapbooking group of which Debbie participated. The donation will have specific instructions for the funds to be used for shelving in the bookmobile.

Business Items

1. Appoint Officers - A new treasurer is needed since Sam Taylor's term as trustee ended on June 30, 2022. After some discussion, officer appointments were determined (listed below). Sam will need to be removed from the signature card at the bank and Glenn will need to be added. This change will be effective for all accounts at German American Bank. Trustee Petzinger made the motion, trustee Manns seconded. All voted aye. The appointments are as follows:

President – Wes Petzinger
Vice President – Rachele Cobb
Treasurer – Glenn Manns
Secretary – Mimi Quiroz
Trustee – Mark McMillen

2. Open Records/Open Meetings Update – Director Clifton made everyone aware of the minor changes made to the guidelines by the Kentucky Attorney General. This was for information only and no approvals were needed.

3. Student Employee – Director Clifton presented a draft job description for the new student employee position. After reviewing the document, no changes were requested by the board. Trustee Petzinger made the motion to approve, trustee Manns seconded. All voted aye. Cyndi will advertise for the new position before the school year begins.

4. Reserve Fund Policy – Director Clifton presented our existing policy and noted that revisions needed to be made since our cash position had changed. The group decided we should create a new section in the policy for Capital Projects 2022-23 since we have allocated money in the budget this year for those items. Additionally, two motions were made:

Trustee Petzinger made a motion to move \$ 65,000 from the main library checking account to our contingency account to increase the balance to approximately \$ 150,000. This motion was made for two reasons: 1) Our loan agreement with USDA states our contingency account should have at balance sufficient to cover our loan payment; currently it does not and 2) our policy states we reserve \$ 150,000 for emergencies. Trustee McMillen seconded this motion. All voted aye.

Additionally, trustee Petzinger made a motion to use \$ 50,000 of our checking account balance for the purpose of a Certificate of Deposit. Director Clifton will meet with bank representatives to determine the most advantageous option for the library. The \$ 50,000 may be used for a new

CD or it could be combined with the balance of the certificate that is maturing in August 2022 to give the library a better rate. Trustee Manns seconded this motion. All voted aye.

Trustee Petzinger made the motion to adjourn at 10:40 am and trustee Cobb seconded. All voted aye.

The next schedule meeting will be August 16, 2022 at 9:30 am at the Owen County Public Library.

Respectfully submitted by:


Cyndi Clifton (in trustee Quiroz's absence)