

## OWEN COUNTY PUBLIC LIBRARY BOARD MEETING MINUTES

The Owen County Library Board of Trustees met in regular session on Tuesday, June 18, 2024.

### **Call to Order**

President Petzinger called the meeting to order at 9:35 a.m. Attending the meeting were Rachele Cobb, Mark McMillen, Wes Petzinger, and Library Director Cyndi Clifton. Martha Hamilton and Glenn Manns attended via Zoom. Assistant Director Kim Hunter was absent.

### **Public Comment**

There were no public comments.

### **Approval of minutes**

Trustee Petzinger made a motion to approve the minutes for May. 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 Director explained the library pays \$50 for each employee on clothing orders from Lands End. Our tax revenue now exceeds our projected income. Trustee McMillen made the motion to approve the Financial Report. Trustee Cobb seconded. All voted aye.

### **Library Statistics**

On the Library Statistics Report for May 2024, we had 2663 patrons who used all library services. 42 programs were held with 888 participants. Public computer users numbered 335. The website had 931 hits. Circulation was 5147. Inter-library loans numbered 50 for the month, and Hoopla/Overdrive had 508 users. There were 40 adult education appointments, which is an all-time high. Most participants are from ARC. The meeting room use has held steady.

### **Regional Librarian Report KDLA**

The 2024 Annual Report will open July 1 and is due August 27. There are several library interest groups available to network and share ideas. Most meet virtually with occasional in-person meetings at conferences. KDLA offers a free job posting service to all Kentucky public libraries. Libraries must submit a form on KDLA website.

### **Librarian's Report**

**Vehicle graphics** – The graphics have been applied to the Traverse. The cost was \$575 which is covered by the budget. The graphics on the bookmobile were also repaired.

**Summer reading program** – The summer reading program is in full swing with 88 adults and 201 young people registered. Registration is down a little from last year. Everyone is enjoying the decorations. Today's (June 18) program is science-related.

**The Longest Day of Play Community Event** – Kaileigh and Kim will participate in this community event sponsored by Three Rivers Health Department on June 20 at the fairgrounds. Local businesses set up booths for children. The library will have a bubble booth.

**Business Items**

**CD Renewal** – The CD which matured June 6 was placed in contingency fund. Trustee Hamilton made the motion for the CD money to be withdrawn from contingency fund and be combined with the July 14 CD to purchase a single CD. Trustee Petzinger seconded the motion. All voted aye.


**Tuition Reimbursement Discussion** – Kaileigh has a Bachelor degree in library science and would like to pursue a Master’s degree. She asked if the library provides any tuition assistance. The Director presented the Board with tuition assistance policies from KDLA and other libraries. The Board discussed how much, limit on number of classes, distribution of funds before or after completion, and possibility of a requirement to continue employment. All Board members favor adopting this type of policy. Director will use ideas expressed and write a draft policy for the next meeting.

**Budget approval** – The insurance renewal rose from \$17,000 to \$21,000. Trustee Petzinger made a motion to increase the Education/Training Fund from \$5,000 to \$10,000. Trustee Manns seconded. All voted aye. The Board discussed adding carryover money to the budget to allow enough in Capital Outlay to finish the LED light project. Trustee Petzinger made the motion to add \$20,000 to the Budget Carry-over. Trustee Manns seconded. All voted aye. Trustee Hamilton made a motion to accept the budget with the amendments made today. Trustee Petzinger seconded. All voted aye.

The next scheduled meeting will be Tuesday, July 16, 2024, at 9:30 at the Owen County Public Library. Trustee Hamilton made a motion to adjourn. Trustee Petzinger seconded. All voted aye. The meeting was adjourned at 10:37 a.m.

Respectfully submitted by:

Martha Hamilton, Secretary



July 16, 2024