

OWEN COUNTY PUBLIC LIBRARY BOARD MEETING MINUTES

The Owen County Library Board of Trustees met in regular session on Tuesday, November 19, 2024.

Call to Order

President Petzinger called the meeting to order at 9:33 a.m. Attending the meeting were Rachele Cobb, Wes Petzinger, Glenn Manns, Mark McMillen, Assistant Director Kim Hunter, and Director Cyndi Clifton. Martha Hamilton attended via Zoom.

Public Comment

There were no public comments.

Approval of minutes

Trustee Petzinger made a motion to approve the minutes for October. 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. Paychecks TPS is the new payroll software recommended by Kelley Gamble. Trustee Petzinger made the motion to approve the Financial Report. Trustee Cobb seconded. All voted aye.

Library Statistics

On the Library Statistics Report for October 2024, we had 2953 patrons who used all library services. 44 programs were held with 1549 participants. Public computer users numbered 363. The website had 1184 hits. Circulation was 6796. Inter-library loans numbered 62 for the month, and Hoopla/Overdrive had 508 users. Overdrive usage is steady, but Hoopla usage has increased. The Halloween party had one-half the participants as last year, but Kaileigh's off-site work at the Courthouse event had 300 contacts.

Regional Librarian Report KDLA

KDLA is currently accepting applications for three different grants. Information is available on the KDLA Grant Portal. The deadline for the Website Development Grant is December 2, 2024. All libraries are encouraged to apply for the GED Testing Center grant. Owen County is one of the counties identified as needing more access points, and OCPL intends to apply. The deadline is November 30, 2024. The Family Literacy Grant is to provide more programs for caregivers and children. The deadline is November 30, 2024.

Librarian's Report

Adult Services Position – Interviews have been conducted for this position. An offer was made to Aida Tatulian, and she accepted. She will start on December 3.

Employee Appreciation Dinner – The Employee Dinner will be held at Amigos on December 6 with OCPL paying for dinner. The employees will then go to Potter's Corner to glaze pottery. That cost will be covered by the Director as Christmas gifts to the employees.

GED Testing Center – Owen County has been identified as a county needing a GED Testing Center. Cyndi and Kim will apply for the KDLA grant to purchase the necessary equipment to become a center. The application deadline is November 30.

LED Light Project – Cyndi has been waiting on tax revenue to arrive. Money was received this month which will allow her to finish the LED Light Project. The budget includes \$14,000 for the project completion.

Bookmobile Repair – A leak in the radiator was repaired by Hudnall’s Garage. It is now operating properly. The cost was less than \$500.

Use of Funds from Vehicle Sale – The \$3000 received from the sale of Ms. Thomas’ vehicle will be used to add blinds to the activity room, the director’s office, and the employees’ workroom. The cost will be under \$4000, according to the company which handles OCPL furnishings. The extra amount needed will come from capital outlay items in the budget.

Business Items


Sick Leave Policy Update – This policy was last reviewed in 2020. The policy only needed a revision in Section A-4 to make it consistent with the Short-term Disability Policy. Also, “grandchild” was added in section B-1-C. Trustee Hamilton made a motion to accept the changes. Trustee Petzinger seconded the motion. All voted aye.

Vacation Leave Policy Update – This policy also needed a revision in Section A-4 to make it consistent with other policies. The Director made a recommendation for an addition (Section D) which would allow full-time employees with at least 10 vacation days to cash in 5 vacation days once a year in December. She also made a recommendation that part-time employees would receive 24 hours of vacation time each year. They could roll over a maximum of 32 hours to the next year. Trustee Manns made a motion to approve all recommendations and revisions to this policy. Trustee Petzinger seconded. All voted aye.

The next meeting will be Tuesday, December 17, 2024, at 9:30 at the Owen County Public Library. Trustee Petzinger made a motion to adjourn. Trustee McMillen seconded. All voted aye. The meeting was adjourned at 10:06 a.m.

Respectfully submitted by:

Martha Hamilton, Secretary

 president
12/17/24