

Minutes

Hansen Community Library Board of Trustees

July 6, 2020

Members Present: Elva McNurlin, Walt Freestone, Eileen Turner and Linda Mortenson. Louise Baily joined by Zoom.

Staff: Sharon Sherrill and Cindy Bjorneberg

Guests: Sarha Berry and Kevin Tomlinson from ICf L (via Zoom)

Chairman Elva McNurlin called the meeting to order at 7:09 p.m. Eileen moved to approve the agenda, Louise seconded the motion, motion carried.

Sharon read the minutes from the June meeting. Louise moved to accept the minutes, Walt seconded the motion, motion carried.

Linda read the treasurer's report. Walt moved to accept the report, Eileen second the motion, motion carried.

Old Business

Sharon reported that the concrete work around the flag pole is complete. Consensus is that it looks good.

The Library Behavior Policy was reviewed. Questions were asked about item #9 regarding loitering and stalking. Cindy will check to see if the wording is similar to that of other libraries' conduct policy.

Cindy reported that the first summer reading program was held at Rolling Hills Park on July 1 with 15 kids and 7 adults participating. The city clerk has commented on the number of people who have stopped to read the installment of story walk posted in the window at city hall. Story walk ran through June and has been discontinued. People continue to watch the online story time and it will continue to air three days a week through July.

The library received a \$1,000 mini-grant from the Idaho Commission for Libraries (part of the CARES Act) to purchase a laptop, Zoom subscription and additional e-books for young adults through Overdrive. The library also received a grant through the ICfL underserved kids program to stock the Little Free Library at the Hansen Head Start. The box was donated by Sooper Ads.

New Business

Walt moved to appoint Sarha Berry to replace Vernell Lentz on the Hansen Community Library Board of Directors, Eileen seconded the motion, motion carried. Sarha reviewed the minutes from the June meeting and asked if the minutes clearly stated that a vacancy had been declared. Louise moved to amend the minutes to declare a trustee vacancy, Eileen

seconded the motion, motion carried. Sarha abstained from voting. Elva administered the oath of office of Sarha.

Walt moved to accept the preliminary budget, Eileen seconded the motion, motion carried.

Examples of cash policies used at other libraries were reviewed and a discussion was held regarding whether the Hansen Library should adopt a cash policy. Eileen moved to table discussion of a cash policy until the next meeting, Walt seconded the motion, motion carried.

Rekeying the doors was discussed. Elva said from conversations with other companies and the insurance company it is customary to rekey the door locks after a long-time employee leaves. Only enough sets of keys for each employee and a spare set held by a board member should be made. Members suggested calling Hafner's and Hall's to get bids. Sarha moved to rekey all three exterior doors, Eileen seconded the motion, motion carried.

Elva is reviewing the library's insurance policy and looking into ICRMP (Idaho Counties Risk Management Program), which our insurance company handles. Hansen is one of just two libraries in Idaho which does not belong to ICRMP. ICRMP provides liability coverage as well as training for board members and free legal counsel regarding issues such as human resources and open meeting law. Sharon will call HUB to facilitate a faster call back from the ICRMP rep at HUB to Elva.

MVLS Update – the June meeting focused on developing/fostering partnerships within communities, especially during this pandemic.

The meeting was adjourned at 8:35 p.m.

Pending Items:

Get bids to rekey locks – Cindy/Sharon

Look at other library behavior policies – Cindy

Review cash policies – Walt

ICRMP/insurance policy review – Elva