

Minutes
Hansen Community Library Board of Trustees
June 1, 2020 – Annual Meeting

Board Members and Officers Present: Elva McNurlin, Walt Freestone, Vernell Lentz, Eileen Turner, Louise Baily, and Linda Mortensen.

Staff Present: Sharon Sherrill and Cindy Bjorneberg.

Guest: Sarha Berry

Chairman Elva McNurlin called the meeting to order at 7:04.m. and asked for additions or changes to the agenda. Two items were added to the agenda: Vernell and Linda's resignations. Walt moved to approve the amended agenda, Eileen seconded the motion, motion carried.

Minutes:

Sharon read the minutes from the May 18 that was conducted via email. Walt asked if the raffle money had been deposited to ICCU yet and the answer was no due to technical difficulties. Walt moved to accept the minutes, Louise seconded the motion, motion carried.

Treasurer's Report:

Linda Mortensen read the treasurer's report. Vernell moved to accept the treasurer's report, Eileen seconded the motion, motion carried.

Old Business:

Cindy will call Emory Treet about doing the concrete work around the flag pole. Walt will take the lava rock if someone will pick them up. Elva will see about getting 5-gal. buckets.

An update on the cleaning supplies and masks needed to re-open under the guidelines discussed at May's meeting. Jeanne Gibson and Elva have made some cloth masks that are available for use by staff or patrons. Costco has some sanitizer. Elva was able to get another box of disinfecting wipes for library use. Linda Oatman placed an order for supplies through the state website. A question was asked about paying employees if diagnosed with COVID in the future and the board concurred with paying regular hours. Library staff will follow CDC guidelines for cleaning and disinfecting the building should a staff member become ill. Open hours can be adjusted should one staff member become ill.

COVID Plan:

- 1) Hansen Library will ask patrons to sanitize their hands upon entering the building.
- 2) Ask patrons to wear masks. Will provide some.
- 3) Limit the number of patrons in the building to 5. Families will be asked to limit

themselves to one parent and one child at a time.

- 4) Disinfect and quarantine returned items for 72 hours.
- 5) Establish the back door as the entry, put a return item drop between the Idaho and Christian Fiction sections and use the front door as the exit.
- 6) Limit computer use to adults only and use social distancing guidelines to space adults at computers. Cover keyboard with plastic wrap and disinfect mouse and chair between use.
- 7) Remove all toys and cloth furniture that cannot be easily disinfected.
- 8) Post the plan to the website and also create signage for the library to alert patrons of the plan.

Cindy will check on supplies ordered through the state website. Library will not reopen until hand sanitizer and masks have been secured.

Board will review the library behavior policy at the July meeting.

Plexiglass shields were installed at the checkout counter on May 25. Once another piece of plexiglass can be secured, a shield will be installed between the copier and the office area.

Cindy described the re-imagined summer reading plan which includes a rotating story walk during June along with a little free library. Information about the reading log and summer reading challenge (a bingo card that is open to all ages) is on the library website. We hope to offer activities at Rolling Hills Park in July.

New Business:

As this was the annual meeting, officer elections were held. Walt moved to continue the current slate with one exception naming Cindy Bjorneberg as board secretary, replacing Linda Oatman. Vernell seconded the motion, motion carried.

2020-21 officers are:

Chair – Elva McNurlin

Vice Chair – Walt Freestone

Secretary – Cindy Bjorneberg

Treasurer – Linda Mortensen

Cindy applied for a \$1,000 mini grant through the Idaho Commission for Libraries for a laptop, one-year Zoom subscription and e-books (for children and young adults).

We are exploring options for Little Free Libraries by the Hansen Library and Head Start.

Vernell's letter of resignation effective June 2 was read. Elva thanked Vernell for her years of service to the board. Members discussed potential replacements for the open seat.

The meeting was adjourned at 8:31 p.m.

Upon realizing the board had failed to vote on Linda Oatman's letter of resignation; the board reconvened at 8:40 p.m. with Elva, Walt, Louise and Eileen present. Eileen moved to accept Linda's resignation and appoint Cindy Bjerneberg as director, Walt seconded the motion. Motion carried.

The meeting was adjourned at 8:45 p.m.

Attest:

Elva McNurlin, Chairperson

Cindy Bjerneberg, acting secretary

Pending Items:

Call Emory Treet about concrete work – Cindy

Check on cleaning supplies order through state website – Cindy

Review library behavior policy – Cindy

I CfL grant for underserved children – Cindy

Deposit raffle money to ICCU – Cindy

Little Free Library containers – Sharon

Get picture of Linda for recognition plaque – Cindy