

Minutes

Hansen Community Library Board of Trustees

August 3, 2020

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

Staff: Sharon Sherrill and Cindy Bjorneberg

Chairman Elva McNurlin called the meeting to order at 7:08 p.m.

Budget Hearing:

As no one was present to contest the proposed budget, Louise moved to approve the FY 2020-21 budget as published, Eileen seconded the motion, motion carried.

Treasurer's Report:

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

Old Business

Elva has talked with our insurance carrier and the ICRMP representative. We still need to provide them with a W-3 and other information. Linda will provide Elva with a copy of our most recent W-3 following the meeting.

Walt has read through the sample cash management policies from other libraries. Some of the questions to answer are how much cash to keep on hand, questions about accepting/logging donations, sending thank you notes to donors, tracking petty cash. Walt moved to create a cash management policy group to draft a cash management policy, Sarha seconded the motion, motion carried. Sarha, Walt and Cindy will form this group.

The Meridian Library's code of conduct was reviewed. The sections on service/companion animals and social distancing protocols are well worded. Cindy will update the behavior policy to reflect those changes.

Cindy shared the summer reading numbers. Sixty-eight kids and 33 adults participated in the five-week program held at Rolling Hills Park. The online story time has received 737 views in July alone.

New Business:

Cindy provided an update on computers. The director's computer was having issues and so Business Tech's took it to transfer data from it to a new computer taken from the computer bank. They were able to put a new power supply and repair the USB ports on the old director's computer, which was placed in the treasurer's work area to be used for bookkeeping.

The Quicken contract expires in October and Business Tech – as have other sources – recommended switching to Quick Books. Sarha moved to purchase Quick Books after October 1, Walt seconded the motion, motion carried.

Due to the high demand for laptops, the initial laptop that was included in the CARES Act grant is no longer available. Eileen moved to modify the grant to purchase a more expensive laptop, Louise seconded the motion. Motion carried with Sarha abstaining from the vote.

The board discussed training opportunities available from both ICfL and ICRMP regarding personnel and board duties. The board will consider options later this fall. Cindy will email the existing job descriptions to the board members.

Fall programming ideas were also discussed. With the Let's Talk About It program suspended for 2021, we could host a virtual adult book discussion in the winter if COVID does not allow in-person gatherings. Cindy will be reading with the Hansen Head Start classes via Zoom starting in September. Online storytime will continue after school resumes but will drop down to Fridays only.

The July MVLS meeting (via Zoom) focused on using Google Classroom. The Hagerman Library used it for adult computer literacy training last winter.

Having realized approval of the minutes from the July 6 meeting had been left off the agenda, Sarha moved to amend the agenda to approve the minutes from the previous meeting. Louise seconded the motion, motion carried. Walt moved to approve the minutes as emailed, Eileen seconded the motion, motion carried.

Meeting was adjourned at 8:32 p.m.

Attest:

Cindy Bjorneberg
Director

Elva McNurlin
Chairman

Pending Items:

Email existing job descriptions to the board – Cindy

Modify the behavior policy – Cindy

Cash management policy group meeting – Sarha, Walt and Cindy

ICRMP/insurance policy review – Elva