

Minutes

Hansen Community Library Board of Trustees

October 5, 2020

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

Staff: Sharon Sherrill and Cindy Bjorneberg

Chairman Elva McNurlin called the meeting to order at 7:04 p.m.

Sarha moved to approve the agenda, Eileen seconded the motion. Motion carried.

Minutes: A typo was noted in the August 31 minutes. Direction should be changed to director. Eileen moved to accept the August 31 minutes with the typo corrected, Walt seconded, motion carried.

Walt asked Sharon to read the September 29th special meeting minutes. Walt asked for clarification regarding worker's compensation coverage and if that was included in the existing Liberty Mutual policy. Worker's Comp is provided through the state for the minimum amount of \$300. The library also purchases a \$100 bond annually for the treasurer. Louise moved to accept the minutes as printed, Sarha seconded, motion carried.

Treasurer's Report:

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

Old Business

Cash Management Policy – Final reading of the proposed cash management policy was held. Sarha asked for a correction under bank statements to strike "mailed and". Walt moved to approve the cash management policy as corrected, Louise seconded the motion, motion carried.

Local Government Investment Pool – Eileen moved to table discussion of the LGIP until November.

Code of Conduct Policy – Sarha moved to approve public conduct policy as revised, Eileen seconded motion, motion carried.

Linda reported that First Fed needs copies of each board member's driver's license. Eileen must go to the bank to sign paperwork.

Winter Hours and Kids on Computers – Cindy explained the rationale for letting kids on the computers Friday afternoons between 2:30 and 5:30 p.m. and presented the board with a policy for that. Kids will not be allowed onto the computers until Friday, Nov. 6 to evaluate

community COVID transmission and if it still seems like a wise policy. Walt asked if the proposed Saturday hours were a trial or actual winter hours. Cindy said Saturday hours will run through mid-April to test community interest. She and Sharon have several projects they will work on if patrons are not taking advantage of the weekend hours. Walt moved to accept the winter hours and kids on computers proposal, Eileen seconded the motion, motion carried.

New Business:

Maintenance issues – Sharon reported on several maintenance issues that have surfaced. Someone other than Sharon is trimming the umbrella pea tree in front of the library. The tree was donated by Tonya Cordell and she has helped guide Sharon's care of the tree. Sarha suggested putting a trail cam under the car port to see if the volunteer trimmer might be identified. Sharon also mentioned that someone is stomping on the drainage pipe by the book drop.

While cleaning the library windows, Sharon discovered a hole that appears to have been made by a bb in the northwest window (conference room). The pellet penetrated the outside pane, but not the inside pane. Even though the window has not fissured, the argon gas has leaked out so the window will eventually become cloudy. Cindy will call and see if the window can be repaired and if not, the board will address the issue at the November 2 meeting.

The board also revisited the proposal to install a piece of Plexiglass between the copier and the office. Lowe's has plexiglass for \$98. Terry Sherrill was paid to build the frame for plexiglass at the front desk and will be compensated to create a frame for the space between the copier and the office.

The Hansen PTO has asked the library to participate in a trunk or treat at the Elementary Parking Lot on Thursday, Oct. 29 from 6 to 8 p.m. This is a great opportunity to promote winter hours and remind folks that the library is open.

Family Reading Week – The library was selected to receive free materials for Idaho Family Reading Week, Nov. 7-14. The theme is "Fun and Games". Leon Reed has donated a wooden puzzle for use as a Grand Prize and another donor will provide a \$25 gift card to Barnes & Noble.

Hansen has been selected to receive a federal Rural Libraries Connecting Idahoans via Wi-Fi Hotspots. Cindy was on a conference call with the company installing the new wifi infrastructure today. The company will install three new access points and one outdoor access point plus a new firewall and router. The grant covers the first six years of the licensing agreement cost and then it will be eligible for e-rate reimbursement. The installation will occur in two phases: first the hardware and then the software. Installation is estimated for the middle of November.

Best Practices Grant –The Idaho Commission for Libraries offers a \$500 grant to help libraries adopt best practices such as safety planning for staff or security cameras or developing policies. Libraries must agree to adopt two practices. Elva feels that the library is good for technology given the two tech grants received and also that the board is making progress on revamping policy, but suggested the library consider a fire-proof video drop and

addressing governance issues. Deadline to apply is December 1. Cindy will get bids for a fire-proof video return.

Job Descriptions – Cindy emailed information about job duties and an annual work plan to the board. Elva, Louise and Sarha will form a task force to work on job descriptions. They will meet on Friday, Oct. 16 at 1 p.m. at the library. Cindy will contact Kimberly to see about getting their job descriptions.

MVLS – The September MVLS focused on the Transition Notebook. Cindy and Sharon will work on that bit by bit throughout the year.

Correspondence:

Elva mentioned the virtual Library Trustee meeting is this Friday (Oct. 9). She cannot attend but Sarha will try. Registration is free.

Meeting was adjourned at 8:37 p.m.

Attest:

Cindy Bjorneberg
Director

Elva McNurlin
Chairman

Pending Items:

Get bids to repair/replace window – Cindy

Apply for the IcFL Best Practices Grant – Cindy

Contact Kimberly Library for job description examples – Cindy

Develop Job Descriptions – Elva, Louise & Sarha

Participate in Early Literacy Training/Webinar (Oct 22) – Cindy

Hansen PTO Trunk or Treat (Oct. 29) – Cindy & Sharon

Install Quick Books and set up accounts – Cindy and Linda