

# Minutes

Hansen Community Library Board of Trustees

**August 31, 2020**

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

**Staff:** Sharon Sherrill and Cindy Bjorneberg

Chairman Elva McNurlin called the meeting to order at 7:05 p.m.

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

Minutes: Walt asked Sharon to read the minutes from the August 3 meeting. The minutes were amended to add Sarha to the list of board members present. Eileen moved to approve the minutes as amended, Walt seconded the motion, motion carried.

## **Treasurer's Report:**

Linda read the treasurer's report. Louise moved to accept the report, Walt seconded the motion, motion carried. Linda passed our around signature cards for the accounts at First Federal.

## **Old Business**

Insurance – Elva gave an update on the insurance review. ICRMP needs a copy of our founding documents to show the Library is public entity and is eligible for insurance coverage before a quote can be provided. Cindy and Elva will look in the archive for those documents following the meeting.

Cash Management Policy – The draft policy was reviewed. Elva suggested changing the verbiage under other policies from Human Resources to Board Chair. Under cash receipts change verbiage from donations of over \$100 will receive a written thank you to all donations may receive a thank you. Sarha mentioned that it might be a good idea if someone other than the direction and treasurer open the bank statement. Include detailed budget process. The board will consider the amended policy at the October meeting.

Code of Conduct – The wording under item 9 seemed awkward and will be written to read .....anyone with offensive body odor or personal hygiene. This policy will be considered in October.

## **New Business:**

Bank account/signature update – Linda read the names to be removed from the First Federal Savings Account: Vernell Lentz, Brad Baily and Lauren Peters. Vernell Lentz must also be removed from the Checking Account. Walt moved to remove those names, Sarha seconded the motion, motion carried.

Calendar/winter hours – Cindy presented a suggestion for winter hours (M:1-5 or 6 pm, W: 3-7 pm, F: 1 to 5 or 6 pm, S: 10 a.m. to noon. Winter hours could run from mid-October to mid-March to gauge interest in having Saturday hours. The board will consider the suggestion at the October meeting.

Local Government Investment Pool – The board discussed using the local government pool to grow some of the money from the two savings account to help cover future financial needs/emergencies. There is a question about how many months of reserve to hold as ready cash.

**Correspondence:**

Elva mentioned the ICfL has a grant to help libraries adopt best management practices that range from policy development to facility upgrades. The application period is Oct. 1 through December 1.

Cindy shared a letter from the County Commissioners regarding a public hearing for a development project in Hansen. The project is requesting a property tax exemption for several years.

Cindy also shared information about the Rural Libraries Connecting Idahoans grant available through the Idaho Commission for Libraries to improve internet access and provide wifi hotspots. The board (with Sarha abstaining) was supportive of the library applying for the grant.

Meeting was adjourned at 8:35 p.m.

Attest:

Cindy Bjorneberg  
Director

Elva McNurlin  
Chairman

**Pending Items:**

Modify the behavior & cash management policies – Cindy

Apply for the Rural Libraries Connecting Idahoans grant – Cindy

ICRMP/insurance policy review – Elva

# Minutes

Hansen Community Library Board of Trustees

**September 29, 2020**

**Members Present:** Eileen Turner, Louise Baily and Sahra Berry. Elva McNurlin and Walt Freestone joined by Zoom.

**Staff:** Cindy Bjorneberg

Chairman Elva McNurlin called the meeting to order at 7:44 p.m.

The sole purpose of this special meeting was to consider insurance policies. The Library has an existing policy with Liberty Mutual but has received a bid from ICRMP (Idaho Counties Risk Management Program). The existing policy renews October 6. A copy of the ICRMP proposal was emailed to the board prior to the meeting.

The existing policy has a \$250 deductible, whereas the ICRMP deductible is \$1,000 to \$2,500. The deductible varies with claim but ICRMP also provides legal and human resources consulting. ICRMP also covers cyber crime and provides some automobile coverage. The ICRMP proposal is \$2,000 annually compared to the Liberty Mutual bill of \$2,479.

Walt asked if worker's comp is included in this coverage. It is not. Worker's comp is a separate policy through the state with an annual cost of \$300.

Eileen moved to accept ICRMP as the library's new insurer, Walt seconded the motion, motion carried.

Louise Baily signed the ICRMP agreement as the witness and delivered the form to Elva's home so she could sign and scan the document to send to the insurance representative.

The meeting was adjourned at 8:17 p.m.

Attest:

Cindy Bjorneberg  
Director

Elva McNurlin  
Chair