

# Minutes

Hansen Community Library Board of Trustees

**November 2, 2020**

**TRUSTEES PRESENT:** Elva McNurlin, Walt Freestone, Louise Baily, Sarha Berry and Eileen Turner.

**STAFF:** Sharon Sherrill and Cindy Bjorneberg

Chairman Elva McNurlin called the meeting to order at 7:06 p.m.

Eileen moved to amend the agenda to include keys and board access to the library under new business. Louise seconded the motion, motion carried.

**MINUTES:** Elva asked Sharon to read the minutes from the October 5 meeting. There are two corrections. Tonya Corle's name was misspelled and "indoor" should be added under the tech grant so the sentence reads "...install three new indoor access points .... " Sarha moved to accept the minutes as corrected, Louise seconded the motion, motion carried.

## **TREASURER'S REPORT:**

Cindy read the Treasurer's report as Linda was absent. Louise moved to accept the Treasurer's report as presented, Walt seconded the motion, motion carried.

## **OLD BUSINESS:**

**Hansen Elementary Trunk & Treat** – Cindy and Sharon shared pictures of the Hansen Elementary Trunk & Treat on October 29. Bags of candy with postcards listing winter hours and the Family Reading Week activities were distributed. Eileen donated a large box of microwave popcorn that was given to kids willing to share their favorite author or book.

**Bid from NuVu Glass** – Because the library is a commercial building, the conference room window must be replaced. Nu-Vu Glass submitted a bid of \$652.24 for the window and labor to install the replacement. Eileen moved to accept the Nu-Vu bid and replace the broken window, Louise seconded the motion, motion carried.

**Tech Grant (Connecting Rural Libraries)** – Cindy reported the crew to run the wires for the new internet system have been here and the engineering crew is expected the first week of November.

**Best Practices Grant** – The application period for the IcFL's Best Practices Grant is open through December 1. The board discussed asking Mike Sterling of Tri S Welding to build a fireproof interior video dropbox for one practice (grant requires two best practices be adopted). Eileen will contact him to see if he is willing to do the work.

**Job Descriptions** – Elva reported on the progress by the Job Description Task Force. She, Sarha and Louise have met and a draft of the director job description was shared. Eileen moved to table discussion to the December meeting so board members have an opportunity to review the description, Sarha seconded the motion, motion carried.

**Winter Hours and Kids on Computers** – Due to rising COVID cases, the decision was made not to allow kids to play on the computers although students can use them to complete assignments. Sharon made a sign to put out front to let people know the library is open now on Saturdays. Elva suggested creating an all-weather sign. Cindy will check with Copy-It.

**Family Reading Week** – Cindy reminded the board of the Family Reading Week activities that will stretch out over most of the month.

**Local Government Investment Pool** – Walt moved to table the discussion until the December meeting.

#### **NEW BUSINESS:**

**Financial Review/Year-End Report** – Mike Burr has agreed to look over the year-end report and make sure it has been completed correctly, and also to review past financial documents. Walt moved to hire Mike Burr, Eileen seconded the motion, motion carried. Cindy will get the needed documents to him by Friday, Nov. 13.

**Trustee Meeting Update** – Sarha attended two sessions of the virtual Library Association's Trustee meeting on October 9. One covered trustee responsibilities and the other was from ICRMP (Idaho Counties Risk Management Program). The ICRMP session encouraged trustees to be familiar with and to follow library policies and tips to avoid potential issues. Elva mentioned the possibility of doing a two-hour training session on a Friday.

**MVLS and Early Literacy** – Cindy gave a quick update on early literacy training she participated in that was offered by the IcFL and the Lew Pesky Learning Center. The library will be receiving materials used during the presentations to help with future early literacy programs.

**Keys and Access to the Building by Trustees** – Eileen asked about getting Linda Mortensen a set of the new keys to the building now that the locks have been changed. Elva called ICRMP who advised not having members of the public/non-employees in the building without a staff members present. The ICRMP human resources director said no one should have a key to the building that the director does not have authority over.

ICRMP prefers not to have any one (not even staff) in the building alone during non-open hours. If a staff member is working alone, they should have a system to check in and out of the building so someone would look for them should a medical or other emergency occur.

Elva will call Linda to clarify her concerns and the insurance company requirements. Sarha suggested that Elva keep a spare set of library keys at her home safe so that one set is kept off-site.

**Correspondence:**

None

Meeting was adjourned at 9:28 p.m.

Attest:

Cindy Bjorneberg  
Director

Elva McNurlin  
Chairman

**Pending Items:**

Check on progress for replacement window – Cindy

Apply for the IcFL Best Practices Grant – Cindy

Submit the year-end report to the state by December 1 – Cindy

Begin work on the annual circulation statistics report – Cindy & Sharon

Install Quick Books and set up accounts – Cindy and Linda