

Minutes

Hansen Community Library Board of Trustees

December 7, 2020

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

STAFF: Sharon Sherrill and Cindy Bjorneberg

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

Sahra moved to to add heat pump, signatures for ICCU accounts and financial/year-end review to the agenda. Eileen seconded the motion, motion carried.

MINUTES: Elva asked Sharon to read the minutes from the November 2 meeting. There are two corrections. Tonya Corle's name is still misspelled and Eileen asked for a clarification of what 'practices' meant under the Best Practices grant. Sarha moved to accept the minutes as corrected, Louise seconded the motion, motion carried.

TREASURER'S REPORT:

Linda reported that QuickBooks has been installed and the reports look a bit different. She presented the Treasurer's Report. Eileen moved to accept the Treasurer's Report, Walt seconded the motion, motion carried.

OLD BUSINESS:

Replace window – NuVu Glass required a deposit of half the total cost before the replacement window could be made. That deposit was made in early November and the window is scheduled to be replaced on Thursday, Dec. 10.

Tech Grant (Connecting Rural Libraries) – The work has been completed and the final report submitted (Dec. 2). Cindy shared a copy of the report the system generates monthly detailing how many patrons are utilizing the internet (many more than we had previously estimated) along with total usage. The system can be customized to filter out content as specific as vehicles. While coverage in front and beside the library is fantastic, you must be near a window in the Community Center to pick up the library wifi. Cindy will talk with the City about getting a wifi booster to increase coverage within the Community Center. The grant covers five years of service and then the library is responsible for continuing the contract. The contract is eligible for e-rate and Cindy apply for e-rate this winter to begin covering internet and other qualified expenses.

Best Practices Grant – Cindy submitted the Best Practices grant to cover the cost of an interior fireproof video dropbox and also to develop a safety plan in consultation with local public safety officials. The Idaho Commission for Libraries (ICfL) has approved the grant application and funds (\$500) have been received. Mike Sterling has not yet submitted a bid for the dropbox.

Family Reading Week – 11 individuals participated in the storywalk and returned scavenger hunt sheets to qualify for the prize drawings (Grand Prize was a wooden puzzle created by Leon Reed and second prize was a Magic Treehouse activity book donated by ICfL). Twenty-one book reviews were received and several families commented on how much fun they had had doing the reviews. In addition to a Grand Prize of \$25 to Barnes and Noble; a \$15 second prize and \$10 third prize were also given plus another Magic Treehouse activity book (from ICfL) for fourth place. Prizes were awarded by drawing names.

Free books with library information and at-home literacy sheets were distributed to 32 students at the Hansen Head Start. The books were also donated by ICfL.

Cindy has submitted the final report for this program to ICfL.

Director Job Description – Elva reviewed the draft document. There was discussion about PTO (personal time off) and sick leave along with paid holidays. Those items will be addressed in the personnel manual that is yet to be written. Pay range will be determined when the position is posted. Financial policy delineates how financial responsibilities are assigned to the director and treasurer. Louise moved to approve the director's job description, Eileen seconded the motion, motion carried. Cindy will now write the assistant librarian job description.

Local Government Investment Pool – Questions were raised about management fees and seller's fees. Cindy will set up a zoom meeting with a representative from the LGIP for a Friday in January. The meeting will be recorded so that trustees who cannot attend the live meeting can watch at their convenience. Please send specific questions to Cindy so she can ensure those questions are addressed.

Financial Review/Year-End Report – Mike Burr said the 2019/20 Year-End Report is fine and Cindy has posted it to the State Central Registry.

Elva reported that Mike does not feel like he can make a good analysis of the previous year-end reports based on the information provided and has asked Cindy to do some work.

NEW BUSINESS:

Adult Book Discussion Series – Cindy has contacted the Buhl Library about borrowing three of their book sets if the board would like to hold book talks this winter. Elva suggested giving participants the option to join in-person (attendance must be limited to less than 10 due to COVID) or via Zoom. Cindy asked about holding the discussions on Saturday afternoon rather than in the evening but evening seemed to be preferred. Cindy will see about getting books to hold a monthly discussion in January, February and March.

Heat Pump – The heat pump on the east end of the building was frozen around Thanksgiving and Cindy called Home Heating (in Kimberly) to come look at it. The technician did a diagnostic test and determined the unit is operating normally. He recommended changing filters. During the visit, he demonstrated what the heat pump would sound like if it was not functioning correctly and explained the emergency heat system. When he was out in February, he brought paperwork for a maintenance agreement. The contract was discussed at the March board meeting and then tabled; and the paperwork has been lost.

Home Heating is preparing new maintenance agreement documents for the board to review at a future meeting.

MVLS – Cindy gave a quick update on the November MVLS meeting which focused on a new digital consortium (the Idaho Digital E-book Alliance or IDEA), which ICfL is developing. IDEA would overlay the existing digital consortiums to provide statewide access (about 280,000 Idahoans have no access to a public library) and also provide increased access to schools. ICfL intends to focus about 75 percent of the digital collection to school-aged kids. ICfL worked with Overdrive to develop their system as most libraries in Idaho are using Overdrive. Cindy also shared annual statistics from the Idaho Digital Consortium, which Hansen belongs to. Hansen patrons checked out 523 audio or e-books last year.

ICCU Signatures – Eileen moved to remove Linda Oatman from the ICCU accounts and authorized Cindy Bjorneberg to replace her on the three accounts, Walt seconded the motion, motion carried. Walt Freestone and Louise Baily remain the other authorized signatures on the accounts.

Correspondence:

Saturday usage varies. The new all-weather sign announcing “Library Open Today” was displayed.

Meeting was adjourned at 9:05 p.m.

Attest:

Cindy Bjorneberg
Director

Elva McNurlin
Chairman

Pending Items:

- Complete the annual circulation statistics report – Cindy & Sharon
- Financial information requested by Mike Burr – Cindy
- Ensure window is replaced – Cindy
- Organize adult discussion series – Cindy
- Line up meeting with LGIP rep – Cindy
- Write assistant librarian and treasurer job descriptions – Cindy
- Develop a personnel manual/policy – Board & Cindy
- Administer Best Management Practices Grant – Cindy
- Apply for the e-rate program – Cindy