

**Minutes**  
Hansen Community Library Board of Trustees  
**January 4, 2021**

**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 p.m.

Eileen moved to add trustee election to the agenda under new business. Louise seconded the motion, motion carried.

**MINUTES:** Sarha moved to accept the minutes from the previous meeting as emailed, Walt seconded the motion, motion carried.

**TREASURER'S REPORT:** Linda read the treasurer's report. Eileen moved to accept the report as presented, Sarha seconded the motion, motion carried.

Cindy presented a draft quarterly report comparing actual expenditures to the budget. QuickBooks wants to create budgets based on a calendar year rather than the fiscal year so Cindy will figure out how to fix that before the second quarter is presented.

**OLD BUSINESS:**

**Replace Window** – Cindy reported that the project was completed on December 10.

**Best Practices Grant** – Grant funds of \$500 have been deposited to the operating account. Walt brought in a metal box that can be used for companies to use when making home deliveries to see if it would work for our fireproof video dropbox. Cindy will call Mike Sterling so he can evaluate the suitability of this metal box and also see where he is on our project.

**Local Government Investment Pool** – Cindy has contacted the State Treasurer's Office and they are willing to do a presentation via Zoom to explain the LGIP and answer questions. The meeting can be recorded to allow trustees who cannot attend on Friday, Jan. 29 at 10 a.m. to watch the recording later. Cindy will email the Zoom meeting info or trustees can attend in-person at the library or via Zoom.

**Adult Book Discussion** – Cindy talked with Helen McCord regarding an adult book discussion. The Hansen and Kimberly libraries will collaborate on a three-month series featuring a novel, non-fiction book and classic. Book kits were borrowed from the Buhl Public Library and do not follow a theme. The discussions will be held the third Wednesdays of March, April and May at 7 p.m. at the Hansen Community Library. A virtual option via Zoom will be offered or participants can join in-person based on local COVID guidelines at the time of each discussion.

**NEW BUSINESS**

**Personnel Handbook** – ICRMP (Idaho Counties Risk Management Program) has a comprehensive personnel handbook on its website that libraries and other agencies can use an

example when crafting their own. The Meridian Library sent a copy of their handbook, which was developed from the ICRMP example. Cindy will send links to both documents to the board. She is hoping to develop something much shorter (1 or 2 pages) for the Hansen Library.

**Assistant Library Job Description** – Cindy shared the draft of an assistant library job description, which the board reviewed. Several questions were asked and corrections/additions were made. There is no plan to hire a new library assistant until the COVID-19 pandemic has abated. Eileen moved to adopt the job description with the additions/corrections made. Louise seconded the motion, motion carried.

**Phone Service** – Sparklight has submitted a proposal to bundle the phone line with our internet service. The additional cost per month is roughly \$40. In comparison we are paying nearly \$60 per month for the landline plus \$15 to \$20 per month to another long distance service. Louise moved to bundle the phone with our internet through Sparklight, Walt seconded the motion, motion carried.

**MVLS** – There was no MVLS meeting in December but Cindy participated in an Idaho Commission for Libraries webinar about social media and how to develop a policy/plan.

**Trustee Elections** – Elva, Walt, Louise and Sarha are all up for election in 2021. The filing deadline is March 19<sup>th</sup> at 5 p.m. Cindy reviewed the guidance sent from the County Clerk's office and the board reviewed districts to clarify boundaries.

## **CORRESPONDENCE**

Cindy shared an item sent from IC fL regarding proposed legislation for the 2021 Idaho Legislature that may impact libraries, including changes to property tax. Cindy will forward any further information about these bills as it is received.

The meeting was adjourned at 8:38 p.m.

Attest:

Cindy Bjorneberg  
Director

Elva McNurlin  
Chairman

## **Pending Items:**

- LGIP Zoom meeting at 10 a.m. on Friday, Jan. 29 – Board
- Publicize adult book talk series – Cindy
- Financial information requested by Mike Burr – Cindy
- Complete e-rate application – Cindy
- Contact Mike Sterling about fire proof safe – Cindy
- Administer Best Management Grant – Cindy
- Write personnel manual/policy – Cindy & Board
- Write volunteer policy – Cindy
- Write treasurer job description – Cindy
- Summer Reading Program – Cindy