

Minutes
Hansen Community Library Board of Trustees
April 5, 2021

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

STAFF: Cindy Bjorneberg

Chairman Elva McNurlin called the meeting to order at 7:09 p.m.

The agenda was approved as posted by consent.

MINUTES: Mayor Joe Ratto's name was misspelled in the March 18 board training minutes. Eileen moved to approve the minutes as corrected, Walt seconded the motion. Motion carried.

TREASURER'S REPORT: Cindy read the treasurer's report and gave an update on Linda Mortensen's health. Walt moved to accept the treasurer's report as presented, Louise seconded the motion, motion carried.

OLD BUSINESS:

Personnel Policy – Louise moved to approve the Personnel Policy as corrected, Eileen seconded the motion, motion carried.

a) Director's wages – Walt moved to approve a raise for the director's wages to \$13.30 per hour effective immediately. Louise seconded the motion, motion carried.

b) PTO – Sarha moved that current staff bring forward any unused personal time off from the 2019-20 fiscal year per the personnel policy. Eileen seconded the motion, motion carried.

Local Government Investment Pool – Louise moved to name Walt as the authorized board member for the LGIP account, Eileen seconded the motion, motion carried.

Library Hours – Louise moved to increase the library open hours to 18 hours per week with the hours being 1 to 6 p.m. Monday, Wednesday and Friday; and 10 a.m. to 1 p.m. on Saturday. Eileen seconded the motion, motion carried.

Adult Book Talks – Three people attended the first adult book talk in March. The second discussion is on "The Big Burn" by Timothy Egan and is set for April 21.

Libraries Transforming Communities (LTC) – The Library has been notified we were one of 317 libraries that received the LTC from the American Library Association but the good news is embargoed until late April.

NEW BUSINESS

Open Meeting Training – Board members discussed highlights from the open meeting law training provided by ICRMP on March 18. Elva stressed the importance of not hitting reply all to any library board-related emails as those replies constitute an illegal board meeting. Jim McNall, with ICRMP, recommended the library board find an attorney. Eileen

will contact the Hansen City attorney to see if he would be willing to provide counsel to the library as needed.

Public Records Request Policy – Jim McNall also strongly recommended the board have a public records request policy and within days the library received a public records request. Cindy provided copies of Meridian’s policy that can be used as a template to begin the process of drafting the Hansen Library policy.

e-rate – our e-rate application has been accepted. Funds from a surcharge on phones (both land lines and cell) is used to help offset internet costs for schools and libraries. The Hansen Library qualifies to receive up an 80 percent reduction in the internet cost beginning July 1 and Sparklight will bill only the portion the library is responsible to pay.

Budget v actual – the board reviewed actual expenses versus the budget for the first six months of the 2020-21 fiscal year and the library is on track. Work will begin on the next budget after the local government budget workshop in late May.

Summer Reading – The theme for the 2021 summer reading program is “Tales and Tails.” Cindy is working with a committee to plan this month-long event in June.

MVLS – Cindy was unable to attend the March MVLS meeting as it was held the same time as the Idaho Digital Consortium meeting regarding magazine subscriptions and participating in IDEA (ICFL’s initiative to get more digital/audio books available to students). The consortium has decided to provide digital copies of magazines through Overdrive/Libby beginning in 2022. This will cost the Hansen Library approximately \$300 per year.

CORRESPONDENCE

none

The meeting was adjourned at 8:51 p.m.

Attest:

Cindy Bjorneberg
Director

Elva McNurlin
Chairman

Pending Items:

- Financial information requested by Mike Burr – Cindy
- Contact Mike Sterling about fire proof safe – Cindy
- Administer Best Management Grant – Cindy
- Write volunteer policy – Cindy
- Write treasurer job description – Cindy
- Summer Reading Program – Cindy
- Write Public Records Request Policy – Cindy
- Contact Hansen City attorney – Eileen