

Minutes
Hansen Community Library Board of Trustees
July 7, 2021

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

STAFF: Cindy Bjorneberg

Chairman Elva McNurlin called the meeting to order at 7:24 p.m.

Sarha moved to accept the agenda as presented, Louise seconded the motion, motion carried.

MINUTES: Eileen was inadvertently left off the list of trustees attending the June 7 Annual Meeting. A question was asked about whether the Friday after Thanksgiving was included in the list of the FY 2021-22 closures. That will be added to the August meeting agenda. Eileen moved to accept the minutes with the correction of adding her to the trustees present, Louise seconded the motion, motion carried.

TREASURER'S REPORT: Linda read the treasurer's report. We are locked out of the ICCU online account so cannot access the bank account information for this month. Eileen moved to accept the treasurer's report as presented, Walt seconded the motion, motion carried.

OLD BUSINESS:

Social Media Policy – A question was asked about allowing public comments to social media. If public comments are not allowed, then library staff won't have to police those comments. Eileen moved to accept the social media policy as presented with the understanding the policy will be revisited and updated as needed. Louise seconded the motion, motion carried.

Summer Reading – Cindy reported that 158 people participated in the 5-week summer reading program: – 96 kids & 62 adults. Numbers were down a bit from the past but was a good crowd to get back in the swing of having in-person programming.

FY 21/22 Budget Hearing Notice– Cindy went through the proposed FY 21/22 budget. The County will not have final numbers for property tax revenue until the end of July. Walt moved to approve the proposed budget and to publish it ahead of the August 2, 2021, budget hearing. Eileen seconded the motion, motion carried.

Best Practices Grant – The board reviewed the final report for the Best Practices Grant and checked out the new fire safe video drop box designed and constructed by Tri-S Welding.

LTC Grant – Cindy presented a bid from Ednetics to install an outdoor internet access point on the south side of the library. Sarha moved to accept the bid and begin the installation process, Eileen seconded the motion, motion carried.

ARPA Grant – Sarha recused herself from the discussion. Cindy has applied for \$2,300 from ARPA to purchase an iPad to use with the donated Cricut and also 3 mobile hotspots. She has also applied for the \$2,000 made available to libraries to purchase digital content.

NEW BUSINESS

Emergency Preparedness Plan – The board reviewed a draft of the emergency preparedness plan put together with input from Sargent Bunderson. A 2003 disaster plan was also reviewed. Questions about unattended children and pest infestations were discussed. Cindy will edit the draft and incorporate relevant sections from the 2003 plan to present at the August meeting.

Records Retention Policy – The board reviewed the records retention schedule as adopted in November 2016. Elva mentioned that per the board training in March, any audio or video recording of a meeting or on social media is a public record and must remain so until deleted. That change should be added to the policy.

Thrift Store at Library – A patron had asked if the library had considered including a thrift store. The matter will be added to the August meeting agenda.

MVLS – The June meeting was poorly attended and was largely brainstorming about how to make MVLS more relevant.

CORRESPONDENCE

None

The meeting was adjourned at 9:27 p.m.

Attest:

Cindy Bjorneberg
Director

Elva McNurlin
Chairman

Pending Items:

- Revises Emergency Preparedness Plan – Cindy
- Administer LTC & ARPA grants – Cindy
- Publish FY 21/22 Budget Hearing Notice – Cindy
- Financial information requested by Mike Burr – Cindy
- Write volunteer policy – Cindy
- Write treasurer job description – Cindy