

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

**TRUSTEES PRESENT:** Elva McNurlin, Sarha Berry, Walt Freestone & Linda Mortensen.

**STAFF:** Cindy Bjorneberg

Chairman Elva McNurlin called the regular meeting to order at 7:03 p.m.

Sarha moved to approve the agenda, Walt seconded the motion, motion carried.

**MINUTES:** Eileen asked that the 'the' before HHS Principal Liz Torkelson name (under the ARPA/LTC Update) be removed. Eileen moved to approve the minutes as corrected, Sarha seconded the motion, motion carried.

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

**OLD BUSINESS:**

**Emergency Preparedness Plan** – Cindy emailed the draft plan to Jim McNall at ICRMP (Idaho Counties Risk Management Program) for review but has not heard back from him. The plan was tabled to the next meeting to receive his input. The building blueprints have been found and are now located in a tube above the cabinets in the work room.

**Records Retention Schedule** – Sarha would like to look at the Meridian Library District's actual records retention schedule. Cindy will contact MLD to get a copy before the next meeting. Cindy has also emailed this proposal to Jim McNall at ICRMP and is still waiting to hear back from him. HFLD schedule was tabled to the next meeting to allow time to receive information from both MLD and ICRMP.

**ARPA/LTC grant updates** – Cindy along with Sgt. Sunji Bunderson and Det. Shane Braack-Saufley of the Kimberly-Hansen Police Department facilitated a discussion with five classes at Hansen High School on Sept. 16 about the dangers of vaping and underage alcohol consumption. The classes were the 8<sup>th</sup> grade health class, the 11<sup>th</sup> grade health class, two weight lifting classes and the 7<sup>th</sup> grade special projects class. Cindy returned to HHS for a followup discussion with the 7<sup>th</sup> and 8<sup>th</sup> grade classes on Sept. 30 to see what they learned/remembered and what activities the library and/or community might be able to provide to give students to alternatives to vaping/alcohol usage.

Cindy also attended the Sept. 20 Hansen School District board meeting to discuss the grant and the hopes of starting a Girls Who Code Club at the library but utilizing Lauren Mauricio's school connections to draw more participants.

**Emergency Exit Sign** – Cindy pointed out the new emergency exit sign that has been installed between the front and rear doors. This sign was purchased as part of the ICfL Best Practices Grant. The sign was installed by Jim Ratto, a journeyman electrician.

## **NEW BUSINESS:**

**1<sup>st</sup> Grade Tour and Trunk’N’Treat** – At the Sept. 20 school board meeting, Cali Baily, Hansen PTO chair, strongly recommended that the Hansen kindergarten and 1<sup>st</sup> grade classes take a field trip to the library. Hansen 1<sup>st</sup> grade is scheduled to visit October 11. Cali also invited the HFLD to participate in the PTO Trunk’N’Treat at the elementary school on Thursday, Oct. 28 from 5:30 to 8 p.m. Board members volunteered to bring candy and baggies for this event.

**Girls Who Code Club** – Girls Who Code is a club for 6<sup>th</sup> through 12<sup>th</sup> graders to help them learn how to create the computer games they love to play and encourage them to pursue coding as a career. Boys may also participate. Lauren Mauricio will lead the Club beginning on Saturday, Oct. 23. It will run until spring break time.

**Library Card Signup Month** – 55 unique library cards were used during the month of September and 3 new library cards were issued. Of those, 30 cards were used just once; 11 cards were used twice, 8 cards were used three times and 2 cards were used 4 times. One card was used 12 times during the month. A special prize consisting of a backpack, book and \$10 gift card to T&T Cafe were given to the patron with the most usage. Following the meeting, Elva drew Walt Freestone’s number for the \$25 gift card to T&T Cafe. The new card holders were given special bookmarks from Barnes & Noble.

**Family Reading Week** – Family Reading Week is set for November 6-13. The 2021 theme is “Believe and Achieve.” HFLD is one of 100 libraries receiving books to support the theme as well as books to give away.

**MVLS** – Cindy was unable to attend the September meeting.

## **DIRECTOR UPDATE**

Every 10 years, based on new census data, the Hansen School Board must adjust its zones. HFLD has opted to adopt the School Board Zones and thus must adjust zones as well. Cindy shared the proposed redistricting map from the school board. She has also contacted the County Clerk to see when the new zones must be adopted and is waiting on an answer.

Cindy also mentioned that ICfL is seeking partners for its Laundromat Literacy program which places books and literacy activities in laundromats. As much as the idea intrigues Cindy, she does not believe staff have time to achieve that. Concerns were also raised about the condition of the Hansen Laundromat.

## **CORRESPONDENCE**

None

The meeting was adjourned at 8:17.m.

Attest:

Cindy Bjorneberg  
Director

Elva McNurlin  
Chairman

**Pending Items:**

- Update emergency preparedness plan based on ICRMP recommendations – Cindy
- Call MLD to get their full records retention schedule – Cindy
- Re-seed Grass in front of library –Cindy/Sharon/Eileen
- Develop Inventory List – Cindy
- Elementary Trunk'n'Treat – Cindy & Lauren
- Year-End Financial Reports – Cindy
- Fall Newsletter – Cindy
- Family Reading Week – Cindy/Sharon/Lauren
- Yearbook Archiving Project – Cindy
- Administer LTC & ARPA grants – Cindy
- Financial information requested by Mike Burr – Cindy
- Write volunteer policy – Cindy
- Write treasurer job description – Cindy