

Minutes
Hansen Community Library Board of Trustees
August 30, 2021

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

STAFF: Cindy Bjorneberg

Chairman Elva McNurlin called the regular meeting to order at 7:06 p.m.

Sarha moved to add director update to the agenda, Walt seconded the motion, motion carried.

MINUTES: Eileen added “one” to the first line of the budget hearing from August 2. Louise moved to approve the minutes as corrected, Sarha seconded the motion, motion carried.

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

OLD BUSINESS:

Emergency Preparedness Plan – The city water shutoff has been identified and the draft plan updated to include the location. The plan was tabled to the next meeting.

ARPA/LTC grant updates – Cindy has completed the required facilitator training for the LTC grant. She and Sgt Bunderson have met with Liz Torkelson, the Hansen High School Principal, and Sharee Hamilton, HHS Counselor, and have received approval to present anti-vaping/anti-drugs and alcohol information to five classes at the middle/high school on Thursday, Sept. 16 with a followup on Thursday, Sept. 30. It was felt that reaching the students directly was more effective than holding an open house at the Community Center and inviting the general public to attend.

ARPA Funds – The Library is working with the Idaho Digital Consortium to spend the \$2,000 allocated to each library to purchase e-books and audiobooks for school age readers. The State distributed these funds directly to each consortium’s administrator (for IDC that is the Donnelly Library) and each library makes selections that are then purchased by the administrator. These funds must be spent by October 1.

Records Retention Schedule – Questions were raised about recorded meetings and training events as well as photos/photo albums/scrapbooks and blueprints/construction records. Other questions were raised about who is authorized to determine what records should be destroyed and if we need an inventory list or fixed asset list. Cindy will call the Secretary of State and also Jim McNall @ ICRMP for guidance. The policy was tabled to the next meeting.

MOBILE HOT SPOTS – Louise moved to accept the Mobile Hot Spot user agreement, Sarha seconded the motion, motion carried.

e-RATE – Cindy worked with ICfL to complete one last form so that the e-rate billing can be completed. The new rate should be applied to the billing within a few billing cycles.

NEW BUSINESS

YEARBOOK ARCHIVING PROPOSAL – A proposal from the OCI Yearbook Project (which provides work programs to Oklahoma prison system) to archive yearbooks was reviewed. Louise moved to accept the proposal (provided the service is still available), Sarha seconded the motion, motion carried.

ARTISAN LABS SIGNAGE – Artisan Labs has offered to run community messages on its sign board along Highway 30. We are excited about the possibility to advertise library programs in such a prominent location.

MVLS – There was no meeting in August.

DIRECTOR UPDATE

Cindy reported that our teen employee Leia Sanchez has quit now that the school year has begun.

Lauren Mauricio has accepted a full-time position at the Hansen School District. She will manage the High School Library in the morning and be the Elementary music teacher in the afternoon. We are excited for her and thrilled with the possibility of more synergy between the school district and library. Because Hansen is a 4-day school, Lauren will continue to work at the library on Fridays and every other Saturday.

September is Library Card Signup Month. All patrons who use their library cards during the month, will be entered in a drawing. Any new library cards issued will go into a separate drawing.

CORRESPONDENCE

None

The meeting was adjourned at 8:58 p.m.

Attest:

Cindy Bjorneberg
Director

Elva McNurlin
Chairman

Pending Items:

- Update emergency preparedness plan to include floor plan diagram – Cindy
- Call the Secretary of State and/or ICRMP for guidance on records retention – Cindy
- Find building blueprints – Sarha/Cindy
- Attend school anti-vaping program on Sept 30 – Cindy
- Administer LTC & ARPA grants – Cindy
- Financial information requested by Mike Burr – Cindy
- Write volunteer policy – Cindy
- Write treasurer job description – Cindy