

Minutes
Hansen Community Library Board of Trustees
January 3, 2022

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

STAFF: Cindy Bjorneberg

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

Eileen moved to approve the agenda, Louise seconded the motion, motion carried.

MINUTES: Louise moved to approve the minutes, Walt seconded the motion, motion carried.

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

A copy of the LGIP Monthly Statement from November (the latest month available) and a first quarter comparison of actual spending versus the budget were provided to trustees in their meeting packets.

OLD BUSINESS:

Records Retention Schedule – Cindy called Kevin Tomlinson (public library consultant for southern Idaho with the Idaho Commission for Libraries) to ask questions regarding the records retention schedule as adopted at the December board meeting. His response was:

“A public library's patron records are public records because they are generated by a tax-funded agency. However, they are exempt from disclosure for reasons of intellectual freedom and patron privacy. See Idaho Code section [74-108\(4\)](#).” Kevin has offered to come to the February board meeting to provide training about the records retention schedule, circulation policy and collection development policy; which Kevin says should be examined together.

Cindy has emailed Kevin copies of our records retention schedule, circulation policy and collection development for his review prior to the February board meeting.

LTC/ARPA grant updates – Ednetics installed the remote access point on the south side of the library on Dec. 16 and internet coverage within the community center is good throughout the building. A secure network has also been created for the Kimberly-Hansen Police Dept. Cindy completed and submitted the final report for the LTC grant by the December 31 deadline. The last report is the financial report and is due February 28.

Cindy showed the trustees pictures of the mobile hotspot kits, which was received through the ARPA grant. The three hotspots are almost continually checked out.

Apollo Conversion – The Apollo conversion is set for the evening of January 10th and will go live on Wednesday, Jan. 12.

NEW BUSINESS:

Motion to Destroy records – The board reviewed a draft of a resolution to destroy records. Some typos were identified and will be corrected. Cindy will email Kevin Tomlinson a copy of the resolution for his review prior to the February board meeting.

MVLS – The December meeting was held in Burley and focused on how to make MVLS more relevant for libraries. Kevin Tomlinson, along with some MVLS officers, will visit non-participating libraries later this winter to see what programs/activities/training they are interested in.

DIRECTOR UPDATE

Cindy presented the board with a list of 2021 accomplishments along with a list of goals/plans for 2022. She would like to send out a winter newsletter to alert the community to Apollo and its new features. She has talked with the Hansen Postmaster and the subdivision north of 3700 N is not part of the Hansen Post Office and none of those residents are receiving the library newsletter. Creating door knockers to advertise spring programs and/or summer reading may be a good way to reach those households. Eileen and Elva volunteered to hang door knockers during warmer weather.

Cindy also shared an educational opportunity – Foundations of Library Services – that she may be interested in and also an open meeting law and public records training session set for Jan. 5th. Elva has registered for the open meeting law training.

CORRESPONDENCE

None

The meeting was adjourned at 8:22 p.m.

Attest:

Cindy Bjorneberg
Director

Elva McNurlin
Chairman

Pending Items:

- Develop Inventory List – Cindy
- Start planning 2022 Summer Reading Program – Cindy
- Administer LTC & ARPA grants – Cindy
- Financial information requested by Mike Burr – Cindy
- Write volunteer policy – Cindy
- Write treasurer job description – Cindy