

**Minutes**  
Hansen Community Library Board of Trustees  
**December 6, 2021**

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

**STAFF:** Cindy Bjorneberg

Chairman Elva McNurlin called the regular meeting to order at 6:05 p.m.

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

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

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

A final copy of the year-end financial report (that was filed with the State of Idaho on November 29) was provided to the trustees in their meeting packets.

**OLD BUSINESS:**

**Emergency Preparedness Plan** – Cindy talked with Jim McNall at ICRMP (Idaho Counties Risk Management Program) about the proposed plan and has made the changes he recommended. Louise moved to accept the plan as revised, Eileen seconded the motion, motion carried.

**Records Retention Schedule** – Cindy also talked with Jim at ICRMP regarding the proposed records retention schedule and made the revisions he recommended. A discussion was held regarding the ILL paper records and whether they should be kept or not. Eileen moved to keep the ILL records for six months after an item is returned to the lending library, Louise seconded the motion, motion carried. Walt moved to approve the records retention schedule as revised, Eileen seconded the motion, motion carried.

**Yearbook Archiving**– The 19 Hansen High School yearbooks between 1950 and 1988 sent to the Oklahoma Correctional Industries Yearbook Project have been returned with three copies of the DVDs holding the digital archive. OCI called and offered to scan the remaining collection for free and so another 29 yearbooks for the years 1989 to 2021 have been sent. The non-destructible scanning is free as is shipping to and from OCI. The yearbooks are scanned in a searchable PDF format and placed on DVDs.

**LTC/ARPA grant updates** – Ednetics has received the remote access point for the south side of the library and has set a tentative installation date of Dec. 20. Three mobile hotspots have been received from T-Mobile and also the iPad, which were acquired through the ARPA grant. A Facebook page has been created for the library to post online story time and other information. Elva did a quick search and turned up a Hansen Library Facebook page that has kids posting pictures to it. Cindy will have Lauren investigate

**IDC Magazine Subscriptions** – Cindy shared information about the Idaho Digital Consortium’s magazine subscription that will launch in January 2022. Over 3,800 magazine titles are included and periodical checkouts do not count against a patron’s total allowed checkouts. The cost is prorated amongst the 52 member libraries and will be approximately \$300 annual for the Hansen Library.

**NEW BUSINESS:**

**Trustee Election Notice** – Cindy shared the trustee election notice that was filed with the Twin Falls County Election Office in November. The form is required even though no trustees are up for election in 2022.

**MVLS** – The November meeting was held in Jerome and focused on summer reading. Cindy also attended a 6-hour webinar on summer reading sponsored the Colloborative Summer Reading Program and got lots of great ideas. The 2022 theme is “Oceans of Possibilities.”

**DIRECTOR UPDATE**

Hans Heeling was able to send our data to the Apollo folks but they have not yet send us the trial data to play with so the conversion has been pushed back.

**CORRESPONDENCE**

None

The meeting was adjourned at 6:46 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