

Minutes
Hansen Community Library Board of Trustees
May 2, 2022

TRUSTEES PRESENT: Elva McNurlin, Walt Freestone, Eileen Turner, Sarha Berry and Linda Mortensen.

STAFF: Cindy Bjorneberg

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

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

MINUTES: Sarha moved to approve the minutes, Eileen 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. Sarha asked that a \$50 donation from a patron that has not yet posted to our account be noted on the report. Linda took the check on April 4 with the intention of depositing it to the library savings account at First Federal. Cindy has not had an opportunity to verify with the patron whether the check has cleared their account.

Linda discovered on April 20, after the library checking account at First Federal was over drawn, that account signatures have not been updated since 2013.

Eileen moved to remove Brad Baily, Lauren Peters and Vernell Lentz from the First Federal accounts and to add Sarha Berry, Eileen Turner, Louise Baily and Linda Mortensen. The Hansen Board of Trustees also requests First Federal to return the August 2020 minutes that listed the signature updates adopted at that time. Walt seconded the motion, motion carried.

OLD BUSINESS:

LTAI Extended & Dia! Update – The second LTAI Extended virtual author talk is May 5 featuring Tiffany Midge, author of “Bury My Heart at Chuck E Cheese.” The talk is scheduled from 12:15 to 1:15 p.m. Three attended the first session on April 7 featuring Grace Olmstead.

Twenty-two people attended the first ever Dia! Book Art Day on Saturday, April 30. Most people came at 10 a.m. and stayed until 1 p.m. All projects were made with book paper including jewelry. Lauren kept the kids busy with origami. Elva provided individual Cricut lessons. Elva would like to offer an Intro to Design Space using the Cricut sometime this summer. The idea of holding another book art day on Saturday, July 16 during Hansen Day was also discussed. Elva recommended ordering a screen protector and case for the tablet before the next public event utilizing the tablet.

Summer Reading Update – Cindy has contacted a couple of special speakers for the summer reading program. Escapuary in Twin Falls will create a deserted island/pirate ship escape room on the final day (June 29th).

Updated Trustee Map – Eileen moved to adopt the revised trustee map, Sarha seconded the motion, motion carried.

Collection Development Policy – Cindy said that the Idaho Commission for Libraries has scheduled a collection development policy webinar for May 24 and recommended waiting to update the Hansen Free Library District policy until after that webinar. Sarha moved to table the collection development policy updates to a future meeting, Eileen seconded the motion, motion carried.

Circulation Policy – Sarha moved to table the circulation policy updates to a future meeting, Walt seconded the motion, motion carried.

NEW BUSINESS:

Treasurer– Eileen and Linda recounted the events of April 20, when the library checking account was overdrawn. The bank contacted Louise Baily regarding the insufficient funds, who contacted Eileen, who contacted Linda. When Linda went to the bank, she was told no signatures had been updated since 2013 and she was not on the accounts; therefore she could not transfer money. Linda called Cindy that day to do an electronic transfer from the library's online accounts to cover the overdraft. Sarha mentioned that she and Linda went to First Federal in-person to add Sarha to the account.

Sarha also expressed concern regarding the ICCU accounts because a library trustee who is an ICCU member has an auto loan there and that trustee's account information is appearing on the library's online account statement. She asked if the ICCU account is still needed since the remodel project has been completed.

Elva also expressed concern about First Federal losing the updated signature cards and suggested exploring D.L. Evans in Kimberly. Walt said he would talk to ICCU about how to prevent a trustee's personal bank information from being linked to the library accounts.

Cash Management Policy review – Cindy recommended adding a section to the cash management requiring a financial review or audit be conducted after there is a change in the treasurer or director. Walt moved to make that addition to the cash management policy, Eileen seconded the motion, motion carried.

Audit/financial review – Cindy has contacted both Mike Burr (CPA) and Tim Stover (attorney) regarding the need to conduct an audit or financial review. Both said that the library board has a fiduciary responsibility to do due diligence to resolve the financial questions raised. Sarha moved to table discussion of an audit or financial review to the June meeting, Walt seconded the motion, motion carried.

Grass/front lawn – Eileen planted additional grass seed in the front lawn and covered it with sand. The part of the lawn closest to the flag pole where she was most diligent with the herbicide application will need to be sprayed out and then rototilled before new grass seed is planted. Cindy will ask Bill Denny not to mow the front until the grass is well-established. Eileen donated both the seed and the sand for this project. Thank you!

That All May Read Grant – ICfL has extended the deadline for the That All May Read Grant to May 6. This \$1,000 grant is designed to assist libraries in building large-print collections, obtaining assistive technology, and/or providing outreach to people who are unable to read standard print or have difficulty holding a book due to a visual impairment, blindness, or other perceptual or physical disability. This grant helps libraries to build the capacity to better serve their communities. It also improves equitable access for Idahoans to information and reading materials in alternate formats. Walt moved that the library can apply for this grant, Eileen seconded the motion, motion carried.

ICfL/MVLS – Cindy forwarded recordings the censorship section held during the Idaho Library Association’s virtual mini-conference on April 19 to the trustees. She and Elva also participated in the April 7 public records request webinar sponsored by the Idaho County Risk Management Program. A link to that recording has also been sent to trustees.

EXECUTIVE SESSION

Sarha moved that the Hansen Free Library District board of trustees enter into an executive session with the library director present. Elva conducted a roll call vote: Sarha Berry – yes; Walt Freestone – yes; Eileen Turner – yes; and Elva McNurlin – yes. The board of trustees entered into executive session at 8:37 p.m.

Elva called the board back into regular session at 9:10 p.m. Elva will go to First Federal to check on the signature cards.

CORRESPONDENCE

None

The meeting was adjourned at 9:20 p.m.

Attest:

Cindy Bjorneberg
Director

Elva McNurlin
Chairman

Pending Items:

- Update Cash Management Policy – Cindy & Board
- Check on signature cards at First Fed – Elva
- Check on ICCU policy regarding linked accounts – Walt
- Review Collection Development Policy – Board
- Review Circulation Policy – Board
- Review Request for Reconsideration Form – Board
- Begin working on the 2022-23 Budget – Cindy
- Develop Inventory List – Cindy
- Plan 2022 Summer Reading Program – Cindy
- Administer ARPA grant – Cindy
- Write volunteer policy – Cindy