

**Minutes**  
Hansen Community Library Board of Trustees  
**June 6, 2022**

**TRUSTEES PRESENT:** Elva McNurlin, Walt Freestone, Louise Baily and Sarha Berry.

**STAFF:** Cindy Bjorneberg

Chairman Elva McNurlin called the regular meeting to order at 7:26 p.m.

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

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

**TREASURER'S REPORT:** Elva read Linda Mortenson's letter of resignation effective May 2. The letter was dated May 31 and received June 3. Walt moved to accept the resignation, Louise seconded the motion, motion carried. Cindy will get a letter for board members to sign thanking Linda for her service.

Cindy read the treasurer's report. Per Mike Burr (CPA)'s recommendation, she made an adjustment to both the checking and savings account at First Federal so the Quickbook accounts now match the bank statements. Elva came on June 4 to look over the invoices and bank statements before signing checks. Louise moved to accept the treasurer's report, Sarha seconded the motion, motion carried.

**OLD BUSINESS:**

**LTAI Extended** – The third (and last) Let's Talk About It is set for Thursday, June 23 featuring Renya Grande discussing her book, "The Distance Between Us: Five people attended the May 5 session on Tiffany Midge's book, "Bury My Heart at Chuck E Cheese".

**Summer Reading Update** – 37 kids and 19 adults attended the first session of the summer reading program on June 1.

**Collection Development Policy** – Sarha moved to table the collection development policy to a future meeting, Louise seconded the motion, motion carried.

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

**Treasurer**– Cindy called Carl Ericson, legal counsel, at the Idaho Counties Risk Management Program on May 11. Carl said that our ICRMP insurance covers the bond for a treasurer – whether that treasurer is a volunteer appointed by the board or a board member. That means the library does not need to pay the annual \$100 fee to bond a treasurer.

In light of Linda's resignation; Louise moved to remove the following names from the checking account at First Federal: Mary Turner, Linda Mortenson and Vernell Lentz and to add Sarha Berry and Eileen Turner to the checking account; and also to remove Linda Mortenson, Lauren Peters, Bradley Baily and Vernell Lentz from the savings account at First

Federal and to to add Sarha Berry, Eileen Turner and Emma Louise Baily to the savings account. Walt seconded the motion, motion carried. Elva will check to see if she can set up an appointment for all the library trustees to sign signature cards for the First Federal accounts at the same time. If so, a special meeting will be called for the date, time and location. Copies of all signature cards will be collected and held at the Hansen Library.

Sarha moved that library trustees take turns serving as treasurer and executing the duties of the treasurer for the next 12 months. The director will write checks, but will not have the authority to sign checks. Louise seconded the motion, motion carried.

**Audit/financial review** – Elva skipped the #6 on the agenda (Cash Management Policy) to move to #7 (audit/financial review). Mike Burr (CPA) recommended picking a date and then making an adjustment to the checking and savings account so that Quickbooks matches the bank statements, and the accounts can be reconciled moving forward. Conducting a financial review will cost approximately \$1,000 and a full audit would cost several thousand dollars. Mike did not believe the cost was justified given that the issues seem to result from errors and not theft. A financial review can be conducted by the full board of trustees or a subcommittee named by the board chair.

**Cash Management Policy review** – Walt moved to make the recommended changes the cash management policy to reflect changes to the director and treasurer’s responsibilities as well as conducting a financial review when a new director is hired. Louise seconded the motion, motion carried.

**That All May Read Grant** – The Library has received a \$1,000 That All My Read Grant from the Idaho Commission for Libraries to update the large print and audiobook sections of the Library and also to provide staff training. A display utilizing the theme “Come SEA the Possibilities” – to play off the summer reading theme will be developed. Walt moved to accept these plans, Louise seconded the motion, motion carried.

#### **NEW BUSINESS:**

**Election of Officers** – Walt moved to retain the current officer slate: Elva McNurlin, chair, and Walt Freestone, vice chair. Louise seconded the motion, motion carried.

**Set the FY 2022-23 Calendar and Board Meetings** – The Library Board of Trustees meets at 7 p.m. on the first Monday of the month unless that Monday is an observed federal holiday.

Louise moved to approve the following meeting dates for 2022-23 fiscal year:

Monday, June 27, 2022 (4<sup>th</sup> of July is the first Monday in July)  
Monday, Aug. 29, 2022 (Labor Day is the first Monday in Sept.),  
Wednesday, Jan. 4, 2023 (January 2<sup>nd</sup> is New Year’s Day observed)  
Wednesday, July 5<sup>th</sup>, 2023

and to observe the following federal holidays:

Veteran’s Day – Friday, Nov. 11, 2022  
Christmas Eve – Saturday, Dec. 24, 2022  
Christmas – Monday, Dec. 26, 2022  
New Year’s Eve – Saturday, Dec. 31, 2022

New Year's Day – Monday, Jan. 2, 2023  
President's Day – Monday, Feb. 20, 2023  
Memorial Day – Monday, May 29, 2023  
Labor Day – Monday, Sept. 4, 2023

Sarha seconded the motion, motion carried.

**Kindergarten Readiness Grant/Read-To-Me Rendezvous** – Cindy participated in a virtual webinar for the Read-to-Me Rendezvous. As part of that webinar, she was able to use the laptop to show other librarians the children's section and get suggestions for improvements. Staci Shaw, the early literacy consultant for ICfL strongly recommended that the Hansen Free Library District apply for a Kindergarten Readiness Grant. Cindy has spoken to Tracie Schroeder, kindergarten teacher, and Heidi Skinner, elementary principal, at the Hansen Elementary School to get background information and program recommendations. The grant application is due August 31.

**Let's Talk About It** – Cindy shared an updated list of Let's Talk About It programs. It is the Hansen Library's turn to host LTAI. Cindy will talk to Helen about program ideas when they meet Thursday, June 9<sup>th</sup>, for an Apollo work session.

**ICfL/MVLS** – Cindy participated in the May 24<sup>th</sup> collection development policy webinar sponsored by the ICfL and got good information for updating the library's policy. She has also shared the information with Lauren Mauricio, the Hansen High School librarian.

#### **DIRECTOR UPDATE**

Cindy has reserved the Hansen Community Center for a book art day encore as patrons have been asking when it will be held again. The date is Saturday, July 16 (during Hansen Day) from 1 to 4 p.m. We hope some people will want to socialize and craft indoors as part of the festivities. The Library will also participate in the Hansen Day Parade during the morning on the 16<sup>th</sup>. Cindy confirmed with Riley Hull that he will drive his tractor and trailer for the library during the parade.

Elva also mentioned that the library is hosting a basic Cricut class on Friday, June 17 from 10 to 11:30 a.m. The focus will be cutting vinyl letters. Cindy has confirmed that Lauren is available to do child care for any moms who need to bring their children along.

#### **CORRESPONDENCE**

Clay Ritter, the new ICfL public library consultant, contacted Cindy to see if the board was willing to participate in a board training event with other library boards. Cindy will convey the message that yes, the board is willing, to Clay. No date has been set yet.

The meeting was adjourned at 9:36 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  
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  
Conduct 2022 Summer Reading Program – Cindy  
Administer ARPA grant – Cindy  
Administer That All May Read Grant – Cindy  
Explore Kindergarten Readiness Grant – Cindy  
Write volunteer policy – Cindy