

Minutes

Hansen Community Library Board of Trustees
Hansen Community Library, 120 Maple Ave W, Hansen, ID 83334

October 3, 2022, 7 p.m.

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

STAFF: Cindy Bjerneberg

Chairman Elva McNurlin called the meeting to order at 7:05 p.m.

Sarha moved to accept the agenda as printed, Walt seconded the motion, motion carried.

MINUTES: Louise moved to accept the minutes, Eileen seconded the motion, motion carried.

TREASURER'S REPORT: Sarha served as treasurer for this month. Cindy read the treasurer's report and reviewed the profit/loss report for FY 2022. Eileen moved to accept the treasurer's report and pay the bills, Walt seconded the motion, motion carried.

OLD BUSINESS:

Banned Books Week/Misinformation Day Escape Room – Due to lack of sign-ups, the banned book escape room was postponed until Christmas break when it will re-emerge with a fairy tale theme.

Kindergarten Readiness Grant – The Hansen Community Library received a Kindergarten Readiness Grant for \$5,000. About half of that is for early literacy kits; and the balance for the programming. Cindy will work with Head Start to determine what to put in the kits and has put feelers out to see if a retired preschool teacher would like to take on our programming between New Year's and spring break.

Trustee Map – Sarha reviewed the narrative that accompanies the map and had made a few corrections. Sarha moved to approve the narrative as corrected and to send the map with narrative to the County Clerk, Louise seconded the motion, motion carried.

Fall Activities --the Hansen Elementary School Trunk'n-Treat is Monday, Oct. 31 from 4:30 to 5:30 p.m. Board members are donating candy for the baggies that will have a postcard advertising Family Reading Week (Nov. 12). Eileen may contribute a bean bag toss for use during Trunk'n'Treat.

Book Art Day is set for Saturday, Oct. 15th and will be advertised as a way to get a jump on Christmas gifts.

Adult Book Discussion --the trustees reviewed five books for the adult book discussion, which is slated to begin January 10, 2023, at 7 p.m. Sarha moved to pursue a winter adult book discussion with the theme Idaho authors, Eileen seconded the motion, motion carried.

NEW BUSINESS:

Family Reading Week – The Hansen Community Library has received a Family Reading Week grant which provides books and materials for the kickoff event on Saturday, Nov., 12 from 10 to 11:30 a.m. The theme is “Wild Wonders.”

Time and Attendance Policy – trustees reviewed the new Time & Attendance policy in conjunction with the Personnel Policy with corrections as suggested by ICRMP (Idaho Counties Risk Management Program).

Louise moved to enter executive session at 8:30 p.m. to discuss personnel matters, Sarha seconded the motion. A roll call vote was taken with Sarah voting aye, Walt voting aye, Eileen voting aye and Louise voting aye.

Eileen moved to leave executive session at 10:30 p.m. , Walt seconded the motion motion carried.

Eileen moved to hold a special meeting at 7 p.m. on October 18, 2022, to approve the time and attendance policy as an addendum to the personnel policy, Walt seconded the motion, motion carried.

ICRMP Board Election – Elva reviewed the information regarding the ICRMP board election. No action is needed unless the Hansen library trustees want to nominate someone other than Craig Lockwood to serve. Walt moved to support Craig Lockwood, Eileen seconded the motion, motion carried.

DIRECTOR UPDATE:

Cindy and Elva participated in the ICRMP webinar on Sept. 1 on Library Roles and Responsibilities and then one on Respectful Workplace on Sept. 15.

Cindy enjoyed the BCAF Librarians and Educators Day on Sept 16 in Boise and learned a lot. She is registered to attend the ICfL Directors Summit on Nov. 3 and 4 in Boise.

CORRESPONDENCE:

None

The meeting was adjourned at 10:51 p.m.

Attest:

Cindy Bjorneberg
Director

Elva McNurlin
Chairman

Pending Items:

Administer Kindergarten Readiness Grant – Cindy
Sponsor Book Art on Oct. 15 – Elva with staff & volunteers
Participate in Trunk’N’Treat on Oct. 31 – Staff
Apply for ARP – ESSER Summer Support Grant -- Cindy
Hold Family Reading Week – Library staff and volunteers
Submit trustee map & narrative to TF Co – Cindy
Review Personnel Policy with Time & Attendance addendum – Board
Submit Year-end Reports to State of Idaho by Dec. 1 – Cindy
Complete library statistical report by 12/31/22 – Cindy
Review Collection Development Policy – Board
Review Circulation Policy – Board
Review Request for Reconsideration Form – Board
Develop Inventory List – Cindy
Write volunteer policy – Cindy