

**Minutes – Policy Work Day**  
Hansen Community Library Board of Trustees  
Hansen Community Library, 120 Maple Ave W, Hansen, ID 83334  
**January 13, 2023, 10 a.m.**

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

**STAFF:** Cindy Bjorneberg

Chair Elva McNurlin called the meeting to order at 10:22 a.m.

Eileen moved to add review Interlibrary Loan and Gift policies to the agenda, Louise seconded the motion, motion carried.

**OLD BUSINESS:**

Cindy had forwarded the powerpoint presentation slide deck from the January 5<sup>th</sup> Director 101 cohort to the board for review and for ideas when reviewing the Hansen Community Library policies.

**Collection Development Policy** – The board reviewed the existing policy as adopted in February 2007 along with the Meridian Library District’s policy. There was discussion about material selection criteria. As the gift policy and interlibrary loan policies complement and supplement the collection development policy, the board also reviewed the existing gift policy and discussed what criteria to include in a new interlibrary loan policy. Cindy will draft these policies before the February 6 board meeting.

**Circulation Policy** – the board discussed the 2019 revisions to the policy: 1) to be a fine-free facility and 2) to charge a one-time fee of \$12 for out-of-district cards. Cindy will confirm with the Kimberly Library about their out-of-district fees (believed to be \$15/year).

**Reconsideration Form** – there was little discussion regarding the form as the one in use was suggested by the American Library Association.

**NEW BUSINESS:**

**Update Trustee Manuals** – Eileen needs a new manual as hers has gone AWOL. Louise would like new tabs for her binder. There was a question of whether the trustees have received the most recently revised policies in their binders. Cindy will check with the Idaho Commission for Libraries regarding trustee binders and compile a list of existing policies to ensure trustees have the newest version of each.

**DIRECTOR UPDATE:** Eileen Turner and Louise Baily are up for election in May 2023. Cindy gave them copies of the election forms to be completed as well as an updated trustee map. Election forms must be completed by March 17 and the library must be open until 5 p.m. on March 17 to receive any write-in ballots.

The meeting was adjourned at 12:03 p.m.

Attest:

Cindy Bjorneberg  
Director

Elva McNurlin  
Chairman

**Pending Items:**

- Call ICfL for new trustee binders – Cindy
- Revise Collection Development Policy – Cindy
- Draft Interlibrary Loan Policy \_ Cindy
- Revised Gift Policy – Cindy
- Revise Circulation Policy – Cindy
- Review Request for Reconsideration Form – Board
- Complete Election Filing paperwork – Eileen & Louise
- Develop Inventory List – Cindy
- Write volunteer policy – Cindy