

## **Minutes**

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

**April 3, 2023 – 7 p.m.**

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

**STAFF:** Cindy Bjorneberg

Chair Elva McNurlin called the meeting to order at 7:08 p.m.

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

**MINUTES:** Louise moved to accept the March 6, 2023 regular meeting and March 11 and March 13, 2023 special meeting minutes, Sarha seconded the motion. Motion carried.

**TREASURER'S REPORT:** Walt served as treasurer. Cindy read the report. Check #2774 to Business Techs was recorded as \$1 (as a placeholder) as the invoice has not been received yet. Louise moved to accept the treasurer's report as presented, Sarha seconded the motion, motion carried.

### **OLD BUSINESS:**

**Kindergarten Readiness & ESSER Grants** – The Kindergarten Readiness Program wrapped up on March 29<sup>th</sup>. Approximately 60 kids and guardians attended the second 5-week session. Cindy is rewriting the ESSER grant to be an Adulting 101 program focusing on life skills such as cooking, basic auto maintenance and sewing.

**Adult Book Discussion** -- Eight attended the March 15<sup>th</sup> discussion of "Mr. Dickens & His Carol" by Samantha Silva. The last session is April 5<sup>th</sup> on "Where I Can't Follow" by Ashley Blooms.

**Policy Direction** – Trustees discussed policy direction. There was consensus that until the Idaho Legislature adjourns there is no reason to finalize the collection development and circulation policies so that the final policies reflect legislative intent. Concerns were expressed that the draft policies were too legalistic and needed to be written in a more straight forward manner. Elva said that the board needed to be clear on what the policies say because trustees are held accountable for following the policies. Louise moved to hold a policy work day on Friday, April 28<sup>th</sup> at 10 a.m. Walt seconded the motion, motion carried.

**Lending Guidelines/Circulation Policy** – Louise moved to amend the existing circulation policy (2019) to raise the out-of-district fees from a one-time \$12 fee to \$15 annually and to suspend the digital access for any patron who has a replacement cost balanced until the balance is paid or the items are replaced; these changes will both go into effect on October 1, 2023. Sarha seconded the motion, motion carried. These changes will be included in the spring 2023 newsletter.

**Heat Pump Update** – The heat pump was installed and filters on both units have been replaced. All is working well.

**Replace computer lab chairs** – Trustees reviewed the bids for armless chairs and those with arms from Harvey’s. Walt moved to replace four of the computer lab chairs that are peeling apart with new cloth, armless chairs at a cost of \$155 each. Louise seconded the motion, motion carried.

**NEW BUSINESS:**

**Summer Reading** – The Summer Reading committee has met and begun to plan five sessions beginning Wednesday, May 31 and continuing until Wednesday, June 28. The theme is “All Together Now.”

**MVLS/ICfL**– The next Director 101 is Thursday, April 6th and will focus on trustee/director relations. MVLS will meet on Monday, April 17 at 10 a.m. in Jerome.

**DIRECTOR UPDATE:** There was good participation at both spring break events (the Kindergarten Bash for Teens on March 22 and the The Escapuary on March 24). Clay Ritter, Idaho Commission for Libraries consultant, will be at the Hansen Library on Friday, April 7<sup>th</sup> at 10 a.m. to conduct trustee training. Sheryl Verwey, who will join the board in June to replace Louise , has been invited to attend the training.

**CORRESPONDENCE:**

The preliminary invoice for the Idaho Share program has been emailed and shows a 3 percent increase over last year.

The meeting was adjourned at 8:37 p.m.

Attest:

Cindy Bjorneberg  
Director

Elva McNurlin  
Chairman

**Pending Items:**

- Trustee Training, Friday, April 7 @ 10 a.m. – Board
- Complete Kindergarten Readiness Grant reporting – Cindy
- Administer ARP – ESSER Summer Support Grant – Cindy
- Review Collection Development, Reconsideration Form, ILL and Gift Policies – Board
- Review Circulation Policy/Lending Guidelines – Board
- Summer Reading Program – Cindy
- Develop Inventory List – Cindy
- Draft volunteer policy – Cindy and Board
- Draft an open meeting/public comment policy – Cindy and Board