

Minutes

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

June 7, 2023 – 7 p.m.

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

STAFF: Cindy Bjorneberg

GUESTS: Sheryl VerWey

Chair Elva McNurlin called the meeting to order at 7:01 p.m.

Louise moved to approve the agenda as presented, Sarha seconded the motion, motion carried.

MINUTES: Eileen moved to approve the minutes as presented, Louise seconded the motion, motion carried.

TREASURER'S REPORT: Eileen served as treasurer. Cindy read the report. Trustees also reviewed the profit/loss statement and budget versus actual year-to-date expenditures. Louise moved to accept the treasurer's report as presented, Sarha seconded the motion, motion carried.

OLD BUSINESS:

Summer Reading Program & Esser-- Two sessions of the Summer Reading Program (Theme – All Together Now) have been held with 109 participants so far. The Rock Creek Fire Department was the featured guest on May 31 and the Kimberly-Hansen Police Department will visit later in June. The Esser Summer Reading/Adulting 101 will begin on July 10 for middle schoolers and teens.

Hansen Day Bingo & Parade – Eileen will get balls for the float participants to throw from the library float during the parade on July 16. Louise is still game to run the Bingo booth but would appreciate help, which Eileen offered.

Policy Review Memo – The board discussed the policy review memo prepared by Tim Stover's office for the collection development and public comment policy drafts. That review recommended not having public comment at all but if public comment is taken at a meeting, that valid library card holders – regardless of whether they reside within the library district or not – be allowed to speak. Regarding the collection development policy, the review recommends keeping abreast of legislative actions.

Public Comment Policy – The board made changes to the public comment policy per the memo from Tim Stover's office. Cindy will email the revised draft public comment policy to Tim Stover for his review before taking final action on the proposed policy.

NEW BUSINESS:

New Trustee– Sheryl VerWey was sworn in as the new trustee of Zone 3, replacing Louise Baily who did not seek re-election. The board thanked Louise for her service and took a small break to enjoy cheesecake before Louise departed from the meeting.

Reorganize the Board – Sarha moved to nominate Walt as chair, Elva as vice chair, Cindy as clerk and continue to rotate treasurer duties, Eileen seconded the motion, motion carried.

Holiday Closures – After reviewing the proposed holiday closure schedule for the 2023-24 fiscal year, Eileen moved to close on Black Friday plus pay employees for the Saturdays and holiday closures, Sarha seconded the motion, motion carried.

Resolution to discard FY 15/16 financial records – As Cindy realized after the agenda had been published that the financial records that need to be destroyed are for FY 14/15 and not FY 15/16; Sarha moved to reconsider the resolution at the July meeting, Eileen seconded the motion, motion carried.

Preliminary FY 23/24 budget and future FY Budgets – Cindy presented a proposed FY 23/24 budget that maintains salaries as well as a budget that would increase wages to a more competitive level. Each of the proposed FY 23/24 budgets include rate hikes for insurance and electricity according to budget planning guidance provided by ICRMP (Idaho Counties Risk Management Program) and Idaho Power. Cindy has also begun to gather some preliminary numbers for FY 24/25 and beyond.

The Library is limited to a 3 percent operating budget increase on an annual basis. As new construction is added to the district rolls, the budget is divided across the higher property value on the rolls and the levy rate on individual property owners falls. As far as she can tell, the library district has not increased the base budget since forming in 1986.

The only way to increase the base budget is through a permanent levy override. The District must notify the County Clerk by September 18 if the board of trustees wishes to hold that vote on November 7, 2023. A majority of 60 percent is required to pass a permanent override and even if the vote were successful, the Library would not see any increased funds from the vote until January 2025.

A temporary override is for two-years and requires only a 50 percent majority but does not change the base operating budget.

MVLS/ICfL– The June 1 Director 101 was on press releases and media relations. Thanks to issues with the laptop, Cindy had to join the webinar on the director desktop and had no sound. She is grateful she spent her early career working in print media and utilizes Canva so she could follow along on the slides even if she couldn't hear. She has been invited to attend the Director 101 graduation in Boise on Friday, August 11. ICfL will provide mileage for participants.

DIRECTOR UPDATE: It has been a bad month for computers. The circulation desk was down for two weeks after the hard drive crashed. Cindy had Business Techs install a new hard drive in that computer for \$150 compared to \$700 for a new tower. The director desktop was the slowest machine in the building and needed to be replaced also. Cindy was the was able to

procure a surplus desktop from ICfL. Business Tech spent about 3 hours here one day getting all the new machines installed and functioning. The laptop is at Business Techs now also to resolve it's operating system error.

Cindy also gave the board a list of FY 22/23 accomplishments and goals for FY 23/24. One of the biggest challenges will be hiring a new employee.

CORRESPONDENCE: none

The meeting was adjourned at 9:08 p.m.

Attest:

Cindy Bjorneberg
Director

Elva McNurlin
Chairman

Pending Items:

- Complete Kindergarten Readiness Grant reporting – Cindy
- Complete Outreach for Underserved Children report -- Cindy
- Administer ARP – ESSER Summer Support Grant – Cindy
- Summer Reading Program – Cindy
- Review Public Comment Policy – Board
- Preliminary FY 23/24 budget – Cindy and Board
- Hansen Day Bingo – Board and Louise
- Develop Inventory List – Cindy