

Minutes -- Regular Meeting
Hansen Community Library Board of Trustees
Hansen Community Library, 120 Maple Ave W, Hansen, ID 83334
September 5, 2023 – 7 p.m.

TRUSTEES PRESENT: Walt Freestone, Eileen Turner, Sarha Berry and Sheryl VerWey

STAFF: Cindy Bjorneberg

GUESTS: None

Chair Walt Freestone called the regular board meeting to order at 7:21 p.m.

Eileen moved to add planting memorial trees at the Hansen Elementary School as item #4 under new business, Sarha seconded the motion, motion carried.

MINUTES: A typo was noted in the August 7 regular board meeting minutes. Sheryl moved to approve the minutes as corrected, Eileen seconded the motion, motion carried.

TREASURER'S REPORT: Sheryl served as treasurer, Cindy gave the report. Eileen moved to approved the treasurer's report as presented, Eileen seconded the motion, motion carried.

OLD BUSINESS:

Resolution to hold a permanent levy override vote -- The board reviewed the proposed resolution and ballot language. Based on advice from several sources, the levy was rounded to an even \$30,000 making the new base budget \$88,557, if voters adopt the levy. Several typos were noted. Eileen moved to accept Resolution 23-02 and the accompanying ballot language as corrected, Sheryl seconded the motion. The vote was 2 to 1 in favor of the resolution with Eileen and Sheryl voting in the affirmative, Sarha voting in opposition and the Chair (Walt) abstaining. Cindy will make the needed corrections and forward the corrected ballot to the Twin Falls County Clerk by Sept. 18.

K Ready and Forever Idaho grants – Cindy submitted the K Ready grant application by the August 26th deadline. After being told there would be no extensions to the grant deadline, the deadline was extended but all applicants who submitted by the original deadline will be notified Sept. 14th if they received funding. The Hansen Library request was for \$3,500.

Cindy also submitted a grant application of nearly \$23,000 to Forever Idaho to make changes to the facility entrance to make the building more accessible. There are residents who rely on the Little Free Library in front of the library to get books because they cannot get their wheelchair into the building. It is also difficult for parents with children in strollers to bring the strollers into the building. The grant request was for a new main entrance door and to build a handicap accessible ramp to the second entrance.

NEW BUSINESS:

Special meeting Sept. 6 to discuss forming a library foundation – Helen McCord, Kimberly Library director, will bring 1 or 2 Kimberly Library Foundation members to the Hansen Library at 1 p.m. on Sept. 6th to discuss the benefits of a library foundation and what is required to establish a foundation. Eileen and Walt plan to attend the meeting and Sheryl will try to attend.

Special meeting Sept. 7th to meet with legislative representatives – The Hansen Library Board of Trustees has been invited to join the Kimberly Library Board of Trustees and Kimberly Library Foundation to meet with Rep. Chenele Dixon at the Kimberly Library on Thursday, Sept. 7th at 6:30 p.m. to discuss library legislation that was introduced in the 2023 Legislature and what may be coming in the 2024 Legislature.

Levy Election Plans – No library funds may be spent on any activities to influence any voter's decision on the levy and no library staff may say or do anything to influence a patron's vote. Thus, the library cannot purchase or design yard signs encouraging people to vote nor design or mail a promotional brochure. It is all right for library staff to say the library is running a levy and that election day is Nov. 7. It is all right for the library to include a fact sheet and information about the levy in the fall newsletter. Cindy will have a fact sheet prepared for the board to review at the October board meeting.

Memorial Tree Planting – Eileen has purchased two trees using funds collected from board members to plant at the Hansen Elementary School in memory of Bryan Harris. Bryan is the son of the library's founder and the father of two board members. Eileen has talked to Heidi Skinner, HES principal, and Ms Skinner will get Digline to mark underground cables and other hazards. The board will need to set a work day to plant the trees.

MVLS/ICfL– Cindy attended the Director 101 training and graduation party at the Idaho Commission for Libraries on August 11. One of the presentations was on Strategic or Long-Range Planning and the presenter shared some of the tools they used to develop their plan. Developing a long-range plan is on the to-do list for this winter regardless of whether the levy passes.

Rep. Chenele Dixon along with Rep. Steve Miller and Sen. Linda Hartgen attend the August 14th MVLS meeting in Burley to discuss legislative issues. Approximately 20 librarians attended the meeting from across the Magic Valley and there was a lot of questions asked by both legislators and librarians.

DIRECTOR UPDATE: Lily Stanger's last day is Sept. 6th before she leaves for college. She has opted to attend winter semester virtually so she will be available to work at the library from January to April so Cindy will plan to offer STEAM Saturdays during those months. Cindy will apply for assistance for the Family Reading Week held in November and she hopes to use that activity to kick start the K Ready grant, should the Hansen Library receive grant funds.

Cindy also alerted the board that both she and Sharon have family obligations that may overlap and leave the library without coverage. At the Director 101 training on August 11th, she was advised that adding the K Ready program leader to the library's SIF insurance would address the liability issues raised by ICRMP and would allow that individual to cover the

library as needed. If coverage is needed, Cindy will begin by asking Leejean Stanger and then board members before closing the library.

CORRESPONDENCE: ICRMP (Idaho Counties Risk Management Program) has notified the library that the our ICMRP agent at Hub has retired and a new one must be selected from the list they provided. Walt signed the new Joint Powers Agreement.

The Idaho Library Conference is set for October 4-6 in Twin Falls. Trustees are encouraged to attend. Cindy plans to attend.

Eileen Turner submitted her letter of resignation as of Sept. 8th. She has enjoyed being on the board but wants to travel more. She is looking forward to learning more about what a library foundation entails. Cindy will post the trustee vacancy on the library website and also at the library. After 30 days, the Board may appoint a trustee to serve until the next election cycle.

The meeting was adjourned at 8:33 p.m.

Attest:

Cindy Bjorneberg
Director

Walt Freestone
Chairman

Pending Items:

- Attend library foundation special meeting on Sept. 6th – trustees
- Attend the legislative special meeting on Sept. 7th -- trustees
- Kindergarten Readiness Grant for 2024 – Cindy
- Complete ARP – ESSER Summer Support Grant report – Cindy
- Complete summer reading report -- Cindy
- Submit levy resolution and ballot language to the Twin Falls County Clerk – Cindy
- Post the trustee opening – Cindy
- Select a new ICRMP Agent -- Cindy
- Develop Inventory List – Cindy
- Revisit Personnel Policy – Cindy & Trustees
- Collection Development Policy along with gift policy and ILL policy – Cindy & Trustees
- Begin Strategic/Long-range planning process – Cindy & trustees