

Minutes -- Policy Work Day
Hansen Community Library Board of Trustees
Hansen Community Library, 120 Maple Ave W, Hansen, ID 83334
January 5, 2023 – 10 a.m.

TRUSTEES PRESENT: Walt Freestone, Elva McNurlin, Sheryl VerWey, Sarha Berry and George Urie

STAFF: Cindy Bjorneberg

GUESTS: None

Chair Walt Freestone called the policy work day to order at 10:15 a.m.

FINANCIAL MANAGEMENT POLICY: Trustees discussed how the credit card receipts are reviewed and the bill paid. Board discussed changing the meeting date so that the credit card statement is received before the meeting but that means other invoices will not be received. The board also discussed the Amazon purchases and how to best account for those expenditures on the credit card statement. Trustees also discussed how to best handle memorials and other special donations.

The trustees also outlined procedures for handling some of these processes that will be included in the library's procedures but not the financial management policy.

Sarha suggested that trustees establish a separate email address to be used for only for library business.

Elva will check with First Federal so she can turn management for the online banking over to Walt.

PERSONNEL POLICY: Trustees reviewed the personnel policy. A statement that employees cannot bring their children to work will be added. Cindy will check with ICRMP as to the specific wording and placement of that statement.

LONG-RANGE/STRATEGIC PLAN:

Cindy shared some of the data from the circulation statistics report regarding library usage and where data for the long-range plan will come from. Trustees also discussed strategies for gaining community input for the plan.

The policy work day was adjourned at 12:10 p.m.

Attest:

Cindy Bjorneberg
Director

Walt Freestone
Chairman