

**Minutes -- Policy Work Day**  
Hansen Community Library Board of Trustees  
Hansen Community Library, 120 Maple Ave W, Hansen, ID 83334  
**February 23, 2024 – 10 a.m.**

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

**STAFF:** Cindy Bjorneberg

**GUESTS:** None

Vice Chair Elva McNurlin called the policy work day to order at 10:15 a.m.

Sheryl moved to accept the agenda as presented, George seconded the motion, motion carried.

**FINANCIAL MANAGEMENT POLICY:** Trustees reviewed the changes made at the January 5<sup>th</sup> policy work day and made a few suggestions for clarification.

**PERSONNEL POLICY:** Trustees reviewed the new revisions as recommended by ICRMP (Idaho County Risk Management Program).

**INTERNET POLICY:**

Cindy shared some of the information regarding the suspicious computer usage (individual has been to at least 15 libraries in southern Idaho). Some of the options to consider at a future meeting are purchasing USB locks for the computer lab and installing an application such as Deep Freeze that will erase any history, log patrons out of accounts and restart the computers after each session. Cindy will get more information about these options before the March board meeting.

The board also reviewed the library's existing internet policy and also East Bonner's internet and technology policy. The East Bonner policy specifies what patrons may and may not do to library owned computers and devices. The Hansen Library policy does not include any guidelines for library-owned devices. Cindy will present a draft of a new internet and technology policy at the next meeting.

Trustees also discussed a Splash page rather than the paper internet use agreement. Cindy will talk to Doug Baker at ICfL to get more information.

**BIDS FOR FRONT DOOR:** Cindy has only been able to get 2 companies to look at the door. One bid has been received, the other bid is still coming. The third company sells doors but does not have anyone to install doors and so did not provide a bid. George asked that the company be contacted again and asked for an estimate for the cost of the door itself.

George also asked about getting a contractor to clean the gutters. Cindy will make some calls to find a contractor who would be willing to do that job.

The policy work day was adjourned at 11:30 p.m.

Attest:

Cindy Bjorneberg  
Director

Walt Freestone  
Chairman

**PENDING ITEMS:**

Draft internet and technology use policy – Cindy

Contact at least one more company for a bid for the front door – Cindy

Find a contractor to clean the gutters – Cindy

Write a survey for the K Ready program that includes long-term planning questions -- Cindy