

Minutes -- Regular Meeting
Hansen Community Library Board of Trustees
Hansen Community Library, 120 Maple Ave W, Hansen, ID 83334
March 4, 2024 – 7 p.m.

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

STAFF: Cindy Bjerneberg

GUESTS: None

Vice Chair Elva McNurlin called the regular board meeting to order at 7:02 p.m.

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

MINUTES: Sarha moved to accept the February 5 regular meeting minutes as corrected (three typos), Sheryl seconded the motion, motion carried. Sheryl moved to accept the Feb. 23 policy work day minutes, George seconded the motion, motion carried.

TREASURER'S REPORT: Sheryl served as treasurer. Cindy read the report. Sarha moved to accept the report, Sheryl seconded the motion, motion carried.

OLD BUSINESS:

Grants – Cindy submitted a grant request to the Bower Trust for a moving bookshelf for early reader chapter books and a new rug to put in front of the circulation desk. The Trust has sent \$1,200 in honor of John Gibson. Cindy will order the items requested and get a plate to install on the bookshelf recognizing the Bower Trust.

K Ready is entering the third and final segment. Attendance remains around 7 kids.

Summer Reading ESSER Grant -- Cindy is working on lining up guest speakers and topics for Monday evenings in July (8, 15, 22 and 29) from 7 to 8:30 p.m.

Financial Policy Review – Sheryl moved to adopt the financial policy as revised, Sarha seconded the motion, motion carried.

Personnel Policy Review – George moved to adopt the revised personnel policy, Sheryl seconded the motion, motion carried.

Computers and Splash Page -- Cindy went through the information regarding computers that Business Techs provided this afternoon. Eleven of the 12 machines (staff plus public) are running Gen 4 computer language and anything older than Gen 8 is considered obsolete. Our Windows operating system will sunset in September 2025 and we will not receive any security patches or updates after that point.

Business Techs can include the library on a school order through the state pricing system so that we can replace the compromised machines for \$385 each plus we can get a Microsoft license for \$5 per year rather than \$25 per user. Installation will cost about \$1,400.

Business Techs also recommended using an old tower to create an imaging server that will create unique sessions for each user on the public computers. This will allow us to sign every user out after they have completed their session and to reset the computer to the standard settings.

There was discussion about why the library provides public computers and if all 9 public computers needed to be replaced. Cindy said that public computer usage is down post-COVID but that people still use the public computers to print documents, access email, do their resumes and apply for jobs. There was also discussion about using reserves to purchase new machines versus contacting the county to see about getting new-to-us machines.

Unfortunately, the special price offered by Business Techs is only valid through March 8.

Sheryl moved to replace eight machines with the current operating system at \$385 (six public and two staff computers) and to have Business Techs set up the imaging server, Sarha seconded the motion, motion carried with George abstaining and Elva voting yea.

Splash Page – Cindy will talk to Doug Baker at ICfL (Idaho Commission for Libraries) about a splash page on March 7 during an e-rate work session.

NEW BUSINESS:

Internet & Technology Policy – The board reviewed the internet and technology policy that Cindy drafted after the Feb. 23 policy work day. There were some questions asked about copying charges (10 cents per side for black & white copies, and 25 cents per color copy). Cindy reminded the board that students who are printing items for school projects are not charged the copy fee.

Gutters – Bill Denny will come clean the gutters as soon as the ice melts off the roof.

Bids to replace front door (Forever Idaho grant) – The board reviewed the two bids received for replacing the front door. The board received a \$4,000 grant to replace the door so that it will not open into the ramp. George moved to accept the low bid from D&A Glass in Twin Falls to replace the door, Sarha seconded the motion, motion carried. Cindy will contact D&A Glass to get the door ordered.

Policy Work Day – Sarha moved to hold a policy work day on Friday, March 29 at 10 a.m. and another on Friday, April 12 at 10 a.m. Sheryl seconded the motion, motion carried.

MVLS/ICfL– Cindy attended the ICfL summer reading workshop in Twin Falls on Feb. 20 and got lots of good ideas. That meeting was followed by a MVLS meeting to discuss how the individual who visited nearly all the libraries in the Magic Valley had compromised computers and what the next steps forward are. She will also attend the ICfL Director's Summit in Boise March 15-16, ICfL covers mileage as well as meals and lodging for attendees.

The next Director 102 session in March 7 and will cover continuing education opportunities for staff and directors.

DIRECTOR UPDATE:

Seven people attended the last Let's Talk About It Session at the Kimberly Library on Feb. 29 when they discussed "Stories That Make the World." Hansen will host Let's Talk About It in 2025 and Cindy will watch for the application announcement.

Twenty people attended the first STEAM Storytime on Feb. 10. The highlight was dissecting owl pellets and then examining the components under a microscope. The next STEAM Storytime is set for Saturday, March 9th where we will make Seuss Junkbots (theme is technology and engineering). Elva will help with the April 6th STEAM Storytime that features Art with Pinkalicious.

CORRESPONDENCE: none

The meeting was adjourned at 8:23 p.m.

Attest:

Cindy Bjorneberg
Director

Walt Freestone
Chairman

Pending Items:

- Administer Kindergarten Readiness Grant for 2024 – Cindy
- Develop Inventory List – Cindy
- Collection Development Policy along with gift policy and ILL policy – Cindy & Trustees
- Begin Strategic/Long-range planning process – Cindy & trustees
- Apply for Keveren Foundation grant – Cindy
- Administer Summer Reading Grant –Cindy
- Transfer ICCU money market account funds to LGIP – Cindy
- Transfer some of First Fed operating funds to LGIP – Cindy
- Contact D&A Glass to start work on the front door/Forever Idaho Grant – Cindy
- Administer the Bower Trust gift – Cindy
- Let's Talk About It 2025 -- Cindy