

Minutes -- Regular Meeting
Hansen Community Library Board of Trustees
Hansen Community Library, 120 Maple Ave W, Hansen, ID 83334
May 6, 2024– 7:30 p.m.

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

STAFF: Cindy Bjorneberg

GUESTS: Penny Mothershead

Chair Walt Freestone called the regular board meeting to order at 7:40 p.m.

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

MINUTES: Sarha moved to accept the April 1 regular board meeting minutes as well as the April 12 and May 3 special board meeting minutes as corrected. Sheryl seconded the motion, motion carried.

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

OLD BUSINESS:

Grants – The Kindergarten Ready final report is due May 31, 2024. The Library has received a \$500 Summer STEM grant from the Idaho Commission for Libraries (ICfL). Cindy is working on putting the summer ESSER/Adulthood 101 program together.

Computer and Splash Page– Business Techs installed six new computers in the computer lab and two new staff computers on Tuesday, April 23 and returned on Monday, April 29 to install the server that had been forgotten the previous week. We don't need to purchase USB port locks as the public computers are programmed to delete any information once the session is ended. Cindy has sent the splash page info to Ednetics.

Front Door Replacement – D&A Glass replaced the front door on Friday, May 3rd.

NEW BUSINESS:

Collection Development Policy and Reconsideration Form – Elva moved to send the revised Collection Development Policy and Reconsideration Form to Tim Stover for his legal opinion, Sheryl seconded the motion, motion carried.

Lending Guidelines – This is a form intended to be given to new patrons to help clarify when materials are due and who can check out what. Elva suggested adding PG-13 rated movies in addition to G and PG rated movies on this form plus the circulation policy and parent waiver.

Circulation Policy and Parent Waiver – Sheryl moved to send the revised Circulation Policy and Parent Waiver to Tim Stover for his legal opinion, Sarha seconded the motion, motion carried.

June 21 Policy Work Day – Elva moved to schedule a board workday for Friday, June 21 at 10- a.m.; Sheryl seconded the motion, motion carried.

Accept trustee resignation – Sarha moved to accept George Urie’s resignation from Zone 1; Elva seconded the motion, motion carried.

MVLS/ICfL– Cindy gave an update on the May 9 Director 102 session (technology plans), the e-services roadshow in Hailey (getting help to make the conversion to the new cataloging system was helpful) and the Library law zoom meeting (only consensus among lawyers is that the law is vague and over broad).

DIRECTOR UPDATE: Cindy distributed revised copies of the personnel, time and attendance and public conduct policies as most recently adopted.

CORRESPONDENCE: none

The meeting was adjourned at 8:55 p.m.

Attest:

Cindy Bjorneberg
Director

Walt Freestone
Chairman

Pending Items:

- Complete Kindergarten Readiness Grant Final Report – Cindy
- Develop Inventory List – Cindy
- Collection Development Policy along with gift policy and ILL policy – Cindy & Trustees
- Circulation Policy and Parent Waiver – Cindy and the trustees
- Lending Guidelines – Cindy and Trustees
- Develop a Reading Guide for patrons -- Cindy
- Begin Strategic/Long-range planning process – Cindy & trustees
- Administer Summer Reading/Adulting 101/ESSER Grant –Cindy
- Administer Summer STEM Grant -- Cindy
- Let’s Talk About It 2025 -- Cindy