

Minutes -- Board Work Day
Hansen Community Library Board of Trustees
First Federal, 22349 Kimberly Road, Kimberly, ID 83341
June 21, 2024, 9:30 a.m.

TRUSTEES PRESENT: Sheryl VerWey, Sarha Berry, Walt Freestone, Elva McNurlin, & Penny Mothershead

STAFF: Cindy Bjorneberg

Chair Sheryl VerWey called the board work day to order at 9:34 a.m.

The board trustees updated the signature cards for both accounts at First Federal. Sheryl was given online access.

Hansen Community Library, 120 Maple Ave W, Hansen, ID 83334
June 21, 2024, 10:30 a.m.

Chair Sheryl VerWey reconvened the board work day at 10:42 a.m.

APPROVE AGENDA: Sarha moved to approved the agenda as presented, Walt seconded the motion, motion carried.

TREASURER'S REPORT: Walt served as treasurer. Cindy ran through the numbers. Walt moved to accept the report as presented, Elva seconded the motion, motion carried. Trustees were also presented with a budget versus actual comparison for the first eight months of the fiscal year.

OLD BUSINESS:

Collection Development Policy –Trustees reviewed the revised policy and recommendations provided by Stover, Gadd & Associates. Elva moved to accept the collection development policy as amended, Penny seconded the motion, motion carried.

Request for Reconsideration/Relocation Form –Trustees reviewed the revised policy and recommendations provided by Stover, Gadd & Associates. Elva moved to accept the request for reconsideration/relocation of library materials form as amended, Walt seconded the motion, motion carried. This form will be kept at the front desk for easy access upon request.

Circulation Policy – Trustees reviewed the revised policy and recommendations provided by Stover, Gadd & Associates. Penny moved to accept the circulation policy as amended, Walt seconded the motion, motion carried.

Elva McNurlin left the work day at 11:30 a.m.

Lending Guidelines –Trustees reviewed the revised guidelines and recommendations provided by Stover, Gadd & Associates. Walt moved to accept the lending guidelines as amended, Sarha seconded the motion, motion carried.

Juvenile Patron Card Waiver –Trustees reviewed the revised waiver and recommendations provided by Stover, Gadd & Associates. Sarha moved to accept the waiver as amended, Sarha seconded the motion, motion carried.

NEW BUSINESS:

Patron Guide – Cindy has revised the brochure to include more information about where materials are located in the children’s wing of the library, what the spine labels mean and some resources to help parents evaluate whether material is appropriate for their child. This guide along with the revised lending guidelines will be provided to all new patrons and to existing patrons with children. Sarha moved to accept the patron guide, Penny seconded the motion, motion carried.

Preliminary Budget – Cindy ran through the preliminary numbers noting that she has not yet run the figures through the L-2 worksheet and fully expects revenue will rise slightly when she does. The budget includes expenses that will not come online until fall of 2025 so that we are planning ahead for those known expenses as well as equipment and maintenance needs. Cindy also provided three payroll options for the board to consider. Walt moved to pay staff \$15/hour for clerks and \$20/hour for the director beginning October 1, 2024. Penny seconded the motion, motion carried. Cindy will use finalize the budget hearing notice before the next meeting.

The meeting was adjourned at 12:21 p.m.

Attest:

Cindy Bjorneberg
Director

Sheryl VerWey
Chairman

Pending Items:

- Budget Hearing Notice – Cindy & Trustees
- 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