

**HARTLAND PUBLIC LIBRARY**  
**Board of Trustees Regular Meeting Agenda**  
**Saturday, November 11, 2023 - 10:00 am at the Library**

1. **Call to Order:**

a) Trustees in attendance:

Guests:

b) Absent/voting by e-mail:

c) Motion to approve the minutes from November 11, 2023, meeting:

d) Treasurer's Report - Brenda Babbitt. As of November 11, 2023

General Ledger (Town):	\$ 5,061.99
Deposit	96.00 (books)
Friends Account:	\$ 4,085.99
Deposit.	125.00 (donations)
	170.00 (bags)

Discussion:

Motion to approve treasurer's report:

2. **Acquisitions Reports:**

**September:**

Demco (book covers) \$51.00 & \$116.26

Baker & Taylor (books) \$196.52

Charter Communications \$ 74.15

Pam Langer (office supplies) \$ 39.77

(Hoopla withdrawal \$223.61 from deposit)

**October:**

Ingram (books) \$129.63

Amazon (rug, easel, printer ink) \$616.76

Amazon (printer paper, books) \$247.98

Amazon (Table & Chairs) \$128.99

JPR IT, LLC (computer/setup). \$700.00

Baker & Taylor (fees) \$ 34.00

Pam Langer (Open House) \$206.33

(Hoopla withdrawal \$194.61 from deposit)

3. **Trustees/Volunteers Desk Coverage:**

a) **Desk Duty** for December and January distributed. Please notify Pam of your available dates.

Also when you receive the Desk Duty sheets please check to ensure the dates for your desk duty are correct and your availability hasn't changed. Thank you!

b) Next meeting is Saturday, January 13, 2024, on Zoom.

**4. Monthly Patron Attendance, Borrows, Cards, Income  
September, 2023:**

Patron Attendance	Patron Attendance	Book	Book	DVD/Other	DVD/Other	Card	Card	Sales/Gifts	Source
Adult	Child	Adult	Child	Adult	Child	Adult	Child		
89 w/O.H.	14	49	3519	0	0	N-6 R-2	N-1 R-1	\$100 D \$39 Bk \$50 Bg	Library
22 3 new	2	70	0	19 TV 10 Movies	2 Comics				Hoopla 101 total
2 new	4	21	4	0	0				Libby

**October, 2023:**

Patron Attendance	Patron Attendance	Book	Book	Video Other	Video Other	Card	Card	Sales / Gifts	Source
Adult	Child	Adult	Child	Adult	Child	Adult	Child		
46	3	34	10	0	0	N-2 R-2	N-0 R-0	\$45 don \$57 Bk \$25 Bg	Library
17 1 new	3	52	0	16 TV 9 Movie	3 Music				Hoopla 83 total 3 Binge
		30	0						Libby

## **5. Old Business:**

- a) Purging library shelves: Purged children's books from crowded bins and older books that have not been taken out for many years. Those that are classics will be moved to that area of the library.
- b) Review of Draft of Training Manual for Trustees/Volunteers will be rescheduled.
- c) Communication to Hartland Residents: Face Book ( . ) Newsletter (no new nl )
- d) Automation. Since Librarika will not share their data with anyone we have signed with Alexandria system who will coordinate with mkSolutions. Our IT person will process both systems "tags" so we can move on with self-check system.
- f) Security Issues: Town has ruled against "Ring" system in the past. Next steps? Town has placed locks on community room and kitchen. Library will not have access unless we request use of the key. Pam Langer spoke to Magi Winslow about the possibility of the trustees having a key and was told that was not possible due to insurance requirements.
- g) Upkeep of Library/Building: New shade was installed as well as new "brakes" on all shades. It is important not to roll shades all the way up or all the way down as both put stress on the brake systems.
- h) Our Open House was a success despite the weather and some unforeseen situations. We were informed to days prior to the event that we needed to complete a detailed plan for the event - every person, every offering, every activity for town insurance coverage. We did have over 70 people visit the library and everyone appeared to have a great time visiting with friends and neighbors.
- i) DVD ordering: We received one request for multiple DVDs. We will order a few of the DVDs but wait on more information before ordering more.
- j) Concerns of the Trustees:

## **6. New Business:**

- a) Concerns of the Trustees:

## **7. Adjournment:**                    (time) Motion: