

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

1. **Call to Order:** 10:11 a.m.

- a) Trustees in attendance: Pam Langer, Brenda Babbitt, Andrea Wright, Kene Daley, Amanda Lukingbeal, Cherie Henselder, Laura Stevens (for votes).
- b) Trustees Absent: Joseph Penman, Amy Bourque
- c) Motion to approve the minutes from October 12, 2023, meeting: Amanda Lukingbeal, seconded by Kene Daley, unanimous vote.
- 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)

Motion to approve treasurer's report by Amanda Lukingbeal, seconded by Andrea Wright. Discussion was regarding the use of the Friends Account. Trustees would like to use those funds for Community Outreach such as the Open House.

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)	\$129.53
Amazon (rug, easel, printer ink)	\$532.67
Amazon (printer paper, books)	\$247.98
Amazon (Table & Chairs)	\$128.99
JPR IT, LLC (computer/setup).	\$700.00
Baker & Taylor (fees)	\$ 33.24
Pam Langer (open house)	\$206.33
Charter Communications	\$ 74.15
(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 @ 10am.

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	19	0	0	N-6 R-2	N-1 R-1	\$100D \$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						Libby

October, 2023:

Patron Attendance	Patron Attendance	Book	Book	Video Computer	Video Computer	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 D \$58 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 Classic area of the library.
- b) Review of Draft of Training Manual for Trustees/Volunteers will be rescheduled.
- c) Communication to Hartland Residents: Face Book (reach - 1,400; 43 reactions; 8 new followers) No Newsletter.
- 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. Trustees voted on placing a Wyze system (donated by Kene Daley) on the library entrance. Cherie Henselder volunteered her husband to install this unit. Duty trustee will hear tone when someone enters and we will be able to review any entrances on the Library's email. Also, town of Hartland has placed locks on the community room and kitchen. Library will not have access unless we request use of the key. Pam Langer spoke to Magi 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. Andrea Wright is cleaning the Library.
- 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. Discussion of our next annual Open House led to agreement that it would be of value to the community to have it around the time school opens.
- i) DVD ordering: We received one request for many and two for one DVDs. We will order a few of the DVDs and two new childrens/parenting DVD. Patrons appear to prefer ordering them through the digital systems we offer.
- j) Concerns of the Trustees: Our offer to pay for a field trip bus for Hartland students is still approved; we hope this can happen in the Spring. We could then set up a summer reading program with the school with the Library checking off books read and then offer Carnival ride coupons for completion. Amanda will chair this event.

6. New Business:

- a). Schedule for 2024 Library Minutes were reviewed and approved with addition of 2025 January Meeting.
- b). New (Amy Bourque) and re-elected Trustees Andrea Wright, Kene Daley, Laura Stevens, and Brenda Babbitt) were reminded to swear in sign in at the town hall as soon as possible.
- c) Amanda Lukingbeal mentioned how much she enjoyed adding a note card to book she enjoyed and other employees joined in suggesting that the library have an area of "Staff Picks" on the window area.

- d) The Library's budget needs to be submitted in January so the necessary changes to the budget items and amounts were discussed. The Trustees would like to see Community Outreach as a line item. Pam Langer will discuss this draft budget with the First Selectman Magi Winslow soon.
- e). Andrea Wright was informed by a past Chair that Library officers needed to be voted on each year as noted in the Library By-Laws. The By-Laws were read and found to state that officers could only serve as each officer for two years. Since this has not been the case for many years as there are not enough trustees (or interest in becoming one) for this to occur. This concern led to a consensus that the By-Laws needed to be reviewed and revised to reflect our small-town's capabilities. Upon being asked about continuing in their officer role Brenda Babbitt and Pam Langer replied they would run again and Andrea Wright said she would put her name up for Chair. Pam Langer would not accept Co-Chair. Voting will take place during the January, 2024, Trustee Meeting,

7. **Adjournment:** Motion to adjourn from Amanda and seconded by Kene.
Adjourned at 11:23am

**Respectfully submitted by Brenda Babbitt, Secretary
Hartland Public Library Trustee**