

HARTLAND PUBLIC LIBRARY
Board of Trustees Regular Meeting Minutes
Tuesday, July 11, 2023 at 7 p.m. at Library

1. **Call to Order:** 7:10 p.m.

a) Trustees in attendance: Pam Langer, Brenda Babbitt, Andi Wright, Joseph Penman, and Amy Bourque.

Guests: None

b) Absent/voting by e-mail: Cherie Henselder, Amanda Lukingbeal, Kene Daley, and Laura Stevens.

c) Motion to approve the minutes from May 9, 2023. Approved with addition of the word “library” missing from the minutes’ discussion of charge from Command Corp. meeting. Motion was made by Amy Bourque, seconded by Joseph Penman, Unanimous.

d) Treasurer’s Report - Brenda Babbitt

General Ledger (Town):	\$6,674.68
Friends Account:	\$3,840.99

Discussion: The \$456 Library paid to Command Corp. is the cost of the security system of the Library building and not Library camera service. Karen Eseppi researched these payments and will speak with the First Selectman about refunding at least one annual payment.

Motion to approve treasurer’s report by Amy Bourque, seconded by Joseph Penman. Unanimous.

2. Acquisitions Reports:	May:	Demo	\$983.92	(Shelving)
		Baker & Taylor	\$ 28.71	(DVD)
		Charter Comm.	\$ 74.15	(Communications)
		Brenda Babbitt	\$ 13.76	(Cleaning Supplies)
		Pam Langer	\$ 21.26	(Office Supply)
		(Hoopla)	(\$200.88)	(withdrawn from deposit)
	June:	Baker & Taylor	\$772.42	(Books)
		Ingram	\$225.85	(Books)
		mk Solutions	\$5937.00	(Equipment)
		(Hoopla)	(\$179.92)	(withdrawn from deposit)

Clarification requested: “withdrawn from deposit” refers to the deposit made with Hoopla to be used for borrows from Hoopla by the library’s patrons in lieu of receiving an invoice from Hoopla.

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

a) Desk duty for August and September, 2023, are available. Please review and notify Pam Langer of your requested dates. Thank you!

b) Next meeting is September 12, 2023, Tuesday at 7 pm at the Library.

Monthly Patron Attendance, Loans, Cards, Income.

MAY, 2023:

Patron and	Attendance Contacts		Book		Video Other		Card		Sales	Source
	Adult	Child	Adult	Child	Adult	Child	Adult	Child		
	58	14	60	53	5	4	N-1 R-9	0		Lib
	83	3	75	0	7 movie 1 TV	2 movie 1 music				Hoopla
	49	3	48	2						Over Drive

JUNE, 2023:

Patron and	Attend Contacts	Book		Video Other		Card		Sales	Source
Adult	Child	Adult	Child	Adult	Child	Adult	Child		
66	31	64	72	12		N-1 R-1		\$40 donation	Library
61	7	61	7	2 tv	2 movie				Hoopla
60	6	60	6						OverDrive

4. Old Business:

- a) Purging library shelves. Amy Bourque was able to confirm that our State/Country non-fiction books are useable for our Hartland School students with a few new items. Children's non-fiction was purged of very old books and some books were moved to the Preschool/Kindergarten area to increase circulation (ex: new Fairy Tale area). Andi Wright and Pam Langer have moved the Magic Schoolhouse and another Middle School Series to the bottom of the bin that faces the Middle School shelving.

- b) All agreed to postpone the review of Draft of Training Manual for Trustees/Volunteers due to changes to new automated check out/check in system.
- c) Report on Communications to Hartland Residents: Newsletter: 276 sent/145 opened.
- d) Library Automation. Contract with mkSolutions has been sent to the town. Our IT person is working with them to ensure we have what is needed to implement their system which will consist of a self-check out station and a desk circulation system which will be integrated with Librarika. We will need to add capacity to our lap top. Cherie Henselder suggested the self-checkout station be installed on the card catalogue stand. The tagging materials should be delivered early in July; Randy Hammill (Library's IT person) and his daughter will do tagging.
- e) Camera monitor has been removed from desk area to make room for new equipment. as voted on at the last meeting. The Trustees to suggested purchasing either Ring or Blink from Amazon as they have had success with the device which would go directly to the library computer. This would be monitored by the trustee at the desk as part of procedures.
- f) Trustees who are up for re-election and our new trustee have been contacted.
- g) We have estimates from a reliable floor cleaning/waxing company. One is for the Library alone (not the supply cabinet or the entrance area) for \$1725 and the other is for the whole Library and the entrance area for \$2350. A brief discussion ended with a vote to accept the \$2350 estimate; motion made by Andy Wright and seconded by Joseph Penman, unanimously accepted.
- h) Concerns of the Trustees: None at this time.

5. **New Business:**

- a) Plans for Library table at the Hartland Carnival in July. We have a canopy and the Library banners; Pam Langer will purchase the necessary lights. Our table area is held for us every year with access to electric hookup. Pam and Jim Langer will set up on Tuesday night; Joseph Penman will assist. Andi Wright, Brenda Babbitt and Joseph Penman will man table for all four nights. On Wednesday night Andi Wright will bring supplies.
- b) Concerns of the Trustees: Joseph Penman suggested an "open house" in order to bring attention to the Library as many residents are not aware of this valuable asset to our community. Decision was made to plan this for September 30th from 10 am to 4 pm. Pam Langer will ask the Women's Group to contact the vendors (many of whom are members of the Group) to offer a craft fair in the Community Room. Mrs. Penman and Brenda Babbitt as well as other residents will be contacted. This will also be an Event to showcase the antique canoe that the Hartland Historical Society will be installing. Joseph Penman will look into a Food Truck and a Ice Cream Truck as well as arranging a display of hot rod cars/trucks. Sylvia Crunden, a local children's author will be asked to do a reading of her books for young children. Mrs. Penman has agreed to develop a poster for this event which will be distributed around town and in Hartland School's virtual and actual backpacks as well as on the Library's newsletter, FaceBook and Hartland Gazette. All trustees in attendance were in favor of this event to promote the Library and we hope all will be in attendance at the event.
- c) Amy Bourque requested more interaction between the Hartland School and the Library. Trustees were delighted to hear this and asked about restarting the students' visits to the Library. There was a discussion which resulted in a vote for the Library to fund

the cost of the bus for these visits.

6. Adjournment at 7:58 p.m. Motion by Andi Wright, second by Joseph Penman. Unanimous.

Respectfully submitted by Brenda Babbitt, Secretary
Hartland Public Library Trustee

6. Adjournment: Motion:

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