

**HARTLAND PUBLIC LIBRARY**  
**Board of Trustees Regular Meeting Agenda**  
**May 9, 2023, Tuesday - At Library**

**1. Call to Order:**

a) Trustees in attendance:

Others; Guests:

b) Absent/voting by e-mail:

c) Motion to approve the minutes from March 13, 2023, meeting .....motion.....

d) Treasurer's Reports - Brenda Babbitt

General Ledger (Town): \$7888.20

Friends Account \$4015.45

Question on Command Corp. payment

**2. Acquisitions Reports: March, 2023 \$179.20 (Demco/Charter)**

**April, 2023 \$179.20 (Demco/Charter)**

\$440.88 (Ingram - Books)

Hoopla cost to date: \$747.11

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

a) **June and July, 2023**, – Please review and notify Pam of the dates you are available.

b) Next meeting - July 11th, Tuesday at Library

**4. Curriculation:**

Library: 107 Patrons-208 Books/12 DVD/Puppets/ 6 renewals & 11 new library cards

Hoopla: 126 borrows -78 ebooks/ 38 audio/ 4 comics/3 movies, 3 music;

majority were audio and ebooks; some TV and movies. Average cost per borrow \$2.37

Libby: Should have numbers at next meeting (just getting word out).

**5. Old Business:**

a) Communications report: Newsletter- 67% open rate, 4% new contacts.

Social Media-

Meeting of Women's Group has requested an Informational Table at the Library.

b) Reminders to Andi Wright, Kene Daley, Brenda Babbitt and Amy that they will be contacted by party chairs with date as endorsements are required at their meeting.

c) Windows were checked for leaks - they are tight. Trustees need to check for any bugs or other debris each time they have desk duty. We have new lights.

d) Vote needed regarding the camera situation. Keep what we have or set up front door camera that will send an alert when someone enters the building.

e) We have an estimate for through cleaning of floors, rugs and windows for \$3,000.

- f) We have spoken with an organization that is offering a simple process. Vote needed to keep our current circulation system, use Librarika's system, or use the new option.
- g) **Revision of manual, part 11.**

**6. New Business:**

- a) Concerns of The Trustees.

**7. Adjournment: Motion to adjourn by..... motion.....**

Andrea Wright, Secretary  
Hartland Public Library Trustees