

**HARTLAND PUBLIC LIBRARY**  
**Board of Trustees Regular Meeting Agenda**  
**March 9, 2024, Saturday at 10:00 am on Zoom**

1. **Call to Order:**

a) Trustees in attendance:

Guests:

b) Absent:

c) Motion to approve the minutes from January 13, 2024, meeting:

d) Treasurer's Report - Brenda Babbitt, Treasurer.

General Ledger (Town): (\$2,542.34)

Friends Account: \$ 3,504.84

Motion to approve treasurer's report:

2. **Acquisitions Reports:**

**January:**

**Library Account**

Companion Corp. \$ 35.00

Charter Comm. (phone/internet) \$ 74.15

(Hoopla withdrawal \$ 177.07 from deposit)

**February:**

Charter Comm. (phone/internet) \$ 74.15

(Hoopla withdrawal \$ 183.49 from deposit)

**Friends Account**

Pam Langer (Amazon/Books" \$290.92

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

a) **Desk Duty Sheets** emailed to trustees for April and May, 2024.

b) Please notify Pam of your available dates.

c) 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!

d) Next Trustee Meeting date is Tuesday, May 14, 2024, at 7:00 p.m. at Library.

4. **Monthly Patron Attendance, Borrows, Cards, Income**  
**January, 2024:**



## **5. Old Business:**

- a) Trustee Manual: Committee needed for review and necessary changes.
- b) Communication to Hartland Residents: Newsletter (305 sent/63% open). FaceBook ().
- c) Automation: Some issues reported. If a patron's card isn't working with auto checkout Trustee should check their "request card" for correct number and expiration date. If correct then send email to Pam Langer with details so patron can be added again.
- f) Security Issues: Security ("Ring") has been installed. Needs to be connected at the main site and then connected to library computer.
- g) Upkeep of Library/Building: Stained ceiling tiles need replacement. Filters in wall units need to be cleaned.
- h) Open House: Committee needed for plan and community involvement.
- g) By-Laws committee has suggested the following changes (read into minutes).  
Vote held:
- i) Concerns of the Trustees:

## **6. New Business:**

- a) Concerns of the Trustees:

## **7. Adjournment:**