

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

1. **Call to Order:** At 10:07 a.m.
 - a) Trustees in attendance: Pam Langer, Brenda Babbitt, Amanda Lukingbeal, Andrea Wright, Cherie Henselder, Kene Daley, Joe Penman, Laura Stevens, and Amy Bourque.
 - b) Absent: None
 - c) Motion to approve the minutes from January 13, 2024, meeting: Andrea Wright and Cherie Henselder. Unanimous.

d) Treasurer's Report - Brenda Babbitt, Treasurer. As of 03/05/2024

General Ledger (Town):	(\$2,542.34)
Friends Account:	\$ 3,504.84

Motion to approve treasurer's report: Amy Bourque and Amanda Lukingbeal, Unanimous.

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**

Amazon (Books)	\$290.92
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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.

4. **Monthly Patron Attendance, Borrowals, Cards, Income**
January, 2023:

Patron Attendance	Patron Attendance	Book	Book	Dvds Other	Dvds Other	Card	Card	Sales Gifts	Source
Adult	Child	Adult	Child	Adult	Child	Adult	Child		
26	5	16	16	0	4 puppet	N-2 R-4	N-0 R-0	\$0.50	Library
30 7 new	1	44 7 binge	0	1 movie 6 TV	2 Music				Hoopla
									Libby

February, 2023:

Adult	Child	Adult	Child	Adult	Child	Adult	Child			
31	11	41	42	0	0	N-6 R-2	N-1 E-0		Library	

27 4 new	2	5 f binge	4	1 movie 8 TV	1 comic					Hoopla
11 2 new	3	52	3							Libby

5. Old Business:

- a) By-Laws and Trustee Manual: Committee for review and changes- Pam Langer and Cherie Henselder.
- b) Communication to Hartland Residents: Newsletter (305 sent/63% open). FaceBook (207 people, 1,639 follows, 88 engaged, ages 45-64, with 77% female & 23% male).
- c) Automation: Self-check not working. IT person working on it today.
- f) Security Issues: Security (“Ring”) has been installed. Needs to be connected at the main site and Kene will be contacted to connect the system to the library computer.
- g) Upkeep of Library/Building: Pam Langer will contact Scott again regarding the stained ceiling tiles that need replacement and filters in wall that units need to be cleaned.
- h) Open House: Committee consists of Joe Penman, Amanda Lukingbeal and Andrea Wright.
- g) By-Laws changes were presented and a vote held. Amanda Lukingbeal and Andrea Wright Unanimous to accept the changes. The town clerk assisted with wording.
- i) Concerns of the Trustees: Andrea Wright said children’s wall unit was not working but others said it had been working. Trustee on desk duty will check and notify Pam Langer. Cherie Henselder brought up lady bug problem and asked if vacuum was repaired. It has been repaired. Trustees will need to check each day the library is open.

6. New Business:

- a) Concerns of the Trustees: Amanda Lukingbeal asked about Library flower tubs. She’d like to plant bulbs. Vote to use Friends Funds for that purchase. Andrea Wright and Amy Bourque. Unanimous agreement.

7. Adjournment: At 10:42 a.m. Laura Stevens and Amanda Lukingbeal. Unanimous.

Respectfully submitted: Andrea Wright, Secretary and Pamela Langer, Trustee Chair