

HARTLAND PUBLIC LIBRARY
Board of Trustees Regular Meeting Agenda
May 14, 2024, at 7:00 p.m. at the Library

1. Call to Order:

- a) Trustees in attendance:
- b) Absent:
- c) Correction - the date of the next meeting is May 14, 2024, at 7:00 p.m. at the Library.
Motion to approve the March Trustee Meeting Minutes: Unanimous.

- d) Treasurer's Report - Brenda Babbitt, Treasurer. As of 05/tbd
General Ledger (Town): \$tbd
Friends Account: \$ 3,504.84

Motion to approve treasurer's report: Unanimous.

2. Acquisitions Reports:

March:

Library Account

- Charter Comm. (phone/internet) \$ 74.15
- (Hoopla withdrawal) \$ 199.23 (from deposit)

April:

- Charter Comm. (phone/internet) \$ 74.15
- (Hoopla withdrawal) \$ 221.40 (from deposit)

Friends Account

None

3. Trustees/Volunteers Desk Coverage:

- a) **Desk Duty Sheets** emailed to trustees for June and July, 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, July 9, 2024, at 7:00 p.m. at Library.

4. Monthly Patron Attendance, Borrows, Cards, Income
March, 2024:

Patron Attendance	Patron Attendance	Book		Dvds Other		Card		Sales Gifts	Source
		Adult	Child	Adult	Child	Adult	Child		
35	16	40	32	0	0	N-2 R-4	N-0 R-0		Library
23 7 new	1	61 7 binge	0	15 9 mov 6 TV	1 Music				Hoopla
17	2	54	2	0	0				Libby

April, 2024:

Adult	Child	Adult	Child	Adult	Child	Adult	Child		
59	9	22	25	0	0				Library
24	0	62	0	28	0				Hoopla
12	3	54	3	0	0				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 (no newsletter). FaceBook (tbd).
- c) Automation: Self-check was not working for a week; this was a country-wide problem.
- d) Security Issues: Security - RING - needs to be connected at the main site and Kene will be contacted to connect the system to the library computer.

- e) Upkeep of Library/Building: and filters in wall that units need to be cleaned (one broken not working). Volunteer will ask husband as he is in that business.
- f) Open House: Committee consists of Joe Penman, Amanda Lukingbeal and Andrea Wright. Suggestions have been made that we have more artisans, a White Elephant trustee table, and the Woman's Group will have a table. Also, children's activities outside (brunch house and safe games).
- g) Concerns of Trustees:

6. New Business:

- a) Concerns of the Trustees: Pam Langer urges all trustees to be diligent in the use of our Circulation chart. We still need the numbers and breakdown of Adults and Children and to list all of the books; those through self-check and by hand check out. Therefore you will see a new area on the circulation sheet. Trustees will need to note how many books are self checked out and how many were hand checked out. The same for DVS, Puppets and new/renewed library cards and any funds. Our new system only has our print catalog and recording of books that are still borrowed. We need details for our reports to the town and to the state library. Whoever is on desk duty should record the numbers on the self-check system (on the side facing the desk) so we can ensure our circulation numbers are correct on number of borrows for the month. THANK YOU!
- b) New volunteers to cover (especially during winter storms).
- c) Audio books have not been taken out for a number of years.

7. Adjournment: At (tbd)