

HARTLAND PUBLIC LIBRARY
Board of Trustees Regular Meeting Minutes
May 14, 2024, Tuesday at 7 p.m. at the Library

1. **Call to Order:** At 7:03 p.m.
 - a) Trustees in attendance: Pam Langer, Brenda Babbitt, Amanda Lukingbeal, Andrea Wright, Cherie Henselder, and Amy Bourque.
 - b) Absent: Kene Daley, Laura Stevens and Joe Penman.
 - c) Motion to approve the minutes from March 9, 2024, meeting: Amanda Lukingbeal and Amy Bouque. Unanimous.
 - d) Treasurer’s Report - Brenda Babbitt, Treasurer. As of: 5/55/24

General Ledger (Town):	(\$2190.64)
Friends Account:	\$ 3,504.84

Motion to approve treasurer’s report: Cherie Henselder and Andreas Wright. Unanimous.

2. **Acquisitions Reports: March:**

Library Account	Charter Comm. (phone/internet)	\$ 74.15
	(Hoopla withdrawal	\$ 177.07 from deposit)

April:

	Charter Comm. (phone/internet)	\$ 74.15?
	(Hoopla withdrawal	\$ 183.49 from deposit)

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 the Library.

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

Patron Attendance		Book		Dvds Other		Card		Sales Gifts	
Adult	Child	Adult	Child	Adult	Child	Adult	Child		
35	16	40	32	0	0	N-2 R-4	N-0 R-0		Library
23	1	61	0	15	1				Hoopla
17	2	54	2	0	0				Libby

March, 2024:

Adult	Child	Adult	Child	Adult	Child	Adult	Child	Sales Gifts	
59	9	22	25	0	0	N-18 R-07	N-3 R-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 are looking at possible changes to present in the July meeting.
- b) Communication to Hartland Residents: No Newsletter . FaceBook (1514 follows, 87 engaged,
- c) Automation: Self-check out & return seems to be working well. Patron has to see the blue light across their library card code.
- f) Security Issues: Security (“Ring”) wires need to be connected at the main site and Kene will need to connect the system to the library computer.
- g) Upkeep of Library/Building: The stained ceiling tiles have been replaced. The Children’s area AC cannot be used at this time; needs repairs and both need filters cleaned.
- h) Open House: There was a lively discussion and the trustees decided to reach out to the West Fire Department and to Hartland Historical Society to suggest a joint event.

6. New Business:

- a) Concerns: The town office reported that some trustees would like to see the meeting days be held on days that the Library was not open. This option was presented to the trustees and they were all agreed that they wanted the days to stay as they are.
- b) Pam Langer urged all trustees to be diligent in the use of the circulation chart. Although we do get the monthly total numbers of self-checkouts we need to keep the each day’s numbers of adults/children. We need those numbers for the state library report.
- c) Due to number of closed due to trustees not able to come in because of storms we reached out to West Hartland residents and now have three volunteers who can cover in this circumstance. Any trustee who cannot come in will need to contact Pam Langer so she can contact a volunteer.
- d) A review of the borrowing of audio books showed us that very few had been taken out after 2017 so they are now on the table for patrons to take.

7. Adjournment: At 7:57 p.m. Motion by: Andrea Wright and Brenda Babbitt. Unanimous.
Submitted by: Pam Langer, Trustee Chair