

**HARTLAND PUBLIC LIBRARY**  
**Board of Trustees Regular Meeting Agenda**  
**July 9, 2024, at 7 p.m. at the Library**

**1. Call to Order:**

- a) Trustees in attendance:
  - b) Absent:
  - c) Motion to approve the minutes from May 14, 2024, meeting:
  - d) Treasurer’s Report - Brenda Babbitt, Treasurer. As of: 6/11/24
    - General Ledger (Town): (\$2,154.57)
    - Friends Account: \$3,504.84
- Motion to approve treasurer’s report:

**2. Acquisitions Reports: May:  
Library Account**

Charter Comm. (phone/internet)	\$ 74.15
(Hoopla withdrawal -deposit)	\$ 221.75
<b>Credits</b> (sold oak table)	\$ 50.00
(Demo Credit)	\$ 60.22
<b>June:</b>	
Charter Comm. (phone/internet)	\$ 74.15
(Hoopla withdrawal -deposit)	\$ 178.54

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

- a) **Desk Duty Sheets** emailed to trustees for August and September, 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 September 10, at 7:00 p.m. at the Library.

**4. Monthly Patron Attendance, Borrow, Cards, Income  
May, 2024:**

Patron Attendance	Patron Attendance	Book	Book	Dvds Other	Dvds Other	Card	Card	Sales Gifts	
									Adult
45	5	24	5	0	0	<b>N-0</b>	<b>N-0</b>	\$16.75	Library
29	0	60	0	38	0				Hoopla
17	3	49	3	0	0				Libby

**June, 2024:**

Adult	Child	Adult	Child	Adult	Child	Adult	Child	Sales Gifts	
44	5	41	11	0	1	<b>N-4</b> <b>R-0</b>	<b>N-1</b> <b>R-0</b>		Library
29	1	59	0	19	1				Hoopla
18	1	47	1	2	0				Libby

**5. Old Business:**

- a) By-Laws and Trustee Manual: Committee for review and changes. Review of draft of suggested changes/corrections to the Bylaws. Discussion and vote. Also, discussion of changes/corrections to the additional pages regarding the business of the library and duties of the Trustees.
- b) Communication to Hartland Residents: Newsletter (310 sent/69% click on) FaceBook (TBD).
- c) Automation: Self-check out & return are working well.
- d) 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.
- e) Upkeep of Library/Building: AC has been repaired.
- f) Open House: Pam Langer has reached out to people in the West Fire Department and to Hartland Historical Society and Amanda Lukingbeal to the Land Trust.to suggest a joint event. There is interest but concern about an outdoor event.
- g) The Circulation Chart has been updated to include areas for borrows by self-check and borrows by manual. Please remember to fill on all areas.

**6. New Business:** Concerns of the Trustees

- a) Pam Langer sent an email to all Trustees regarding the need to have more cleaning of the library after bird leavings were found more than once on the floor Laura Stevens suggested a list of needed chores and this has been developed by weeks so Trustees can be aware of what is needed. These are trustee duties listed in the Library Bylaws. Thanks to all who offered.

**7. Adjournment: At p.m. Motion by:**