

HARTLAND PUBLIC LIBRARY
Board of Trustees Regular Meeting Agenda
September 10, 2024, Tuesday at 7:00 p.m. at the Library

1. **Call to Order:**

- a) Trustees in attendance:
- b) Absent:
- c) Motion to approve the minutes from July 9, 2024, meeting:
- d) Treasurer's Report - Brenda Babbitt, Treasurer. As of: 8/06/24
 - General Ledger (Town): \$12,495.28
 - Friends Account: \$3,504.84

Motion to approve treasurer's report:

2. **Acquisitions Reports:**
Library Account

July:

Charter Comm. (phone/internet)	\$ 74.15
(Hoopla withdrawal -deposit)	\$ 198.35
Hoopla Deposit	\$ 2,000.00
Libby Annual Fee	\$ 1,805.97
Ingram (Books)	\$ 175.30
P.Langer (O.S./books)	\$ 99.56

August:

Charter Comm. (phone/internet)	\$ 74.15
(Hoopla withdrawal - deposit)	\$ 215.77
Ingram (Books)	\$ 161.81
Demco (office supplies)	\$ 133.84
P.Langer (vacuum cleaner)	\$ 141.49

DEPOSITS:

Sale of books/bags	\$ 197.00
Sale of Mac (1/4 of total)	\$ 250.00

NOTE: HPL received \$14,725 from the Town of Hartland; increase of \$2500 from past year. This was to cover our overage of \$2500 for completion of books processing. However, with the sale of three computers for \$1700, of small table for \$50, and the credit towards their annual fee of \$750 from mkSolutions we covered that cost.

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

- a) **Desk Duty Sheets** emailed to trustees for October and November, 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 November 9, at 10:00 a.m. at the Library.

4. Monthly Patron Attendance, Borrows, Cards, Income

July, 2024:

Patron Attendance		Book		Dvds Other		Card		Sales Gifts	
Adult	Child	Adult	Child	Adult	Child	Adult	Child		
52	10	30	11	0	3 dvd 1 pup	N-7 R-2	N-0 R-0	\$197 Carn	Library
24	3	36	3	TV 18 Mv 12		4 new		Binge 2	Hoopla
16	3	42	6			1 new			Libby

August, 2024:

Adult	Child	Adult	Child	Adult	Child	Adult	Child	Sales Gifts	
67	13	58	21	1	7	N- R-	N- R-		Library
32	3	37	3	TV 14 Mv 17		6 new		Binge 5	Hoopla
16	4	64	8	1 mag.		4 new			Libby

5. Old Business:

- a) By-Laws and Trustee Manual: Committee for review and changes. Review of draft of suggested changes/corrections to the Treasurer portion of the By Laws and of the Trustee Manual.
- b) Communication to Hartland Residents: Newsletter (325 sent/65% clicks).
FaceBook
- b) Automation: We have purchased paper for the “receipt” of self-check. Have the

- borrower place it in the pocket in the book. Encourage patrons to use their card. If they don't have it, find their number in the card box and put the number in manually. We are hoping to use manual check only for the DVDs and puppets.
- c) Library Cleaning. Amy has set up a cleaning page. Thanks for all those who cleaned the library and the entrance.

6. New Business: Concerns of the Trustees

- a) There is a concern which will be discussed in an executive session.

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