

HARTLAND PUBLIC LIBRARY
Board of Trustees Regular Meeting Minutes
January 11, 2025, at 10:00 a.m. at Google Meet

1. Call to Order: 10:02 a.m.

- a) Trustees in attendance: Pam Langer, Amanda Lukingbeal, Brenda Babbitt, Andrea Wright, Cherie Henselder, Amy Bourque, and Linda Ackerman. Absent: Laura Stevens, Kene Daley.
- b) Motion to approve the minutes from November 9, 2024, meeting: Amy Bourque and Amanda Lukingbeal. All ayes.

- c) Treasurer's Report - Brenda Babbitt, Treasurer. As of: 12/31/2024
 - General Ledger (Town): \$5,338.32
 - Friends Account: \$3,287.34
 - Correction: November Friends Account was \$3,504.84.

Motion to approve treasurer's report: Amy Bourque and Amanda Lukingbeal. All ayes.

2. Acquisitions Reports: November:

Library Account	Charter Comm. (phone/internet)	\$ 74.15
	Baker & Taylor (book)	\$ 25.10
	(Hoopla withdrawal -deposit)	(\$ 251.08)

December:

Charter Comm. (phone/internet)	\$ 74.15
Baker & Taylor (books/dvd)	\$ 89.87
Kanopy (one year-digital)	\$ 1000.00
Pam Langer (O.S./xmas books)	\$ 74.15
(Hoopla withdrawal -deposit)	(\$ 205.01)

NOTE: Hoopla will be shut down as of 1/20/2025

Friends Account	Buses for Students (visit to library)	\$217.50
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3. Trustees/Volunteers Desk Coverage:

- a) **Desk Duty Sheets** emailed to trustees for February, 2025, and March, 2025.
- b) All dates are filled. Thank you all.
- 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 will be Saturday, March 8, 2025, at 10:00 a.m. on GoggleMeet.

4. Monthly Patron Attendance, Borrowes, Cards, Income
November, 2024:

Attendance	BOOKS	BOOKS	DVD Movi TV Other	CARD	Sale Gift	Source
	ADULT	CHILD		ADUL CHILD		
Adult 49 Child 78	Self -24	Self - 71	DVD A-5 C-4	Adult N-20 R- 9 Child N-45 R-25	\$0	Libry
A127 C-1	Ebk - 28 Aud - 74	Comic - 1	M -18 TV-7	0	0	Hoop l
A- 76 C- 10		Ebk - 29 Aud - 34 Mag - 16	0			Libby

December, 2024

ATT N	BOOK	BOOK	DVD	CARD	Sale	Source
Adult Child	Adult	Child	Movie TV Other	Adult Child	s Gift s	

A-45	S-27	S-5	DVD	Adult	\$6 bag/ bks	Library
C-9	M-6	M-6	A-2 C-6	N-2 R-4 Child N-4 R-0		
A -34	Ebk-21	0	Adult			Hoopla
C-0	Aud-8	0	Mo-3 Mu-2			
A-62	Ebk-23	Ebk-4	Mag			Libby
C-14	Aud-1 5	Aud-10	A-15 C-1			

5. Old Business:

- a) Review of By-Laws and Manuals. The changes/corrections were approved in the November Trustee Meeting. All Trustees voted to approve the manual changes and adopt the By Law corrections.
- b) Communication: FaceBook (Follow- 226; Views 2756). Information will be sent through FaceBook and Hartland Gazette with appropriate occasional posting on the town site.
- c) Automation: Our self-check system made a huge difference when we had 50 checkouts. Andrea Wright brought up issue of manual check-outs. Discussion led to decision that any books needing manual check-out should have a borrows card filled out with name of book and of patron with date of return. Also, strips of paper should be used for insertion of due dates in the manual check-out box - trustees should not use the cards.
- d) Hoopla borrows increased in November from 32 borrowers to 40 and number of borrows from 84 to 128 so the Board made the right decision to cancel Hoopla. We also saw less borrows of Hoopla and more borrows in Libby; noting that patrons are making the switch that was hoped for.

6. New Business: Concerns of the Trustees.

- a) Andrea Wright requested time to explain her reasons for relinquishing her role as Secretary. She noted that she agreed to the position as no one else offered; however, her family responsibilities did not allow her to complete her duties within the time limit. Cherie Henselder agreed to assume the Secretary position with assistance from the Chair. Thank you, Andrea, for serving and thank you Cherie for agreeing to serve.

- b) Cherie Henselder asked if the change over from Hoopla to Kanopy had been announced via the Hartland School's Backpack. Amy Bourque agreed to take care of that change.

7. Adjournment: At 10:37 a.m.

Respectfully submitted: Cherie Henselder, Secretary, and Pam Langer, Chair.