HARTLAND PUBLIC LIBRARY
61 Center Street, West Hartland, CT 06091
Board of Trustees Regular Minutes
Saturday, November 13, 2021 at 10:00 am

1. **Call to Order: Andrea Wight**
   a) Trustees in attendance: Andrea Wright, Brenda Babbitt, Pam Langer, Cherie Henselder, Amanda Lukingbeal, Rob Ervin, Kene Daley (partial attendance)
   b) Trustees absent: Connie Irwin, Joseph Penman
   c) Guests: Amy Bourque, School Liaison
   d) September 14, 2021, minutes. Motion to approve from Cherie Henselder, seconded by Brenda Babbitt, unanimously approved.

2. **Treasurer's Reports** - Brenda Babbitt

General Ledger (Town):	$12,031.08 as off 10/31/21
Friends Account	$ 3,318.44

Treasurer's Report. Motion to be approved by Cherie Henselder, seconded by Amanda L (FILL IN). unanimously approved.

3. **Acquisitions Reports:**

September 2021	**Books**	$331.76	**DVD**	$126.39
	eBooks	$167.25		
October 2021	**Books**	$ 85.86	**DVD**	$48.84
	eBooks	$ 98.60		

4. **Trustees/Volunteers Desk Coverage:** Question was raised as to whether any trustee would prefer earlier or later hour. Agreement was to keep hours as usual.
   a) The Volunteer Desk Coverage for December 2021 and January 2022 was passed out.
   b) Next meeting is Saturday, January 8, 2022 at 10:00 am

SEPTEMBER 2021:

Patron Attendance		Books		DVD		Audio/Other		Cards		Income
Adult	Child	Adult	Child	Adult	Child	Adult	Child	Adult	Child	Fees:
40	7	39	50	9	4	0	0	N-3 R-3	N - 2 R - 0	Fines: Sales: $28 Gifts:

OCTOBER 2021:

Patron Attendance		Books		DVD/Video		Audio/Other		Cards		Income
Adult	Child	Adult	Child	Adult	Child	Adult	Child	Adult	Child	Fees: $
37	9	28	10	9	9	0	0	N - 3 R - 2	N-0 R-0	Fines: $ Sales: $ Gifts: $

4. **Old Business:**

a) Organizing and/or purging library shelves – Trustees. Has been completed for Adult non-fiction with the purging of Adult Biographies by Rob Ewin. The next step is to withdraw the books. Rob is also working to sell the books. There are two components: those books that are only worth a few dollars will be sent to a group which will pay for the postage and then take 40% of what they sell for; the older books will be priced at a couple of site and sent to highest pricing.

b) Training Manual for Trustees – Andrea Wright, Brenda Babbitt, Cherie Henselder. Cherie did send the current manual to Andrea and Brenda with her additions, corrections, etc. The other committee members will meet and add theirs. We hope this can be completed soon, at least in draft format, so that the new trustees will have it as a reference. Addition of note that trustees should list themselves under attendance as they are patrons when they are on desk duty. Joanne Groth dropped off a template that Keene and Pam can use in adding a sketch of the placements of materials (especially the preschool area).

c) Concerns of Trustees. It was requested that the Large Print book be moved to the top two shelves (and the Classics be moved to lower shelves) for ease of access for our older patrons. It was also clarified that the Classics were moved to make room for the 2018-2020 books when we have delivery of 2021 books. Noted that the town is cleaning and taking other steps due to the return of mice in the building. They also repaired outdoor lights. The Library will be included in the Welcome Bag that the Lions Club and Historical Society will be placing on the steps of new residents. We will provide an envelope with details about the library as well as the "request for library card" cards. They will be using Hartland Library bags. A question was asked about the local Book Club and whether they were asked if they'd be interested in working with the Library on their monthly choices. Pam will ask Laura (club member) regarding this. Some patrons have asked about books/DVD they requested that were not ordered. Pam will make up an "request sheet" that will contain name of DVD or book, what type of book (hard cover/paper/ebook, audio book, graphic novel as well as who requested it and contact information so they can be contacted when the item comes in. There was a discussion about the school Book Fair. Kene hopes to plan one for the Spring at the School and perhaps the Library can sell used books at that event. Signs are needed for our two collection bins that say "No Donations" "Library Books only". Volunteer? Amy spoke about bringing students into the Library in December and everyone was very pleased this will happen again. Cherie is working through the card files as there are many in the incorrect file. Rob asked if there was a system other than the card files that catalogs our books/materials.

We do have Librarika but do not know when our library began using that system. Rather than correct all the card files - which might leave files for books no longer in our system - or to put the work into another suggestion (to have two people check the file cards against the actual books - the conversation explored other ways to have our materials cataloged and more accessible and useable. The last items were a request to use the Friends Account to purchase more of the Hartland wooden building sites. Unanimously approved.

Adjournment at 11:57 am. Motion by Cherie Henselder, seconded by Brenda Babbitt, unanimous approved.

Respectfully submitted:

Pam Langer, Secretary
Hartland Public Library Trustees