1. Call to Order: 7:09 pm
   a. Trustees in attendance: Connie Irwin, Brenda Babbitt, Pam Langer, Andrea Wright, and Cherie Henselder
      Guests: Laura Stevens
   b. Absent: Sue Forsyth, Tim Soldate
   c. Minutes: Motion to approve the minutes from July 13, 2021 meeting. Laura Stevens made a motion to amend the minutes. The heading words “Agenda” should be replaced with “Minutes”, the library presence at the Fireman’s Carnival should be “Saturday” instead of “Friday”, and the proper spelling of Rob Ervin’s name. Brenda Babbitt seconded the motion. Motion carried.
   d. Treasurer’s Report - Brenda Babbitt
      General Ledger (Town): $3,215.52 beginning balance as of June 30, 2021
      Budget for 2021-2022 $12,225.00 plus ending ledger as of June 30, 2021
      Friends Account $3,318.44

2. Acquisitions Reports:
   July 2021
   Books $114.71 DVD $186.24
   eBooks $824.70
   August 2021
   Books $175.05 DVD $146.47
   eBooks $520.80

3. Trustees/Volunteers Desk Coverage:
   a) Volunteer Desk Coverage for October and November, 2021, completed.
   b) Next meeting is Saturday, November 13, 2021 at 10:00 am.

JULY 2021:

<table>
<thead>
<tr>
<th>Patron Attendance</th>
<th>Books</th>
<th>DVD/Video</th>
<th>Audio/Other</th>
<th>Cards</th>
<th>Income</th>
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<tbody>
<tr>
<td>Adult</td>
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<td>16</td>
<td>8</td>
<td>Adult N-1 R-8</td>
<td>Fees: $0, Fines: $0, Sales: $9.00, Gifts: $0</td>
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<td>5</td>
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<td>4</td>
<td>Child N-0 R-0</td>
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AUGUST 2021:

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<tr>
<th>Patron Attendance</th>
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<th>DVD/Video</th>
<th>Audio/Other</th>
<th>Cards</th>
<th>Income</th>
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<tr>
<td>Adult</td>
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<td>24</td>
<td>15</td>
<td>Adult N-3 R-3</td>
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<tr>
<td>Child</td>
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<td>60</td>
<td>14</td>
<td>Child N-0 R-0</td>
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</tbody>
</table>
4. Old Business:
   a) Organizing and/or purging library shelves – Pam Langer
      i. All areas except Cooking/Fitness (which Laura Stevens will do) have been reviewed
         for books before 2000 that have not been taken out recently. They were processed
         and either placed in our “for sale” area or donated to small libraries in low-income
         housing or donated to Good Will. A few have been held to determine if they can be
         sold online.
      ii. This work did not reduce number of books in Adult non-fiction enough to free up
          shelf space so it is recommended that we move the Hartland History to the Children’s
          Puppet area. Joanne Groth (Historical Society) was consulted and would like to be
          work with us in that change and may have more materials for the Library. iii. The
          Adult fiction area could be reduced by withdrawing pre-2000 books from series.
          Pam will pull those books and place on rolling cart for review by Trustees.
   b) Training Manual for Trustees – Andrea Wright
      i. Current Manual was reviewed by committee members and are working on changes/
         additions. Due to reorganization of the children’s section it was suggested that a
         guide to that area be included. Pam will work with Kene on that area.
   c) Concerns of Trustees
      i. Reorganization of library so it is more accessible to patrons. It was suggested by a patron
         that we move the music CDs to the book CD area. This would free up space for more
         DVDs.
      ii. Kate Radano suggested not keeping the Playaways and it was decided to offer them to Gary
          Lovell, who has taken them out in the past.
      iii. Other suggestions were to highlight the Library History by placing the information on a
           large frame over the small table (Joanne Groth offered to assist) and to have the large
           Hartland map framed and placed in the vestibule over the books. Connie Irwin made a
           motion to approve the utilizing the Friend’s Account to fund the framing of the items
           listed. Brenda Babbitt seconded the motion. Motion carried.

5. New Business:
   a) Tuesday, November 2, 2021 Municipal Elections – Cherie Henselder, Rob Ervin, and Joe
      Penman will need to go to the Town Hall after the election to be sworn in for the respective
      terms. Trustees will be present to renew library cards.
   b) Concerns of The Trustees
      i. Cherie has begun a review of the card catalog. Trustees can assist when time allows.
      ii. When books are withdrawn, and cards are pulled the cards should be torn up.
      iii. Connie is exploring the possibility of having the Library web site part of the Town
           web site as the current one is difficult to add/change information and she is very
           familiar with the town’s web site set up.
      iv. Discussion around the Library working with the town’s book club.

6. Adjournment at 8:16 pm. Andrea Wright made a motion to adjourn, Pam Langer seconded,
   motion carried.

Respectfully submitted,
Pam Langer, Secretary - Hartland Public Library Trustees