

HARTLAND PUBLIC LIBRARY
61 Center Street, West Hartland, CT 06091
Board of Trustees Special Meeting Minutes
November 17, 2022 at 5 pm (on Zoom)

1. **Call to Order:** at 5:07 p.m.

- a) Trustees in attendance: Pam Langer, Connie Irwin, Cherie Henselder, Andrea Wright, Kene Daley, Amanda Lukingbeal, Joseph Penman
- b) Absent: Brenda Babbitt, Rob Erwin
- c) Motion to approve the minutes from September 13, 2022, meeting by Connie Irwin, seconded by Kene Daley. Unanimous.
- d) Treasurer's Reports - Pam Langer for Brenda Babbitt

General Ledger (Town): \$10,983.84 (as of 11/7/22)
 Friends Account. (\$161.05 deposit). \$ 3,965.45 (as of 11/7/22)

Connie Irwin suggested that the monthly draw on Hoopla deposit be added to this report since it is not an acquisition. All agreed.
 Hoopla draw for September \$ 114.87. Draw for October \$126.81
 Hoopla draw to date: \$357.46. Balance: \$4142.54

Motion to approve by Connie Irwin, Seconded by Amanda Lukinbeal. Unanimous

2. Acquisitions Reports:	September, 2022	Books	\$ 0	DVD	\$0
		eBooks	\$ still available on B&T		
	October, 2022	Books	\$ 199.22	DVD	\$0
		eBooks	\$ still available on B&T		

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

- a) Volunteer Desk Coverage for December, 2022, and January, 2023, circulated.
- b) Next meeting is Saturday, January 14, 2023 at 10:00 am on Zoom

SEPTEMBER, 2022:

Patron Attendance		Books		DVD/Other		Hoopla Audio/Ebooks		Cards		Income
Adult	Child	Adult	Child	Adult	Child	Adult	Child	Adult	Child	
55 +	11	45	49	11	5	42 +	10 +	N- 5	N- 1	Sales - \$6.00
12 H						9 tv	1 comic	R- 7	R- 0	

OCTOBER, 2022:

Patron Attendance		Books		DVD/Other		Hoopla		Cards		Income
Adult 51 + 11 H	Child 11	Adult 19	Child 22	Adult 7	Child 0	Adult 44+ 9tv	Child 10+ 1 comic	Adult N- 1 R- 2	Child N- 0 R-0	Sales - \$20

4. **Old Business:**

- a) Organizing and/or purging library shelves: Have requested help from school personnel in purging children's non-fiction. Puppet Area (Andi) Her husband will attach the puppet holder in the puppet area. Train Set (Brenda) The town will move the large table in children's area to make room for the train set; which will be moved up next week; it will need some restoration. Teen Area (Pam) Brenda and Pam moved the Young Adult/Teen area to the front of the Children's area and Middle School area to the back near the Children's area.
- b) Training Manual for Trustees: Discussion lead to accepting Connie Irwin's suggestion to have the copies of the draft available at the library for trustees so they can prepare for a discussion and adoption at the January meeting.
- d) Communication Report: Newsletter (Pam) - 191 contacts; 60 added for November. Face Book (Amanda) - Post Reach 781; Post Engagement 75; New Page Likes 3 and New Page Followers 3. Also, 20 residents toured the library when viewing Display.
- e) Activities/Events: In December the Library will provide books to children visiting Santa at the Historical Society's Breakfast on December 10th in a collaboration with HHS. Book Clubs: Joe Penman will arrange a call with a romance writer who is interested in reading at an event.
- f) Librarika: In the New Business area it was decided to use the Librarika automation system. Several trustees volunteered to undertake the relabeling of all the library books so this could be used. We have the laptop, scanner and label printer which are necessary for this huge undertaking.
- g) Concerns of the Trustees: Upkeep of Building - the town has given permission for the repair of the railings and HHS will provide a volunteer. Upkeep of Library - Andi will clean the floors and Pam will do the dusting. Waxing of floor should happen soon and floor mat for desk area has been received.

5. **New Business:**

- a) 2023 Trustee Meeting Schedule was amended to show only Zoom in January and March, 2023. Accepted with changes.
- b) Review of request for Library card format: Andrea Wright explained the correct way to complete the request card and library card. Directions are in drawer also.
- c) Discussion was held on joining the LCI/OverDrive system. Pam Langer explained the extra options under OverDrive and said that area libraries were using both OverDrive and Hoopla; other trustees stated that patrons were requesting both. The vote was four yes to two no and one abstain. Two trustees not in attendance. Vote passed.
- d) Resignation & Replacement of trustee: Rob Erwin has notified the chair that his

work load will no longer allow him to continue as a trustee. Laura Stevens is the next person in line and has expressed her interest. Vote was to accept Laura as replacement for Rob Erwin's tenure. Pam Langer will follow the protocol to have Laura Stevens named as trustee once the resignation letter is received from Rob Erwin.

- e) Hartland Historical Society has requested permission to hang their antique canoe in the library (from the beam which is the furthest back by the large window). The trustees were very much in agreement as this is a treasure and has been nicely restored. This canoe will be an educational tool for the library.
- f) Concerns of the trustees: Connie Irwin suggested we ask Command Corp. to install another camera so we can see who is entering/leaving by the front door. All trustees agreed; there is a space for a fourth camera on the monitor.

NEW: Public Comments: NONE

6. Adjournment at 6:16 p.m. Motion by Joseph Penman and seconded by Andrea Wright. Unanimous.

Respectfully submitted by:

Pam Langer, Chair for Brenda Babitt, Treasurer and Secretary