HARTLAND PUBLIC LIBRARY
Board of Trustees Regular Meeting
Tuesday, May 10, 2022 - 7 pm

1. **Call to Order**: 7:06 pm
   a) Trustees in Attendance: Pam Langer, Brenda Babbitt, Connie Irwin, Cherie Henselder, Amanda Lukingbeal, Keene Daley, Joe Penman.
   b) Trustees Absent: Andrea Wright, Rob Erwin, Amy Bourque
   Guests: Volunteer - Laura Stevens
   c) Minutes from March 12, 2022, reviewed. Motion by Amanda Lukingbeal/Brenda Babbitt. Unanimous approval.
   d) Treasurer's Report – Brenda Babbitt.
   General Ledger: (Town): $8,083.23
   Friends Account: $3,679.40
   Copies of Summary of Revenue and Expenditures was carefully reviewed. Requests were made to clarify some of the expenditures as only name of payee was listed. Pam will meet with Trish to obtain those details and report back to the trustees.
   Motion made by Cherie Henselder/Amanda Lukingbeal. Unanimous approval.

2. **Acquisitions:** March 2022 - Books $257.97/DVDs $165.32/eBooks $20.93
   April 2022 - Books $99.43/DVD's $150.74 eBooks $31.63

3. **Trustees/Volunteers Desk Coverage:**
   a) June and July 2022 - Desk Schedule circulated among Trustees.
   b) Next meeting is July 12, 2022, 7:00 pm at the Library.

MONTH OF March 2022

Patron Attendance		Books		Video		Audio		Cards		Fees/Fines Sales/Gifts
Adult 65	Child 8	Adult 46	Child 11	Adult 10	Child 2	Adult **0**	Child **0**	Adult renew: 10	Child renew: 1	Misc. $16.50 Books: $150

MONTH OF April 2022

Patron Attendance		Books		Video		Audio		Cards		Fees/Fines Sales/Gifts
Adult 45	Child 15	Adult 19	Child 33	Adult 6	Child 5	Adult **0**	Child **0**	Adult new: 1 renew: 2	Child 0	Misc. $7

4. Old Business:

a) Library shelves and organizing - Pam. Will be labeling new books by genre (ie: Mystery) - School Age by Middle/Junior/Young Adult. Storage closet was cleared/cleaned/organized. The metal shelving was installed with marked bins.

b) Training Manual for Trustees. Distributed copies of draft to all trustees for review.

c) Concerns of Trustees. From March's concern of incorrect shelving - finding 2020 & 2019 books in the older book area. These should be in the New Book area for patrons.

d) The old/rare books were reviewed and sold to a collector for $150. The remaining books were taken by a dealer who will share funds from any large sales.

e) The New Hartford Library offered to take withdrawn books and send them with theirs to a company that gives them to people who will use them. We sent 6 boxes of withdrawn books.

5. Committee Reports:

Communication - Amanda Lukingbeal.

(a) New library email is "**library@ct.org**" which is a town email with better security. Log on information under computer.

(b) The facebook account cannot be accessed and attempts to develop a new account were not successful. Pam will be developing a Constant Contact account which can be used to contact patrons with library information.

(c) Website under Town of Hartland has been updated.

(d) Discussion around offering library card sign up at the Referendum Vote on 5/25, the Memorial Day Parade and at the annual Firemen's Carnival.

Library Services (Marketing/Events) - Kene Daley. Planning a Children's Group for July (tentatively July 23rd) with children's author Sylvia Crunden. Trustees approved purchase of a rug for Children's Groups. Joe Penman will purchase a 9 x 12 rug and deliver it to the library. We will apply to use the Community Center for the event. Advertising was discussed with possibilities being the Hartland Gazette on Facebook, a flyer through the school and the virtual backpack.

Collection Committee - Pam Langer.

(a) A review of Baker & Taylor e-books, audio books, DVDs shows that approximately $10,000 was expended since start late 2020 to present and there were less than 300 "borrows". Trustees approved moving to Hoopla which will only charge for each "item borrowed" at a small cost instead of purchasing materials for a limited time on B&T. Joe Penman suggested allowing patrons to "borrow" past the allotted number by paying on their own. Hoopla has hundreds of thousands ebooks, music, audiobooks, comics, movies and TV seasons available.

(b) A review of possible automated systems for circulation found that nothing had changed since the 2011 attempt by Chair Karen McNulty. The State Library as well as others would charge more than our annual budget and other options would not offer any more than Librarika does. It was suggested that maybe we could use the system that the Hartland School does. Pam will check with Kate. For now it was decided the Librarika was the best option. The discussion moved on to the items needed to utilize the electronic checkout within Librarika. Randy (the library's IT person) had suggested we purchase an Apple laptop, a blue-ray scanner and IPad for approximately $3,000. The Trustees would like to explore options to see if we could spend less than $3,000 for the equipment. A vote was postponed until more information has been obtained. Pam will check with Randy on use of Samsung Galaxy instead. A zoom vote will be scheduled.

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6. New Business:

Concerns of Trustees: Pam asked about forgiving of any fee for lost books/DVDs by Sue Forsyth. Sue was a trustee for many years there was an unanimous vote to forgive and thank her for her service to the library. The need for a list of DVDs in adult and children's areas was discussed and the decision was that these were no longer needed. A list will be available in the new circulation system.

7. Adjournment: Motion was made by Connie Irwin/Kene Daley at 8:20 pm. Unanimous.

Respectfully submitted,
Brenda Babbitt, Secretary/Treasurer
HARTLAND PUBLIC LIBRARY BOARD of TRUSTEES