HARTLAND PUBLIC LIBRARY
Board of Trustees Regular Meeting Minutes
Saturday, January 8, 2022 – via Zoom

1. Call to Order: At 10:02 am
   a) Trustees in Attendance: Connie Irwin, Kene Daley, Brenda Babbitt, Pamela Langer, Cherie Henselder, Andrea Wright, Amanda Lukingbeal, Robert Ervin, and Joseph Penman
   b) Kene Daley made a motion to approve minutes from November 13, 2021 meeting. Cherie Henselder seconded the motion. Connie Irwin and Joseph Penman abstained. Unanimous vote to approve.
   c) Treasurer’s Reports – Brenda Babbitt: no new data received from town and waiting on December Financial Report.
      
      General Ledger: (Town): $3,215.52
      Friends Account: $3,318.44

      Connie Irwin made a motion to pay an expense for $35 for Pam Langer for decorations. Andrea Wright seconded the motion. Motion carried. This will be paid from the Friend’s Account.

      Andrea Wright made a motion to accept the Treasurer’s report as presented. Kene Daley seconded the motion. Motion carried.

2. Book and DVD Purchases: November 2021-Books $237.64; eBooks $0; DVDs $62.79
   December 2021-Books $267.12; eBooks $100.33; DVDs $24.42

3. Trustees/Volunteers Desk Coverage:
   a) Connie Irwin has keys for new trustees. Amanda Lukingbeal offered to pick her set up at Connie’s house.
   b) Books and DVDs return dates are for three weeks as noted on the Desk Calendar and discussed prior to the library reopening in June 2021.
   c) eBook usage for 2021 was as follows: March-1, April-4, May-5, June-4, July-0, August-1, September-5, October-1, November-0, and December-3. Discussion around how to increase usage by placing notices on the Hartland Gazette (Connie Irwin will) and in the student virtual backpacks (Connie will contact Sherice at Hartland School). Kene Daley asked about an email list to send out weekly information to patrons. Brenda Babbitt said she would check our Hotmail account to see if there currently a list is there. All correspondence needs to be sent out blind carbon copied (BCC).
   d) Connie Irwin will be emailing Trustees the dates for February and March 2022 for desk coverage.
   e) The next Trustee Regular Meeting date is March 12, 2022 at 10:00 am.

NOVEMBER 2021:

<table>
<thead>
<tr>
<th>Patron Attendance</th>
<th>Books</th>
<th>Video</th>
<th>Audio/Other</th>
<th>Cards</th>
<th>Income</th>
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</thead>
<tbody>
<tr>
<td>Adult</td>
<td>48</td>
<td>35</td>
<td>Adult</td>
<td>Adult N-0</td>
<td>Fees: $2.00</td>
</tr>
<tr>
<td>Child</td>
<td>9</td>
<td>4</td>
<td>Child</td>
<td>Child N-0</td>
<td>Fines: $</td>
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<tr>
<td></td>
<td></td>
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<td></td>
<td>R-0</td>
<td>Sales: $20.00</td>
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<td>Gifts: $15.00</td>
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</tbody>
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4. Old Business:
   a) Pam Langer will ask Ben Lovell to review pre-school books for discards and new purchases and a Grade 1-4 teacher to do same for books for those grades.
   b) Rob Ervin discussed with the board about researched prices of Biography books pulled from shelves and did not find any with prices high enough to sell separately. He also researched sites that take boxes of books and sells them for us. He suggested Better World as they would box up, mail, and sell the books. They will take a portion of the sales (40-50%) but would be the best to use. Connie Irwin made a motion for Rob Ervin to contact Better World to get the process started. Amanda Lukingbeal seconded the motion. Motion carried.

5. New Business:
   a) The Budget for Fiscal Year (July 1, 2022 to June 30, 2023) 2022-2023 was discussed. The following changes will be made before being sent to the Board of Selectmen:
      1. Line 1 change LIBRARIKA AUTOMATED BOOK DATABASE to DATABASE SITE FEES
      2. Remove Line 2 TECHNOLOGY/NEW COMPUTER
      3. All other line items will remain the same.
      Andrea Wright made a motion to keep the budget at the current level of $12,225.00 with the changes listed above. Pam Langer seconded the motion. Motion carried.
   b) Rob Ervin suggested looking into Kanopy which is an online video streaming program we may be able to offer to our patrons. Trustees agreed that this would be a good addition for our patrons.
   c) Trustee Concerns: Andrea Wright asked that Trustees be very careful when putting items back on the shelves. The card with the future due date needs to be stamped and not hand written.
   d) Trustee, Volunteer, and School Liaison list has been updated. Trustees should review their information and let Connie Irwin know of any corrections.
   e) Training Manual for Trustees: Cherie Henselder has made some corrections/suggestions and those have been forwarded to the Trustees. Pam Langer has some suggestions and has updated the library floor plan. Pam Langer will send the drafts to Cherie Henselder. The Training Manual will be reviewed for needed changes at the March 12, 2022 meeting.
   f) Brenda Babbitt shared that the Lions Club will be donating books to the library. Pam Langer shared that the Land Trust will be donating an updated map which will be framed and added to the larger, older map which will be placed in the entrance of the library building.
5. New Business (continued):
   g) Connie Irwin stated that when there is a municipal election, that the Board of Trustees review and elect officers. Connie said that she will be stepping down as chair, as of March 1, 2022, but will remain as a Trustee. Trustees said that her leadership is appreciated and will be missed as she has guided us through difficult years and obtained a substantial grant for the library. Many thanks for her years of service were offered. Connie stated that will be there as a resource for the new Chair. Andrea Wright and Pam Langer expressed interest in being Chair. There was a short discussion and Pam Langer was voted into the position. Andrea Wright agreed to stay on as Vice-Chair and will also be Secretary. If Andrea Wright needs to chair a meeting, Amanda Lukingbeal said that she would take the minutes for the meeting. Brenda Babbitt agreed to stay on as Treasurer much to everyone’s relief as she is an invaluable resource.

6. Adjournment:
   a) Andrea Wright made a motion to adjourn the meeting was adjourned at 11:30 am. Brenda Babbitt seconded the motion. Motion carried.

Respectfully submitted,

Pam Langer
Secretary – Hartland Public Library Trustees