HARTLAND PUBLIC LIBRARY
Board of Trustees Regular Meeting Agenda
Tuesday, September 13, 2022 - 7 p.m. at Library

1. **Call to Order**:
   a) Trustees in attendance: Pam Langer, Connie Irwin, Brenda Babbitt, Andi Wright, Cherie Henselder.
   b) Absent: Rob Erwin, Joseph Penman, Kene Daley and Amanda Lukingbeal
   c) Motion to approve the minutes from July 12, 2022 meeting: (Connie Irwin/Brenda Babbitt- Unanimous).
   d) Treasurer's Report - Brenda Babbitt

General Ledger (Town):	$12,336.20
Friends Account	$ 3,804.40

Discussion: Only expenses were monthly communication and office supplies.
Questions: Why no books purchased and what we would be spending the funds on this year.
Answers: July was busy with cataloging. We did order books in August but the Baker & Taylor site was compromised and was down for over two weeks so the order was delayed. Pam Langer is investigating moving our account to Ingram (they have warehouses and provide the books for Amazon and Barnes & Noble). We incurred costs for e-materials through Hoopla usage but this was not shown as this expense was prepaid with 2021-22 funds.
Plans for expenditure: Monthly book/dvd orders – especially needed are Children's non-fiction and children's dvds, bean bags for Teen/YA area, event costs, etc.
Motion to approve treasurer's report: Connie Irwin/Andi Wright- Unanimous).

2. **Acquisitions Reports:** July, 2022 Books/DVDs none
   July, 2022 Hoopla- Audio $50/ebooks$17/Video$15/Movie$14
   August, 2022 Books/DVDs none
   August, 2022 Hoopla - Audio $40/ebooks$20/Videos$9/Movies$10

3. **Trustees/Volunteers Desk Coverage:**
   a) For October and November. Please review and let Pam know the dates you are available. Thank you!
   b) Next meeting is Saturday, November 12, 2022, at 10 am at the Library or Zoom.
   c) Monthly Patron Attendance, Loans, Cards, Income.

July, 2022

Patron Attendance	Books	DVD/Other	Hoopla	Cards	Income

Adult	Child	Adult	Child	Adult	Child	Audio	Ebook	Adult	Child	$14 bks/fees
						20	9	N-4	N-2	$30.05
L-54 H- 12	21	31	26	5	9		Movie 5	R-13	R-0	Carnival

August, 2022

Patron Attendance		Books		Video/Other		Hoopla		Cards		Income
Adult	Child	Adult	Child	Adult	Child	Audio	Ebook	Adult	Child	$10 Bag
						18	8	N-7	N-0	$.50 copies
L-49 H- 14	6	60	25	3	5		Movie 5	R-12	R-0	

4. Old Business:

a) Purging library shelves: Preschool area - withdrawals were donated to school; children's non fiction area still needs to be purged - we will ask school to review & suggest new books.

b) Set date for special meeting for Review of Draft of Training Manual for Trustees/Volunteers. The decision was to table this topic until more trustees are present. It was noted that trustees need more training in areas such as the heating/cooling protocols. Also decided to only list due dates of library cards by month and year.

c) Communication to Hartland Residents: Face Book-151 likes/follows. Newsletter - sent to 173 patrons/65% opened. Also sent alternate Newsletter to 46 who have not renewed but we had an email address/60% were opened. Some patrons responded that they liked the newsletter and several have renewed their library cards.

d) Children's Activities: In planning stage

October - walk in Peoples Forest with costumes followed by activity at the library building
November - three children's authors
December- Holiday activities.

Events: In October we will have a display for the Farmington River and Salmon Brook Wild & Scenic display. We will invite the Land Trust to the opening. Other suggestions for events included an evening event with an adult author (Joseph Penmen provided contact) with wine & cheese with adult author and a family movie night.

e) Patron email list for Newsletter - done. For Liberika - in progress.

f) Report on library table at carnival. Well received. Residents were happy to see Library again. Plans for next year: Purchase or borrow - lights, generator, cement buckets, tie downs. We have two canopies and two banners.

g) Discuss circulation changes: Because all of the options to scan patrons/books would require that every book in the library be handled twice it was decided to keep the system we have (due to low numbers of circulation) but to add the patron's name/number and name of book into Librarika also so that reminders would be sent out and we can access reports.

h) Repair and move of train table: This was found in the basement. Brenda Babbitt will ask a neighbor to determine what repair is needed. Will request that town move it.

i) Concerns of Trustees: Puppets are ready to be brought back into the library to be borrowed.

5. New Business:

a) Concerns of The Trustees

- Attempt to bring more young people into the library - Move the Teen and Young Adult shelving to area right after New Books away from the children's area. Purchase bean bags chairs to place across from that area. We would need to move large toddler table out of the library.
- Suggestion was made to send Hoopla instructions via the virtual backpack.

b) Concern of Chair - condition of library/building. 1) Floors. 2) outside of building 3) routine cleaning of bathrooms and community room. 4) items in cellar. Pam Langer will speak to Scott Levan regarding these issues. Floors in Library will be cleaned and waxed by town custodian. This has been a line item in the budget.

6. Adjournment: at 8:46 pm. Motion made by Connie Irwin/Brenda Babbitt. Unanimous

Respectfully submitted:

Brenda Babbitt, Secretary.
Hartland Public Library Trustees