

HARTLAND PUBLIC LIBRARY
Board of Trustees Regular Meeting Minutes
Saturday, March 11, 2023, at 10 a.m. on Zoom
Meeting ID#875 9196 8587 (630875)

1. Call to Order:

- a) Trustees in attendance: Pam Langer, Brenda Babbitt, Amanda Lukingbeal, Cherie Henselder.
 Guests: None
- b) Absent/voting by e-mail: Kene Daley, Andrea Wright, Joseph Penmen, Laura Stevens
- c) Motion to approve the minutes from January 14, 2022, meeting from Amanda Lukingbeal, seconded by Cherie Henselder. Unanimous.
- d) Treasurer’s Report - Brenda Babbitt

General Ledger (Town): \$8687.48
 Friends Account: \$4015.45

Discussion: \$456 was paid to Command Corp. is being questioned as they only provide the security system for the building and not the cameras in the Library. Since the security system comes out of town funds we are awaiting information from the town as to what the Library was charged for. Brenda Babbitt will also ask Karen Esseppi.
 Motion to approve treasurer’s report from Cherie Henselder, seconded by Amanda Lukingbeal, Unanimous

2. Acquisitions Reports:

January, 2023 Books	\$147.02
Library Supplies	\$132.83
Christmas Book Event	\$344.32
February, Library Connection	\$ 671.27 (Libby)
C. Communications	\$75.15

3. Trustees/Volunteers Desk Coverage:

- a) For April and May, 2023. Please review and let Pam know the dates you are available.
 Thank you!
- b) Next meeting is May 9, 2023, Saturday at 7 pm at the Library

Monthly Patron Attendance, Loans, Cards, Income.

January, 2023:

Patron Attendance	Patron Attendance	Book	Book	Video Other	Video Other	Card	Card	Sales		
Adult	Child	Adult	Child	Adult	Child	Adult	Child			

35	16	40	32			N-0 R-0	0	\$12	LIB
20	2	56	10	19/with 1 Binge	5				HOP
									OD

February, 2023:

Patron Attendance		Book		Video Other		Card		Sales	
Adult	Child	Adult	Child	Adult	Child	Adult	Child		
32	10	29	48			N-1 R-1		\$0.50	LIB
19	1	57	6	17	1				HOP
									OD

HOOPLA: For January and February, 2023: Borrows were mostly Audio-books, then e-books; some movies/tv shows. One month was 22 TV shows. One Binge borrow (whole series for cost of one borrow).

4. Old Business:

- Purging library shelves. With the addition of Amy Bourque as Trustee to complete Connie Irwin's term we will have a certified teacher purging shelves and assisting with ordering children's/Teens/Young Adult books and materials.
- Continued Review of Draft of Training Manual for Trustees/Volunteers on today's schedule; the review of Draft will be continued in the May, 2023, in person Trustee Meeting.
- Communication to Hartland Residents - Face Book (171 followers, 857 post reach, 44 post engagement). Newsletter (271 sent, 136 open). Cherie Henselder asked if Hoopla and Libby were on the Library's web presence since Trustees have heard from patrons that they are very pleased with both and especially mentioned Libby. Pam Langer said it is on the Newsletter but she will have it added to the Library's information on the town site. Amanda Luckinbeal does post it on Face

Book but will also “pin” it.

- d) Librarika automation. Will be discussed again in the May Meeting as new information has arisen regarding the lack of support from Librarika. This will not affect the way the Library utilizes Librarika now but is a concern for any automation.
- f) Library cameras - In the process of asking about adding another camera (front door) it was discovered that Command Corp. is town's security system but not our cameras. Also, that the invoices from Command Corp. are paid through town funds and not the responsibility of the Library. We are looking into the invoice from them paid in 2022. The question then becomes - do we need the cameras when no one is able to view them when not in the library? What are the other options?
- g) Concerns of the Trustees:

5. New Business:

- a) Three trustees are up for re-election. Connie Irwin resigned as of March 1, 2023, after many years as a Library Trustee including many as Trustee Chair. We have requested that Amy Bourque become a trustee for the rest of her term. Amy has been a Volunteer and a Liaison with the Hartland School. The Trustees discussed the ways we could honor Connie and her service to the Library and the Community. An email was sent to the Trustees asking for a vote on using Friends funds for a gift and a gift card.
- b) Concerns of trustees: Cherie Henselder noted that the windows, especially those in the Children's area are not well sealed and that lady bugs have invaded the area and the bins. Pam Langer will bring that up with the town. We are asking all Trustees to clear areas of lady bugs and other debris during their desk duty. Pam Langer will be contacting the town again about the lights that are out. Amanda Lukingbeal will speak to school custodian again about waxing the Library's floors and Pam Langer will get costs from window cleaners. Puppet holder is up and train set is available for use.

6. Adjournment at 11:01 am. Motion by Amanda Lukingbeal and seconded by Cherie Henselder. Unanimous.

**Respectfully submitted by Brenda Babbitt, Secretary
Hartland Public Library Trustee**