

HARTLAND PUBLIC LIBRARY
Board of Trustees Regular Meeting Minutes
July 9, 2024, Saturday at 7:00 p.m. at the Library

1. **Call to Order:** 7:01 p.m.

- a) Trustees in attendance: Pam Langer, Amanda Lukingbeal, Brenda Babbitt, Andrea Wright, Cherie Henselder, Laura Stevens
- b) Absent: Amy Bourque, Kene Daley, Joseph Penman
- c) Motion to approve the minutes from May 14, 2024, meeting: Amanda Lukingbeal, Cherie Henselder. Unanimous.

d) Treasurer's Report - Brenda Babbitt, Treasurer. As of: 5/30/24
General Ledger (Town): (\$2,154.57)
Friends Account: \$3,504.84

Motion to approve treasurer's report: Andrea Wright corrected errors in the May Minutes: Deposits for Hoopla were \$199.23 and \$221.40 and the second Circulation sheet should have been April. She also questioned the balance in General Ledger but she had the balance of 3/30 instead of 4/30.

2. **Acquisitions Reports:**
Library Account

May:

Charter Comm. (phone/internet)	\$ 74.15
(Hoopla withdrawal -deposit)	\$ 221.75
Credits (sold oak table)	\$ 50.00
(Demo Credit)	\$ 60.22

June:

Charter Comm. (phone/internet)	\$ 74.15
(Hoopla withdrawal -deposit)	\$ 178.54

NOTE: The Library has a credit of \$750 from mkSolutions from the payment made for the extra pad used to process books into our catalog. It will be used for mkSolutions annual fees.

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

- a) **Desk Duty Sheets** emailed to trustees for August and September, 2024.
- b) Please notify Pam of your available dates.
- c) Also when you receive the Desk Duty sheets please check to ensure the dates for your desk duty are correct and your availability hasn't changed. Thank you!
NOTE: The volunteers agreed to desk duty when there is an emergency such as snow difficulties. If this arises Trustee should contact Pam Langer.
- d) Next Trustee Meeting date is September 10, 2024, at 7:00 p.m. at the Library.

**4. Monthly Patron Attendance, Borrowals, Cards, Income
May, 2024:**

Patron Attendance		Book		Dvds Other		Card		Sales Gifts	
Adult	Child	Adult	Child	Adult	Child	Adult	Child		
45	5	24	5	0	0	N-0 R-1	N-0 R-0	\$16.75	Library
29	0	60	0	38	0				Hoopla
17	3	49	3	0	0				Libby

June, 2024:

Patron Attendance		Book		Dvds Other		Card		Sales Gifts	
Adult	Child	Adult	Child	Adult	Child	Adult	Child		
44	5	41	11	0	1	N-4 R-0	N-1 R-0		Library
29	1	59	0	19	1				Hoopla
18	1	47	1	2	0				Libby

5. Old Business:

- a) By-Laws and Trustee Manual: Review of draft of suggested changes/corrections to the Bylaws. Discussion was brief; Brenda Babbitt (Treasurer) noted that the Treasurer section needed update; she will suggest changes. Unanimous vote on discussed changes.

- b) Communication to Hartland Residents: Newsletter (310 sent/69% click on).
- c) Automation: Self-check out & return are working well.
- d) Security Issues: Security camera messages can only be sent to a cell phone so it will not be used. Discussion of security problems in the building and the infestation of birds in the attic and library. Town is working on repairs.
- e) Upkeep of Library/Building: Pam Langer was told that the building will be power washed and windows cleaned this fiscal year.
- f) Open House: Pam Langer has reached out to members in the West Fire Department and to Hartland Historical Society and Amanda Lukingbeal has spoken to the Land Trust to suggest a joint West Hartland outdoor event in the fall. Each organization will have representation and their meetings will make the decisions on said event.
- g) The Circulation Chart has been updated to include areas for borrows by self-check and borrows by manual. Please remember to fill on all areas.

6. New Business: Concerns of the Trustees

- a) Pam Langer sent an email to all Trustees regarding the need to have more cleaning of the library after bird leavings were found multiple times on various objects. Laura Stevens suggested a list of needed chores and Amy has developed “by weeks” list so Trustees can be aware of what is needed. These are trustee duties listed in the Library Bylaws. Thanks to all who offered to clean and who have cleaned.
- b) Discussion was held regarding the Library’s book/DVD sale table at the East Hartland Fire Carnival this month. Andrea Wright offered to set up and man the table. Trustees will spell Andrea so she can take breaks during the Carnival.

7. Adjournment: At 7:58 p.m. Motion by: Amanda Lukingbeal, Brenda Babbitt. Unanimous.