

HARTLAND PUBLIC LIBRARY
Board of Trustees Regular Meeting Minutes
September 10, 2024, at 7:00 p.m. at the Library

1. **Call to Order:** 7:20 p.m..

- a) Trustees in attendance: Pam Langer, Amanda Lukingbeal, Brenda Babbitt, Andrea Wright, Cherie Henselder, Laura Stevens, Amy Bourque
- b) Absent: Kene Daley, Joseph Penman
- c) Motion to approve the minutes from July 9, 2024, meeting: Amanda Lukingbeal, Brenda Babbitt. Unanimous.

d) Treasurer's Report - Brenda Babbitt, Treasurer. As of: 9/10/24

General Ledger (Town):	\$7,830.01
Friends Account:	\$3,504.84

Motion to approve treasurer's report: Amanda Lukingbeal, Amy Bourque. Unanimous.

2. **Acquisitions Reports: July:**

Library Account	Charter Comm. (phone/internet)	\$ 74.15
	(Hoopla withdrawal -deposit	\$ 198.35

August:

Charter Comm. (phone/internet)	\$ 74.15
(Hoopla withdrawal -deposit)	\$ 215.77
Hoopla Deposit	\$ 2,000.00
Libby Annual Fee	\$ 1,805.97
Ingram (Books)	\$ 161.81
Demco (office supplies)	\$ 133.84
P. Langer (Vacuum Cleaner)	\$ 141.49
P. Langer (O.S./Books)	\$ 99.56

DEPOSITS:

Sale of books/bags	\$ 207.00
Sale of Mac (1/4 of total)	\$ 250.00

NOTE: HPL received \$14,725 from the Town of Hartland; increase of \$2500 from past year. This was to cover our overage of \$2500 for completion of book processing.

However, with the sale of three computers for \$1700, of small table for \$50, and the credit of \$750 from mkSolutions as a credit towards their annual fee HPL has covered that cost.

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

- a) **Desk Duty Sheets** will be emailed to trustees for October and November, 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!
- d) Next Trustee Meeting date will be November 9, 2024, at 10:00 a.m. at the Library.

4. Monthly Patron Attendance, Borrows, Cards, Income July, 2024:

Patron Attendance		Book		Dvds Other		Card		Sales Gifts	
Adult	Child	Adult	Child	Adult	Child	Adult	Child		
52	10	30	11	0	3 dvd 1 pup	N-7 R-2	N-0 R-0	\$207	Library
36	3	36	3	TV 18 Mv 12		4 new		Binge 2	Hoopla
42	6	42	6	0	0	1 new			Libby

AUGUST, 2024:

Adult	Child	Adult	Child	Adult	Child	Adult	Child	Sales Gifts	
67	13	58	21	1	7	N-5 R-6	N-11 R-0		Library
37	3	37	3	TV14 Mv17		6 new	Bing 5		Hoopla
64	8	64	8	Mag 1		4 new			Libby

5. Old Business:

- a) By-Laws and Trustee Manual: Review of draft of suggested changes/corrections.

to Treasurer and Secretary section of By-Laws and of the Trustee Manual. Drafts of both documents will be send to Trustees within a week for their review; discussion will take place at the next Trustee Meeting.

- b) Communication to Hartland Residents: Newsletter (325 sent/65% clicks). FaceBook:
- c) FaceBook: 1.2k (Reach) due to questions about closing/100 up 156% (Engagement).
- d) Automation: We have purchased paper for the “receipt” of self-check. Encourage the use of receipt and the placement of it in the book pocket. Encourage patrons to use the self-check - if they don't have their card, find their library number in the card box so they can put number in as manual self check.. We are hoping to use card check out only for DVD/puppets.
- e) Library Cleaning: Amy Bourque has set up a cleaning page. Many thanks for those who have cleaned the Library and the entrance. Bathroom supplies are in the small closet as there has been theft of those items from the bathrooms.

6. New Business: Concerns of the Trustees

- a) Joseph Penman has resigned from the Board for personal reasons. The Trustees has unanimously agreed to send Linda Ackerman's name to the Selectmen as his replacement as Trustee. Linda is a volunteer who has started her training. Motion by Amanda Lukingbeal/Brenda Babbitt. Unanimous.
- b) Due to concerns the meeting went into Executive session.

7. Adjournment: At 8:27 p.m. Motion by: Andrea Wright, Amanda Lukingbeal. Unanimous.

Respectfully submitted by Andrea Wright, Secretary