

HARTLAND PUBLIC LIBRARY
Board of Trustees Regular Meeting Minutes
Saturday, November 8, 2025, at 10:00 a.m at the Library

Call to Order: 10:06 a.m.

- a. Trustees in Attendance: Pam Langer, Brenda Babbitt, Linda Ackerman, Darcey Lovell, Andrea Wright, Laura Stevens
- b. Not in Attendance: Amy Bourque, Amanda Lukingbeal, Kene Daley.
- c. Quorum met.
- d. Motion to approve minutes from September 9, 2025 made By Andria Wright, seconded by Brenda Babbitt, all agree.

Treasurer's Report: Brenda Babbitt, Treasurer. As of: 09/30/2025

General Ledger: \$13,698.49

Friends Account: \$ 3,480.34

Deposits: Book Sale-\$145; Carnival Sale-\$130

Expenditures: (books) \$269.17 (office supplies)

\$182.72 (Charter Communications) \$74.15

Motion to approve Treasurer's Report made by Linda Ackerman, seconded by Laura Steven, all agree.

Trustees/Volunteers Desk Coverage:

- a. Desk Duty Sheets for December, 2025, and January, 2026, were circulated.
- b. Next Trustee Meeting will be January 13, 2026, at 7:00 p.m. by Zoom. according to the 2026 Meeting Schedule which was discussed, determined to be more conducive to Trustee's availability and agreed upon by all trustees attending.
- c. 2026-2027 Trustee Meeting dates: January 13th, March 10th, May 12th, July 14th, September 8th, November 10th.

Library Activity: Copies of Circulation Information made available.

- a. From the donation of 600 books the Library shelved over 80 books (mostly non-fiction) and received \$145 from the Community Welcome/Book Sale (as well as many thanks from residents for the books and the Library).

- b. The Children's Land Trust monthly event will continue into the 2026 year.

Old Business:

- a. Darcey Lovell will work with Amanda Lukingbeal on notices placed on Facebook and Hartland Gazette; this will include regular information on the Library to encourage usage of the Library through our various offerings.
- b. Clearing of Children's books and materials resulted in the donation of one box of materials and three boxes of books to the Hartland School.
- c. Three new book shelves were installed in order to shelve the donated non-fiction books and many new fiction books; headings on shelves were adjusted to assist patrons and assist trustees while re-shelving.

New Business:

- a. A Trustee requesting adjusting the Library's Thursday's hours in order to allow more trustees to sign up for those days of the week. A short discussion agreed to change the hours to 4:00 p.m. to 7:00 p.m.
- b. Pam Langer shared the information that the State Library would be offering training for pre-school children. The trustees felt this would be a good offering to look into and perhaps start with home schooling families.
- c. Pam Langer spoke about the need to have extended Duties for Trustees in order to ensure that the Library is clean and uncluttered as well as to ensure that books are shelved correctly and shelves are not crowded.
- d. Voting of Library officers will be made in January so the Chair called for interest in the positions. Pam Langer would like to continue as Chair, Brenda Babbitt as Treasurer, Linda Ackerman would like to formally be Secretary, Andrea Wright and Darcey Lovell would like to be Co-Chair.
- e. Andrea Wright brought up her concern about some books having the MK sticker overlap onto the book cover as it interferes with covering the books. Pam Langer shared

that the books with paper covers do not require another covering as our books with covers are not showing wear. She agreed that many of the school age children's paperback books do need to be covered as they often show wear very quickly. She suggested that Andrea Wright and Linda Ackerman (who cover the books) meet with her to discuss just what books need this extra attention.

- f. Andrea Wright also brought up her offer to deliver books to those who cannot come to the Library. There was concern about insurance which is held by the town. Pam Langer will speak with the Town First Selectman about insurance. Patrons can request books be picked up at the Town Hall in East Hartland if they cannot come to West Hartland by emailing or calling the Library or using our web site. There is a return book box at East Hartland as well as at West Hartland.

Adjournment: At 11:03 p.m.

Respectfully Submitter: Secretary, Linda Ackerman