

HARTLAND PUBLIC LIBRARY
Board of Trustees Regular Meeting Agenda
Tuesday, September 12, 2023, at 7:00 pm at Library

1. Call to Order:

a) Trustees in attendance:

Guests:

b) Absent/voting by e-mail:

c) Motion to approve the minutes from July 11, 2023, meeting: (/)

d) Treasurer's Report - Brenda Babbitt. As of

General Ledger (Town): \$ 685.26

Friends Account: \$ 3965.45

Hoopla Account:

Discussion:

Motion to approve treasurer's report: (/)

2. Acquisitions Reports:

July: Library Connections, Annual Fee \$1,611.06

Charter Communications \$ 74.15

Barall & Konover Floors \$2,350.00

(Hoopla withdrawal \$ 187.60)

August: Charter Communications \$ 74.15

(Hoopla withdrawal \$ 171.91)

3. Trustees/Volunteers Desk Coverage:

a) For October and November distributed. Please notify Pam of your available dates.

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!

b) Next meeting is November 4, 2023, at 10 am at Library or on Zoom.

4. Monthly Patron Attendance, Borrow, Cards, Income

July, 2023:

Patron Attendance	Patron Attendance	Book	Book	DVD/Other	DVD/Other	Card	Card	Sales/Gifts	Source
Adult	Child	Adult	Child	Adult	Child	Adult	Child		
58	8	21	35	11	2 dvd 5 pup	N-4 R-6	N-0 R-0	\$3.00	Library

Patron Attendance	Patron Attendance	Book	Book	DVD/Other	DVD/Other	Card	Card	Sales/Gifts	Source
22 6 new	4	58		9	9				Hoopla
3 new	1	45	1						Libby

August, 2023:

Patron Attendance	Patron Attendance	Book	Book	Video Other	Video Other	Card	Card	Sales/Gifts	Source
Adult	Child	Adult	Child	Adult	Child	Adult	Child		
59	15	58	67	1	1 train	N-5 R-5	N-0 R-0	\$75 Bags \$39 Bks \$125 Gifts	Library
18 3 new		52	7	17	7				Hoopla
5 new	2	57	2						Libby

5. Old Business:

- a) Purging library shelves: Non-fiction Wars/Presidents areas purged; new shelved.
- b) Review of Draft of Training Manual for Trustees/Volunteers will be rescheduled.
- c) Communication to Hartland Residents: Face Book (Amanda) Newsletter (65% open of 291)
- d) Automation. Tags were received. New dates for tagging/equipment.
- f) Security Issues: Town has ruled against “Ring” system in the past. Next steps?
We’ve been notified of vandalism in the library building; locks will be placed on the doors to the community room, kitchen and the cellar door.
- g) Upkeep of Library/Building: Floors in Library and Foyer have been cleaned and waxed. Still looking for window cleaning services. Blind will be installed 9/6/23.

- h) Our table at the Hartland Carnival was a success on the days it didn't rain. We sold a number of bags/books and received some donations.
- i) Plans have been made for the Open House on September 30th. We have eleven crafters, artisans and three authors lined up and at least three hot rods. Food offerings have been set up and details sent to Joseph Penman for the poster and Amanda Lukingbeal for notices on Hartland Gazette and Face Book.

6. New Business:

- a) Self-Check is on hold as we look for a new ILS provider as Librarika will not share their holdings (our catalog and patron list). mkSolutions doesn't provide that service. We have found one that will help with transferring patron list and we can scan ISBN numbers for our catalog. Randy can take care of that as well as putting mk's TAGS in books. However, there is a cost. Need a vote on annual service and licensing of \$840. Even with cost of annual amounts for mkSolutions and this new system (Surpass) and annual cost of Hoopla and Libby we will still have over \$7,000 for books, dvds, office supplies, etc. Vote.
- b) Concerns of the Trustees:

7. Adjournment: (time) Motion: (/)