HARTLAND PUBLIC LIBRARY
Board of Trustees Regular Meeting Agenda
January 13, 2024, Saturday at 10:00 am on Zoom

1. **Call to Order**:
   a) Trustees in attendance:
      Guests: Karen Eseppi, Town Treasurer
   b) Absent/voting by e-mail:
   c) Motion to approve the minutes from November 11, 2023, meeting:
   d) Treasurer's Report - Brenda Babbitt. As of

General Ledger (Town):	($2,359.04)
(this is result of double # of books)	
Friends Account:	$ 3,795.76

   Discussion:
   Motion to approve treasurer's report:

2. **Acquisitions Reports:** **November:**

   Library Account

Companion Corp.	$2,145.99
(new curriculation/patron system)	
CLC (annual fee/discounts)	$ 178.00
JPR IT, LLC (cataloging)	$2,500.00
Charter Comm. (phone/internet)	$ 74.15
Pam Langer (new library cards).	$ 131.07
(Hoopla withdrawal	$ 192.63 from deposit)

   (these three expenses were credited/paid through Friends)

Pam Langer	$ 49.94
Pam Langer	$ 97.42
Pam Langer	$ 58.97

   December

Command Corp. (labels)	480.00
JPR IT, LLC (cataloging)	$2,500.00
Charter Comm. (phone/internet)	$ 74.15
(Hoopla withdrawal	$ 177.07 from deposit)

   Friends Account   **November**

Pam Langer (Open House)	$ 58.97
Pam Langer (Open House)	$ 49.94
Pam Langer (Open House)	$ 97.42
Pam Langer (Santa Books)	$ 83.90

3. **Trustees/Volunteers Desk Coverage:**
   a) **Desk Duty Sheets** emailed to trustees for February and March, 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 is March 9, 2024, at 10:00 am on Zoom.

4. **Monthly Patron Attendance, Borrows, Cards, Income**
   November, 2023:

Patron Attendance	Patron Attendance	Book	Book	DVD/ Other	DVD/ Other	Card	Card	Sales/ Gifts	Source
Adult	Child	Adult	Child	Adult	Child	Adult	Child		
26	5	16	16	0	0	N-2 R-4	N-0 R-0	$0	Library
		50 w/11 binge	3	7 movie 13 TV	0				Hoopla 73
		48	1	1 mag.					Libby 50

December, 2023:

Patron Attendance	Patron Attendance	Book	Book	Video Other	Video Other	Card	Card	Sales/ Gifts	Source
Adult	Child	Adult	Child	Adult	Child	Adult	Child		

Patron Attendance	Patron Attendance	Book	Book	Video Other	Video Other	Card	Card	Sales / Gifts	Source
30	7	18	32	2	0	N-4 R-0	N-0 R-0		Library
		44 w/9 binge	2	2 movie 5 TV	0				Hoopla 53
		28	1						Libby 29

5. Old Business:
   a) Purging library shelves: Books purged from bins were donated to the Hartland School. Cataloging of the Library books (not the Country/State books) is completed. We have about twice as many as noted by Librarika which addressed the issue of not finding books in that system when Trustees searched for them.
   b) Review of Draft of Training Manual for Trustees/Volunteers: will be in the Spring.
   c) Communication to Hartland Residents: Newsletter (304 sent/64% open/13% growth). FaceBook (very large reach w/22% from Hartland/3/4 women).
   d) Automation: Alexandria/Companion Corporation has been installed and is synced with mkSolutions system to provide self-check and easy access to the Library's patron list and usage.
   f) Security Issues: Security ("Ring") has been installed. Donation from Kene Daley. Needs to be connected to the Library computer. Library email will be notified of entrance and will and safe the data.
   g) Upkeep of Library/Building: Small amount added to 2024-25 Budget.
   h) Open House: To be discussed.
   i) Concerns of the Trustees:

6. New Business:
   a) Form a By-Laws committee to draft amendments voted on in the November trustee meeting. The amendments will be presented and voted on in the March meeting.
   b) Voting on Library Officers (in by-laws is requested each year).

Slate is: Chair- Pam Langer. Co-Chair: Andrea Wright/Amanda Lukingbeal. Secretary: Cherie Henselder, Treasurer: Brenda Babbitt.

c) Voting on Library Budget for 2024-25 fiscal year. Refer to copy emailed to trustees.
d) Request to consider using Friends funds to purchase trustee/patron's book requests as the Library does not have the funds at this point. Any incoming monies are being used to reduce balance in red from the cataloging.

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