

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

1. **Call to Order:** At 7:06 pm.
 - a) Trustees in attendance: Pam Langer, Andrea Wright, Brenda Babbitt, Amanda Lukingbeal, Kene Daley, Cherie Henselder, Joseph Penman.
 - b) Absent: Laura Stevens, Amy Bourque,
 - c) Motion to approve the minutes from July 11, 2023, meeting by Amanda Lukingbeal/Andrea Wright; All agree. One correction - incorrect spelling of Andrea Wright's first name.
 - d) Treasurer's Report - Brenda Babbitt. End of year balance: \$ 685.26

General Ledger (Town):	\$ 7496.58
Friends Account:	\$ 3840.99

 Motion to approve treasurer's report by Joseph Penman/Amanda Lukingbeal. All agree.

2. Acquisitions Reports:	July:	Charter Communications	\$ 74.15
		Budget Blinds (shade)	\$1,143.80
		(Hoopla withdrawal	\$171.91)
	August:	Library Connections, Annual Fee	\$1,611.06
		Charter Communications	\$ 74.15
		Barall & Konover (Floors)	\$2,350.00
		Demo (office supplies)	\$ 116.26
		(Hoopla withdrawal	\$ 187.60)

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, Borrowings, 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 books shelved.
- b) Review of Draft of Training Manual for Trustees/Volunteers will be rescheduled.
- c) Communication to Hartland Residents: Newsletter (65% open of 291).
FaceBook (1.8K reach/109 Interactions/12 comments-replys/2 shares).
- d) Automation. Tags were received. New dates for tagging/equipment.
- f) Security Issues: Town has ruled against “Ring” system in the past. Trustees all voted to order the “ring-like” system and place it on the Library door.
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 \$125 in 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 will be one food truck outside and baked potatoes (for sale) and free donuts/coffee. Set up of the room will be Friday (9/29) at 7 p.m. Kene Daley will set up children's table for activities on Friday. An graphic designer has offered to design the final poster and post it on Hartland Gazette. Amanda Lukingbeal will put on FaceBook. Joanne Groth will add to the HHS newsletter that goes out to all residents. Trustees will send through Hartland School, the town and other areas such as Riverton and Granby.

6. New Business:

- a) Self-Check out/in is stalled as Librarika will not share their information with anyone so mk Solutions are looking into a way they can get into our catalog.
- b) Since DVD borrowing has reduced since Hoopla is available we are holding off on ordering more DVDs unless they are requested. There is a list of possible DVDs on entrance table asking patrons to vote on their choices.

7. Adjournment: at 7:57 pm. Motion by Joseph Penman/Amanda Lukingbeal.

Respectfully submitted by Brenda Babbitt, Library Trustee Secretary