

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

1. **Call to Order:** at 10:07 am.
 - a) Trustees in attendance: Pam Langer, Amanda Lukingbeal, Kene Daley, Andrea Wright, and Cherie Henselder.
Guests: Karen Eseppi, Town Treasurer
 - b) Absent: Brenda Babbitt, Laura Stevens, Amy Bourque and Joseph Penman.
 - c) Motion to approve the minutes from November 11, 2023, meeting: Amanda Lukingbeal/Kene Daley. Unanimous.
 - d) Treasurer's Report - Pam Langer for Brenda Babbitt. As of 01/01/2024

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

Discussion: Karen Eseppi, Town Treasurer, joined the meeting to explain some of the issues that have come forward with the large expenses that the library has incurred this year as we implemented a new circulation/patron system and self-check system. Karen said that she appreciates Pam's efforts. She shared that budgets are estimates except for the Selectmen's budget so there is only so much leeway in the town expenditures. She shared that other town budgets have often had to request more funds. But, it is important that we have the approval of the selectmen and to code our dispersions correctly. The Library budget will be made whole at the end of the fiscal year (June) as that there will be a new budget that will request an increase. Her opinion is that the Library budget has not had an increase since 2019 and that considering that small amount we might want to request an increase; while setting up a Capital Account (\$10,000) that could roll forward each year and cover any needed replacements. Speaking to upcoming issues Karen stated that anything purchased with Covid funds can only be used to replace those items. She did feel that allowing students to borrow the computers (Covid purchased) would be allowed as long as the student name was noted. The other two computers will be used in place of the Mac. She agreed that the Mac could be sold but we needed selectmen's approval. When asked about using Friends funds to purchase books this fiscal year she said if the trustees approved it that would be fine but the Friends account could not be refunded. The Trustees thanked Karen very much for the details and support. Motion to approve treasurer's report: Kene Daley/Andrea Wright. Unanimous.

2. **Acquisitions Reports:**

Library Account	November:	
	Companion Corp.	\$2,145.99
	(new curriculum/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

Credits:	(food for Open house)	
	Pam Langer	\$ 49.94
	Pam Langer	\$ 97.42
	Pam Langer	\$ 59.97
	(Hoopla withdrawal	\$ 192.63 from deposit)

December

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

Friends Account	Pam Langer (Santa Books)	\$ 83.90
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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, Borrow, Cards, Income November, 2023:

Patron Attendance		Book		DVD/Other		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		Book		Video Other		Card		Sales/Gifts	Source
Adult	Child	Adult	Child	Adult	Child	Adult	Child		
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 receive notified of any entrance and will and save the data.

- g) Upkeep of Library/Building: Small amount added to 2024-25 Budget.
- h) Open House: Trustees do want another Open House but want to ensure that the plans are set and we are sure of the food, displays, etc.
- i) Concerns of the Trustees: None

6. New Business:

- a) A By-Laws committee was set up. Pam Langer, Kene Daley and Cherie Henselder will draft amendments to be voted on in the March Trustee Meeting.
- b) Voting on Library Officers (required each year).
Slate is: Chair- Pam Langer voted in. Co-Chair: Amanda Lukingbeal voted in (Andrea Wright decided to be Secretary instead of Co-Chair). Secretary: Andrea Wright (Cherie Henselder asked her if she'd like the position) voted in. Treasurer: Brenda Babbitt. Voted in. Officers positions start immediately.
- c) Voting on Library Budget for 2024-25 fiscal year. Vote was to accept as presented.
- d) Request to consider using Friends funds to purchase trustee/patron's book requests up to \$400 was approved by all. This was a one-time use of Friends account.

7. Adjournment: 10:55 am. Motion: Kene Daley/Cherie Henselder. Unanimous.

Respectfully submitted: Pam Langer, Chair and Andrea Wright, incoming Secretary