

**HARTLAND PUBLIC LIBRARY**  
**Board of Trustees Regular Meeting Minutes**  
**Tuesday, July 12, 2022 - 7 p.m. at Library**

1. **Call to Order:** 6:56 pm

- a) Trustees in attendance: Pam Langer, Connie Irwin, Andrea Wright, Brenda Babbitt, Cherie Henselder, Kene Daley, Amanda Lukingbeal
- b) Absent: Rob Erwin, Joseph Penman
- c) Motion to approve the minutes with corrections from May 10, 2022 meeting by Connie Irwin and Andrea Wright seconded. Unanimous. Corrections were:  
Amy Bourque should not have been listed with Trustees, she did not attend. Also, Connie Irwin abstained from vote on May minutes as she did not attend that meeting.
- d) Treasurer’s Report - Brenda Babbitt, Treasurer

General Ledger (Town) as of 5/31:       \$7740.63  
Friends Account, same as last report:   \$3,679.40

Discussion: Expenditures were explained as books/dvd, new posters, internet.  
Motion to approve treasurer’s report by Amanda Lukingbeal and Connie Irwin seconded.  
Unanimous.

2. **Acquisitions Reports:**       **May, 2022 Books/DVD’s**       \$18.16/\$65.89  
  **June, 2022 Books/DVD’s**       \$360.67/\$0.00

Expenditures in June: Demco/posters, labels \$131.57, Laptop, etc. \$2,600, Hoopla \$4,600.

3. **Trustees/Volunteers Desk Coverage:**

- a) For August & September. Please review and let Pam know the dates you are available.  
Thank you!
- b) Next meeting is Tuesday, September 13, 2022, at 7 pm at the Library.
- c) Monthly Patron Attendance, Loans, Cards, Income.

**May, 2022**

Patron Attendance		Books		DVD/Video		Audio/Other		Cards		Income
Adult	Child	Adult	Child	Adult	Child	Adult	Child	Adult	Child	\$5 - Books
33	5	26	2	9	0	1	0	N-0 R- 6	N-0 R—	

**June, 2022**

Patron Attendance		Books		Video		Audio/Other		Cards		Income
Adult	Child	Adult	Child	Adult	Child	Adult	Child	Adult	Child	Books \$2.00 Donation Lions - \$100
56	5	26	13	5	0	0	0	N - 4 R- 1	N-1 R- 0	

**4. Old Business:**

- a) Purging (and cataloging) library shelves: Adult Fiction done; Preschool area will be done with Ben Lovell, teacher. Trustees signed up for areas to catalog.
- b) Review of Draft of Training Manual for Trustees/Volunteers. Decision was made to call a special meeting of the trustees for this work.
- c) Communication to Hartland Residents - New Face Book page (go into facebook and type in Hartland Pubic Library), Newsletter through Constant Contact (first newsletter emailed to trustees for approval, new items will be added. Connie Irwin offered to help set up patron contacts. ) Group offerings (Kene will hold a children's book reading by Sylvia Crunden in August). E-offerings (Hoopla is live; patrons can go to [hoopladigital.com](http://hoopladigital.com) or download their app- then click on Hartland Public Library and insert their library card number. They will have 10 "borrows" a month).
- d) Patrons added as Members to Librarika (Brenda Babbitt).
- e) Land Trust/book walk: moving slowly, working with town hall.
- f) Sale of discarded books: Sale at Carnival. Amanda Lukingbeal has tent, etc. Pam Langer will send out a sign-up sheet to help with setting up/tearing down and days/times of manning the library table. Books will be in plastic containers.
- f) Move to electronic circulation: Discussion of the need to label every book and every trustee in order to scan each for circulation. Other option is to type in patron's name and name of book. Pam Langer will be speaking with another organization to see if they can scan without re-labeling everything.
- g) Concerns of Trustees:

**5. New Business:**

- a) Concerns of The Trustees: Library floors need cleaning and waxing. Pam Langer will call school custodian to ask about having them done.
- b) Areas of Concern: It is important to follow the desk duty requirements: shades have been left open (not good on hot days), AC left on (to shut off both ACs trustees need to hit close a second time when between the two ACs and then a third time at the children's area AC). Mis-shelving - books have been placed only by the short letters on the spine (it is important to reshelve alphabetically by author's last name as many author's last names start with the same first few letters).
- c) Trustees asked about library items no longer in use. The refrigerator and the old computer were taken and a donation was made. We still have a microwave, coffee system and two scanners if anyone can use them.

**6. Adjournment:** Motion was made by Connie Irwin at 8:03 pmlAndrea Wright seconding. Unanimous.

Respectfully submitted: Brenda Babbitt, Secretary/Treasurer