**HARTLAND PUBLIC LIBRARY**

**Board of Trustees Regular Meeting Agenda**

**Saturday, January 11, 2020**

**1. Call to Order**: 11;13 a.m.

1. Roll call: Connie Irwin, Cherie Henselder, Kene Daley, Brenda Babbitt, Sue Forsyth

1. Absent : Andrea Wright, Pam Langer, Tim Soldate
2. Motion to approve the minutes from November 12, 2019 meeting: ( Cherie Henselder / Brenda Babbitt) ) Unanimous.
3. Treasurer’s Reports - Brenda Babbitt

General Ledger: (Town) $ 9024.66

Friends Account $ 3085.43

Other financial (if applicable) $ None

**2. Acquisitions Reports:** November 2019 Books-$73.06 DVDs-$57.70

December 2019 Books-$57.70 DVDs-$94.15

DEMCO (Supplies)

**3. Librarian on Duty:**

1. Patron attendance: # of loans, fines/sales, general patron activity

**Month of November 2019:**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Patron Attendance | | Books | | Video | | Audio/Other | | Cards | | Fees-$1.00  Fines-$0 |
| Adult  40 | Child  3 | Adult  32 | Child  10 | Adult  15 | Child  2 | Adult  0 | Child  0 | Adult  N-3  R-0 | Child  N-1  R-0 | Sales-$46.25  Gifts-$0 |

**Month of December 2019:**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Patron Attendance | | Books | | Video | | | Audio/Other | | Cards  New/Renewal | | Fees-$0  Fines-$0 |
| Adult  15 | Child  0 | Adult  17 | Child  2 | Adult  0 | Child  0 | Adult  0 | | Child  0 | Adult  N-0  R-0 | Child  N-0  R-0 | Sales-$5.00  Gifts-$0 |

**4. General Correspondence, Communications, E-Mails and Reports:**

a) Desk Schedule for January, February, and March 2020. Review of desk schedule and sign ups done by the Trustees who were present at the meeting. Connie Irwin will forward the desk schedule to those who did not attend this meeting so that they can choose their dates for coverage at the library.

b) The next meeting is Saturday, March 14, 2020 at 11 a.m.

**5. Unfinished & New Business:**

1. Proposed budget for fiscal year 2020-2021: General review of budget items for 2020-2021 with approval from the Trustees.
2. Purging library shelves: Purging the library shelves continues but there is little space for the older books. There continues to be discussion about having a book sale to encourage people to buy the old books and the new library bags. There is a spring tag sale being planned and Kene Daley has offered to contact those involved to see if we can participate.
3. Open on Friday’s in January: During January, the library will be open on Friday afternoons from 3-6pm in hopes of increasing the use of the library. Kene Daley will follow up with the school to make sure that the teachers and children are notified. The Trustees will monitor this and determine if it would be helpful for the public.
4. East Hartland Drop Box: The Drop Box in East Hartland is now available to the public. This information will be made available to the various groups in town, including the Senior groups, and those who read the Hartland Gazzette.
5. Axis360 and Connecticut State Library Update: Connie Irwin has been in touch with Eric Throndson from Baker/Taylor concerning the AXIS 360. This is a program to provide E books for readers throughout the State. Connie Irwin will notify the Trustees concerning training in the future.

f) The Lions Club and Historical Society are working on developing a Welcome Basket for new people in town. The Library Trustees are interested in participating and will follow up on this soon.

**6. Adjournment: 11:58am (Motion: Kene Daley/ Cherie Henselder):**

Respectfully submitted,

Susan Forsyth - Secretary

Hartland Public Library Trustees