**HARTLAND PUBLIC LIBRARY**

**Board of Trustees Special Meeting Minutes**

**Saturday, November 21, 2020 – 10:00 a.m. – via Zoom**

**1. Call to Order at 10:03 a.m.**

1. Trustees in Attendance: Connie Irwin, Andrea Wright, Brenda Babbitt, Sue Forsyth, Pamela Langer

Absent: Kene Daley, Cherie Henselder, and Tim Soldate

1. Motion to approve the minutes from September 15, 2020 Zoom meeting: (Brenda Babbitt/Andrea Wright) Unanimous.
2. Treasurer’s Reports – Brenda Babbitt: No changes from September report

 General Ledger: (Town): $

 Friends Account: $

Other financial: approximately $5,280.75 to Staples for Grant Expenses

 (2 computers, 2 Chrome books, Printer, also

 protection plans on all, hand sanitizer & masks)

**2. Book and DVD Purchases:** September 2020 Books/DVDs - $0.00/$0.00

October 2020 Books/DVD’s - $0.00/$0.00

 Any other expenses - Received invoice for adult and

 children’s book club books (five of each).

**3. Trustees/Volunteers Desk Coverage: N/A as library is closed.**

**4. Old Business:**

1. Town buildings remained closed for the time being in Hartland and surrounding towns.

 COVID cases increasing in the state and in surrounding towns/schools. May not open

 until Spring 2021. Discussion on a flyer to announce library wi-fi availability.

 b) Discussion around the $18,000 in town budget and using it for new eBooks. Sue Forsyth will forward

 list of best sellers and Pam Langer will forward list from school media specialist for children’s

 and young adult books and materials. eBook club includes access to eBooks and meeting

 with authors and some of the purchased eBooks will remain in our library’s eBook library.

**5. New Business:**

a) The monthly meeting schedule for 2021 was presented. Andrea Wright/Brenda Babbitt. Unanimous.

 b) Discussion of Grant expenditures: Computer tables and chairs added to budget and books removed

 since they are not included in list of items per grant guidelines; discussion around the bathroom

 no-touch items; ordering new HEPA filters for current heat pumps and air purifiers and will look into

 air scrubbers as suggested on state zoom call Friday. Will follow up with Kene regarding a cleaning

 company as we can prepay. Expenses need to have invoices and payment proof submitted by end of

 December 2020.

 c) Pam met with Kate Radano, Media Specialist at Hartland School, on Tuesday. She was able to send a

 list of books, materials, and games that should increase the use of the library by children and parents.

 She also made suggestions on how to organize the books so that they encourage use by grouping by

 school age/grade.

1. Concerns of Trustees. There has been concern that the library needs more room for new books. If we move New Biographies or New Non-Fiction to the area behind new books, we would have more room for New Fiction and not have to crowd in another set of shelves. Also, Pam moved children’s (not preschool) book series to the wall and fill shelves so that we have a full set of shelves (the first one in the children's area to place new children’s and young adult books and materials (which will soon be purchased) so they will not be mixed in with current materials. This will allow us to highlight new books and materials for children as well as for adults. New labels will need to be made for the top of each book case so patrons can see at a glance where items are in the library.

**6. Adjournment at 10:57 a.m. (Motion: Brenda Babbitt/Andrea Wright). Unanimous.**

Respectfully submitted,

Pamela Langer, Secretary