

Agenda
Library Board of Trustees
Jonathan Bourne Public Library

December 9th 2014 5:15 pm

Approval November 18, 2014 Minutes

New Business

- 5 year Plan-invitees for planning
- TV for special usage
- First Floor art gallery
- Steps between neighboring parking lot
- BPL addition/building plans review
- Trustee opening/candidates

Updates

- Little Free Library
- Large Print rotating library
- Director's Report
- Personnel
- Budget
- Building & Grounds
- Friends of the Library

Next Meeting

- Set future agenda items
- Set date

Adjournment

TRUSTEES OF THE JONATHAN BOURNE PUBLIC LIBRARY

19 Sandwich Road
Bourne, MA 02532

Minutes of the December 9, 2014 Trustees Meeting
Jonathan Bourne Public Library

Trustees Present

Kathryn Tura
Kristine Maginnis
Paul Gately
Stephanie Kelly
Claudine Wrighter

Staff Present

Patrick Marshall

Guests Present

None

Trustees Absent

Heather DiPaolo

Chairperson Kathryn Tura called the meeting to order at 5:20 pm.

Approval November 18, 2014 Minutes:

K. Tura moved and C. Wrighter seconded approval of the minutes with the following change: Stephanie Kelly should be marked as absent from the November meeting. The motion carried by unanimous vote.

New Business:

Five Year Plan: A lengthy discussion was held with regard to potential invitees for the upcoming five-year planning meetings. S. Kelly will create a list as discussed and P. Marshall will supply a template for the invitation letter.

Possible locations were discussed including the Methodist church next to the library, the Massachusetts Maritime Academy, the Community Building, and the Library. P. Gately will check into the use of the MA Maritime facility and whether there is the capability for televising the meetings on local cable television.

TV for Special Usage: P. Gately recommended installation of a television in the library for news, disseminating emergency info, the Dow, etc. After discussion, there was no opposition to installation. Location was discussed and the subject was tabled until the January meeting.

First Floor Art Gallery: P. Gately suggested the installation of a small gallery on the first floor for use as a showcase for student art pieces. A discussion followed about location and it was decided that a likely spot would be in the hallway between the teen room and the back door. K. Tura will talk to the Friends about funding materials for this project and the subject was tabled to the January meeting.

Steps Between Neighboring Parking Lot and Library: P. Gately reported that Vinny Michienzi (property owner adjacent to the library) would like to install steps from his parking lot to the library property. After a discussion about liability, maintenance, installation, and location, it was agreed that P. Gately will talk to Tom Guerino and check with the property owner about property lines. P. Marshall will check with Town Hall on liability and insurance issues. The topic was tabled to the January meeting.

JBPL Addition/Building Plans Review: P. Gately inquired as to the last time the building addition plans were reviewed and led a discussion about how space needs may have changed since it was originally developed. P. Marshall indicated that the five-year plan will address services that will be provided in the future but that space needs are researched under a different process.

Trustee Opening/Candidates: Karl Spilhaus, a manufacturing executive, will be sending his letter of interest to the Town.

Updates:

Little Free Libraries: K. Tura will send a thank you letter to On Cape Time for creating and installing the signs on the LFLs.

Large Print Rotating Library: P. Marshall and K. Tura report that the library is up and running.

Director's Report – Attached.

Budget and FY 16 Proposed Budget – Attached.

Staffing Summary – Attached.

Friends of JBPL – P. Marshall reported that the Friends had their luncheon, that they provided cookies and refreshments for Christmas in Olde Bourne Village and the Aine Minogue concert. Their next meeting will be in January.

Next Meeting Date and Agenda Items: January 13, 2015 at 5:15 p.m.

Adjournment: K. Tura moved to adjourn the meeting. The motion was seconded by C. Wrighter and carried by unanimous vote and the meeting was adjourned at 6:55 p.m.

Respectfully submitted

Stephanie G. Kelly

Director's Report
December 9, 2014 Board of Trustees Meeting
(November/December Activity)

- November EBooks and DVD order completed.
- FY 16 Budget first request submitted. Made slight changes to reflect increase in electric rates announced.
- Christmas in Olde Bourne Village – 295 people at library. Congressman Keating attended.
- 12/8/14 – Aine Minogue concert – 50 attended. Really nice evening.

Upcoming

- 12/10/14 – CLAMS Board and Membership Meeting
- 12/15/14 – Mass Library System Monthly Board Meeting in Marlboro
- 12/16/14 – State Aid Review Committee meeting
- 12/17-12/19/14 – Director away on vacation.
- 12/26/14 – Library will be closed per Board of Selectmen for Christmas.

Oval period lights not working. Town electrician needs to do more investigation as to why. So far he can't see anything which makes the problem lean towards the wires underground.

State Aid Payment has arrived (first part) and it is a bit over \$10,000. This represents roughly ½ of the yearly payment. Second payment will arrive in spring.

We have moved the technology librarian desk out into the public area. His is a public position so hopefully this will make him more accessible to patrons.

Respectfully submitted,
Patrick W. Marshall

Budget Report
Jonathan Bourne Public Library
FY 15 (December 9, 2014)

Account	Acct #	Start Balance	Expen. to date	End Balance	% Spent
Salaries - Dept Heads	5111	\$ 98,440.00	\$ 44,882.28	\$ 53,557.72	45.59%
Salaries - Supervisors	5112	\$ 182,958.00	\$ 82,243.27	\$ 100,714.73	44.95%
Salaries - Clerical/ Secretary	5113	\$ 135,652.00	\$ 63,377.76	\$ 72,274.24	46.72%
Salaries - Hourly Employees	5117	\$ 22,956.00	\$ 9,420.99	\$ 13,535.01	41.04%
Salaries - Longevity	5141	\$ 1,684.00	\$ 1,684.00	\$ -	100.00%
Salaries - Differential Pay	5142	\$ 1,800.00	\$ 988.00	\$ 812.00	54.89%
TOTAL SALARY		\$ 443,490.00	\$ 202,596.30	\$ 240,893.70	45.68%
Electricity	5211	\$ 16,500.00	\$ 5,159.71	\$ 11,340.29	31.27%
Heating Fuel	5212	\$ 8,470.00	\$ 293.13	\$ 8,176.87	3.46%
Non Energy - Water	5230	\$ 300.00	\$ 180.50	\$ 119.50	60.17%
R &M Miscellaneous	5240	\$ 8,000.00	\$ 3,578.00	\$ 4,422.00	44.73%
R &M Office Equipment	5245	\$ 500.00	\$ 42.69	\$ 457.31	8.54%
R &M Machine Repair Contract	5246	\$ 6,700.00	\$ 3,362.00	\$ 3,338.00	50.18%
Rentals - Misc Equipment	5275	\$ 250.00	\$ -	\$ 250.00	0.00%
Services - Data Processing	5305	\$ 45,000.00	\$ 35,317.34	\$ 9,682.66	78.48%
Professional Development	5307	\$ -	\$ -	\$ -	#DIV/0!
Communications - Telephone	5340	\$ 850.00	\$ 271.52	\$ 578.48	31.94%
Postage	5341	\$ 750.00	\$ -	\$ 750.00	0.00%
Printing	5342	\$ -	\$ -	\$ -	#DIV/0!
Advertising	5343	\$ -	\$ -	\$ -	#DIV/0!
Office Supplies - General	5420	\$ 900.00	\$ 262.84	\$ 637.16	29.20%
Office Supplies - Copy Machine	5421	\$ 500.00	\$ -	\$ 500.00	0.00%
Bldg/equip supplies-operational	5430	\$ 4,500.00	\$ 1,381.53	\$ 3,118.47	30.70%
Bldg/equip supplies- other	5435	\$ 500.00	\$ 324.40	\$ 175.60	64.88%
Custodial Supplies - Cleaning	5450	\$ 2,000.00	\$ 825.17	\$ 1,174.83	41.26%
Other supplies - Books	5580	\$ 75,000.00	\$ 40,712.62	\$ 34,287.38	54.28%
Other supplies - Magazines	5581	\$ 7,500.00	\$ 5,287.46	\$ 2,212.54	70.50%
Other Supplies - Misc.	5595	\$ 400.00	\$ 365.41	\$ 34.59	91.35%
Travel	5710	\$ 250.00	\$ 15.00	\$ 235.00	6.00%
Dues	5730	\$ 250.00	\$ 100.00	\$ 150.00	40.00%
TOTAL EXPENSES		\$ 179,120.00	\$ 97,479.32	\$ 81,640.68	54.42%
	TOTAL	\$ 622,610.00	\$ 300,075.62	\$ 322,534.38	48.20%
		Start Balance	Expen. To date	Income to date	Account Bal
Revolving Fund	3534	\$ 2,296.29	\$ -	\$ 6,013.10	\$ 8,309.39

Library Gifts & Donations	4849	\$ 15,143.44	\$ 2,716.22	\$ 3,050.41	\$ 15,477.63
Lib Incentive & MIG Grant	3402	\$ 23,792.19	\$ 8,404.52	\$ 10,979.78	\$ 26,367.45
Job Seekers *** (FY 14)	3496	\$ 4,000.00	\$ 7,500.00	\$ 3,500.00	\$ -
Full Steam Ahead *** (FY 15)	3781	\$ 3,750.00	\$ 1,530.15	\$ -	\$ 2,219.85
****Goes by Federal FY(Oct-Sep)					