

**Agenda**  
**Board of Library Trustees**  
**Jonathan Bourne Public Library**  
**19 Sandwich Road,**  
**Bourne, MA**

**April 12, 2017**  
**5:15 p.m.**  
**Library Meeting Room**

Call to Order

- Is meeting being recorded?
- Correspondence to be presented
  - a. Status of letter to Garden Club – tabled until plan is approved
  - b. Status of letter to Town Administrator inquiring about status of/plan for commencement of exterior projects
  - c. Letter to Community Preservation Committee inquiring about balance of remaining funds
  - d. Letter to Friends thanking them for their positive response to landscaping project
  - e. Email to Mr. Boyle and Mr. Leroy at Upper Cape Tech

New Business

- ACTION ITEM – Approval of minutes of the February 14, 2017 meeting
- ACTION ITEM – Approval of landscaping proposal

Old Business

- Director's Report
- Budget
  - a. Request clarification from Library Director on Longevity Line Item (5141) and Other Supplies – Magazines Line Item (5581) – February Budget Report
- Personnel
- Building and Grounds
  - a. Update on Exterior Projects
  - b. Irrigation System
  - c. Plaque in recognition of Upper Cape Tech's landscaping work
  - d. Plaque in recognition of June Small's contribution to landscaping work
- Friends of the Library Update
  - a. Determine amount of request to the Friends for funding landscaping project
- Discussion to finalize Library Director performance review

New Business

- Open Seats on JBPL Board of Trustees
- Corporate Support for Technical Support and Guidance

Break into Executive Session (approximately 30 minutes)

- Discussion regarding Library Director performance review

Resume Regular Trustees Meeting

Next Meeting

- Set Future Agenda Items
- Set Date and Time for May Meeting

Adjournment

Respectfully submitted:

*Stephanie Kelly*

# TRUSTEES OF THE JONATHAN BOURNE PUBLIC LIBRARY

19 Sandwich Road

Bourne, MA 02532

Minutes of the April 12, 2017 Trustees Meeting

Jonathan Bourne Public Library

## Trustees Present

Stephanie Kelly

Kristine Maginnis

Paul Gately

Kathryn Tura

Lorraine Young

Karl Spilhaus

## Staff Present

Patrick Marshall

Call to Order: Meeting was called to order at 5:17 pm by Board Chair S. Kelly. The Chair asked, “Is this meeting being recorded?” and all responded “No”.

## Correspondence:

- The letter to the garden club has not been done but will be addressed before the next meeting.
- The letter to the town administrator concerning plans for commencement of exterior projects was tabled.
- Ms. Kelley discussed the issue of community preservation committee funds with the town clerk. No letter will be forthcoming from the trustees.
- When the landscaping plan is approved a thank you letter will be sent to the Friends of the Library. After this meeting, UCT would be informed of trustees' approval of the landscaping proposal.

### New Business:

- Action Item-Approval of minutes of the February 23, 2017, was moved (K Tura) seconded (L Young), and unanimously voted.
- Action Item- Landscaping Proposal. K. Tura moved that the landscaping proposal be approved as discussed by the trustees at the February 23, 2017 meeting, emphasizing the use of dark mulch and pachysandra. The motion was seconded and unanimously carried.

### Old Business:

Directors Report and Budget: See attached. By way of motion duly made and seconded the directors report and budget were approved as reviewed by Mr. Marshall.

Personnel: There has been some pressure on the staff because of more frequent absences due to illness.

Building and Grounds: There was some discussion about the irrigation system. Trustees encouraged Mr. Marshall to at least look into the condition of the current inoperative system. Cost of watering could be significant.

Instead of a plaque to recognize the contribution of UCT to the landscaping Trustees agreed that a strong effort be made for press recognition for both the Library and UCT.

Trustees agreed that June Small would not have wanted a plaque in recognition of her important contributions to the library.

Friends of the Library: The Trustees will ask the Friends of the Library to contribute to some new tables. The Trustees will also ask the Friends to fully fund the landscaping project or to make whatever contribution they deem appropriate. Mr. Marshall also reported briefly on an effort to put the Bourne public library building on the National Register of Historic Places.

New Business: There are three candidates for the two open seats on the Board of Trustees. Ms. Kelly is running as an incumbent.

With reference to the discussion of corporate technical support, Brian Meneses will be invited to attend the next meeting and address the subject.

The trustees voted not to go into executive session at this meeting.

Executive session will be scheduled for the next meeting for the purpose of finalizing the evaluation of the director.

Next Meeting: The next meeting of the Library Trustees will be held May 9, 2017, at 5:15 PM.

Adjournment: It was moved, seconded, and unanimously voted that the meeting be adjourned at 6:45 pm.

Respectfully submitted,  
Karl Spilhaus

**Director's Report**  
**April 12, 2017**  
**(March – April Activity)**

- 3/3/17 – Discussion with Selectmen Blanton regarding FY 18 library budget during his office hours at the library.
- March DVD, eBook, eAudio, rental book and book order completed.
- 3/15/17 – End of Pajama Drive
- 3/20/17 – Mass Library System Executive Board meeting – phone in.
- 3/20/17 – FY 18 budget presentation for the Finance Committee.
- 3/23/17 – Attend reception for outgoing CLAMS Executive Director.
- 3/24/17 – Locksmith in to fix locks on front and delivery doors.
- 3/28/17 – CLAMS Executive Board Meeting

The pajama drive has come to an end and Bourne collected the most PJs in Massachusetts. 2,078 pairs to be exact along with \$1,540. Sandwich came in second with for the state with 1,001 pairs and \$80. All in all a successful drive for both Canal towns.

March has been a tough month on the staff. Asst. Director Ranney has begun her medical leave and flue or some form of winter bug has been working its way through the rest of us. This has continued into April with the entire first week of April seeing nearly half the staff out. Needless to say, this has created scheduling issues.

We have begun weeding the nonfiction collection. Weeding is the process where we go through the collection and discard items that are out of date, no longer relevant, falling apart or just no longer used by library customers. This process will take a while but will allow for a better user experience as the items customers are looking for will be more easily found without having to go through a lot of unwanted materials.

My work on the CLAMS Executive Director Search has completed and I'm happy to report that Eileen Chandler was chosen as the new ED. Eileen is currently the Member's Services Librarian for CLAMS.

Summer planning is underway. So far there are five concerts planned with a sixth to be booked. We also are having some international shows as a Finnish band will play at the library in September and a Scottish Band will play in October. We are billing the fall as "Travel the World With Your Library".

A spring program about gardening and cooking with edible plants is scheduled for April 26. Space is limited and the program is filling up pretty fast.

Respectfully submitted,  
Patrick W. Marshall

Budget Report  
Jonathan Bourne Public Library  
FY 17 April 12, 2017

Account	Acct #	Start Balance	Expen. to date	End Balance	% Spent
Salaries - Dept Heads	5111	\$ 105,788.00	\$ 83,498.39	\$ 22,289.61	78.93%
Salaries - Supervisors	5112	\$ 190,826.00	\$ 152,027.22	\$ 38,798.78	79.67%
Salaries - Clerical/ Secretary	5113	\$ 131,500.00	\$ 109,732.25	\$ 21,767.75	83.45%
Salaries - Hourly Employees	5117	\$ 25,500.00	\$ 18,188.56	\$ 7,311.44	71.33%
Salaries - Longevity	5141	\$ 1,684.00	\$ 2,440.50	\$ (756.50)	144.92%
Salaries - Differential Pay	5142	\$ 1,400.00	\$ 1,448.00	\$ (48.00)	103.43%
<b>TOTAL SALARY</b>		\$ 456,698.00	\$ 367,334.92	\$ 89,363.08	80.43%
Heating Fuel	5212	\$ 8,000.00	\$ 3,737.60	\$ 4,262.40	46.72%
Non Energy - Water	5230	\$ 350.00	\$ 344.50	\$ 5.50	98.43%
R &M Miscellaneous	5240	\$ 6,000.00	\$ 2,694.00	\$ 3,306.00	44.90%
R &M Office Equipment	5245	\$ 500.00	\$ 406.68	\$ 93.32	81.34%
R &M Machine Repair Contract	5246	\$ 6,200.00	\$ 4,042.50	\$ 2,157.50	65.20%
Rentals - Misc Equipment	5275	\$ 250.00	\$ 100.00	\$ 150.00	40.00%
Services - Data Processing	5305	\$ 45,000.00	\$ 38,763.99	\$ 6,236.01	86.14%
Communications - Telephone	5340	\$ 850.00	\$ 554.90	\$ 295.10	65.28%
Postage	5341	\$ 500.00	\$ -	\$ 500.00	0.00%
Office Supplies - General	5420	\$ 900.00	\$ 725.27	\$ 174.73	80.59%
Office Supplies - Copy Machine	5421	\$ 500.00	\$ 772.00	\$ (272.00)	154.40%
Bldg/equip supplies-operational	5430	\$ 4,250.00	\$ 2,393.40	\$ 1,856.60	56.32%
Bldg/equip supplies- other	5435	\$ 400.00	\$ 401.71	\$ (1.71)	100.43%
Custodial Supplies - Cleaning	5450	\$ 2,000.00	\$ 1,382.75	\$ 617.25	69.14%
Other supplies - Books (1)	5580	\$ 78,000.00	\$ 58,918.11	\$ 19,081.89	75.54%
Other supplies - Magazines	5581	\$ 7,500.00	\$ 7,666.08	\$ (166.08)	102.21%
Other Supplies - Misc.	5595	\$ 350.00	\$ 79.25	\$ 270.75	22.64%
Travel	5710	\$ 200.00	\$ 28.50	\$ 171.50	14.25%
Dues	5730	\$ 250.00	\$ 310.00	\$ (60.00)	124.00%
<b>TOTAL EXPENSES</b>		\$ 162,000.00	\$ 123,321.24	\$ 38,678.76	76.12%
	<b>TOTAL</b>	\$ 618,698.00	\$ 490,656.16	\$ 128,041.84	79.30%
		Start Balance	Expen. To date	Income to date	Account Bal
Revolving Fund	3534	\$ 11,856.76	\$ 9,946.75	\$ 8,683.08	\$ 10,593.09
Library Gifts & Donations	4849	\$ 17,441.82	\$ 7,932.99	\$ 8,898.12	\$ 18,406.95
Lib Incentive & MIG Grant	3402	\$ 38,130.57	\$ 11,900.00	\$ 10,559.82	\$ 36,790.39

Accounts Removed from prior Fiscal Years	5211 Electricity 5342 Printing	5307 Prof Development 5343 Advertising		
<b>(1) Reflects \$18,500 deposited in line item from TM on 10/17/16. Orig amnt. \$59,500</b>				