

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

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

Call to Order

- Is meeting being recorded?
- Correspondence to be presented?
- Approval of minutes of the November 14, 2017 meeting

Old Business

- Director's Report
- Budget
- Personnel
- Building and Grounds
 - Painting
 - Tree Reimbursement
- Review and vote on JBPL Trustees Rules of Procedure
- Review and vote on Mobile Hot Spot Policy
- Friends of the Library Update

New Business

- Review and vote on Action Plan for FY '19
- Discuss proposed Patron Behavior Policy
- Discuss 5 Year Preservation Plan

Next Meeting

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

Adjournment

Respectfully submitted:

Stephanie Kelly

TRUSTEES OF THE JONATHAN BOURNE PUBLIC LIBRARY

19 Sandwich Road
Bourne, MA 02532

Minutes of the December 12, 2017 Trustees Meeting
Jonathan Bourne Public Library

Trustees Present

Stephanie Kelly
Kristine Maginnis
Kathryn Tura
Lorraine Young
Karl Spilhaus

Staff Present

Patrick Marshall

Guest Present

Paul Gately

Trustee Absent

Cynthia Barry

Call to Order: Meeting was called to order at 5:20 pm by Board Chair S. Kelly. The chair asked “Is this meeting being recorded?” and all responded “No”. The chair asked “Is there any correspondence to be presented?” and all responded “No”.

Action Item: Approval of the minutes of the November 14, 2017 meeting- K. Tura made a motion to accept them as presented and K. Spilhaus seconded and the motion was carried by unanimous vote.

Old Business:

Directors Report: See attached. Kathleen Haynes has achieved her Level III Certificate of Achievement in Para Librarian studies. P. Marshall informed the Trustees of her hard work and dedication, going “above and beyond”. P. Marshall also reported that the front gardens were completed by UCT students, as well as exterior rot repair and painting by contractors. P. Marshall handed out a worksheet outlining the FY2019 MBLC Budget Request to the state. S. Kelly will send a letter on behalf of the Trustees to our legislators encouraging spending on Massachusetts libraries. P. Marshall also explained a new staff initiative, a “study hour” for employees, which allows them time off of the front desk to further research an item of interest or practice something used in their tasks. He stated it was a work in progress which evolved out of Kate’s paraprofessional program.

Budget: See attached.

Personnel: See above in director’s report.

Buildings and Grounds: See above in director’s report. In regards to tree reimbursement, L. Young will speak with the donors’ family to inform them the Norway Spruce was billed at \$298 if they still want to donate and send a check in to the Friends of the JBPL. S. Kelly will send a thank you letter to UCT for the “lovely job done” on behalf of the JBPL Board.

Friends of the Library Update: L. Young reports the Friends next meeting is January 22nd. S. Kelly will send a thank you note to the Friends for the landscaping funding.

Review and vote on JBPL Trustees Rules of Procedure- Discussion was undertaken on proposal of possible change in the Chair's Term limit. K. Spilhaus commented that he was happy with the rules as currently written; K. Maginnis echoing this statement. K. Tura made a motion to reaffirm the JBPL Trustees rules of procedure dated Jan 20, 2011 as currently written. L. Young seconded the motion and it was carried by unanimous vote.

Review and vote on Mobile Hot Spot Policy- The initial draft presented in November was amended to require a driver's license or government ID be presented from the borrower. K. Tura made a motion to approve the new policy as is. K. Spilhaus seconded and the motion and it was carried by unanimous vote.

New Business: Review and vote on Action Plan for FY'19- P. Marshall explained we must have an action plan filed with the MBLC if we wish to apply for grant funding. Various grant topics are available which T. Johnson may want to apply for. K. Tura made a motion to accept JBPL Action plan for FY'19 as presented and K. Spilhaus seconded. Motion was carried by unanimous vote.

Discussion of proposed Patron Behavior Policy - New policy was presented as previous one was very brief and did not address issues such as unattended children. New policy was drafted from other library examples and in consultation with D. Ranney and T. Johnson. This will be an agenda item for discussion and vote next month.

Discussion of Five Year Preservation Plan- P. Marshall developed this in response to all historical groups in town needing to submit plans in order to access funding thru LSTA. This will be an agenda item for discussion and vote next month.

Next Meeting- Scheduled for January 9, 2018 at 5:15 pm. Future agenda items are votes on Patron Behavior Policy and Five Year Preservation Plan.

Adjournment- K. Tura made a motion to adjourn the meeting at 6:50 and it was seconded by K. Maginnis and the motion was carried by unanimous vote.

Respectfully submitted,
Kristine Maginnis

Director's Report
December 12, 2017
(November/December Activity)

- 11/15/17 - Upper Cape Tech in to finish work on front gardens.
- 11/16/17 – Telescope Program – 8 attendees on a rainy evening. Telescope is now available for checkout.
- 11/20/17 – Painters in to begin work on sides and back of library.
- 11/21/17 – Attend 6 Degrees Canal Networking Meeting.
- 11/22-11/24/17 – Director off.
- 11/27/17 – Lights placed on front tree for Christmas in Olde Bourne Tree Lighting.
- 11/27/17 – Annual boiler inspection conducted.
- 11/27/17 – Attend Friends of the JBPL Board meeting.
- 11/30/17 – Work on FY 19 Action Plan as required by State to apply for LSTA funding.
- 12/1/17 – Christmas in Olde Bourne Village celebration and tree lighting.
- 12/4/17 – Aine Minogue Concert – 97 people attending.
- 12/7/17 – Painters completed – some touch ups to be done.
- 12/11/17 – MLS Board Meeting and New Members workshop. This marks my final meeting as a Board Member.

Painting is completed and, combined with the new gardens, the library is looking great. Customers have noticed and we are excited about the all the work. Special thanks to the DPW for their work in raking and cleaning up the property, including areas that hadn't been touched in years.

Kathleen Haynes has informed me that she has met the requirements and has received her Para Librarian Recognition of Achievement. She joins Barbara, Terry and Brian who all received this honor last year.

In an effort to keep staff up to date on the latest trends, each person has been assigned a “study hour” to learn about “something”. The idea behind this program is that staff can spend a set amount of time where they can focus on something that interests them whether it be learning how to do something, studying a new idea or practicing something that they may use in their tasks. Each month, staff will be given some time away from the desk to learn. This is an evolving concept for me and some tweaks may be made going forward.

Aine Minogue performed to an overflowing crowd of 97 people. This is the final concert of the fall season which saw great attendance. We'll take a break for the winter and more than likely ramp up again in the spring.

New Playaway Locks have launched. These are pre-loaded eBook readers that contain 4 to 5 novels each. They do not require any Wi-Fi or internet connection to use. Great for travelling or a long winter weekend at home.

Respectfully submitted,
Patrick W. Marshall

Budget Report					
Jonathan Bourne Public Library					
FY 18 December 7, 2017					
Account	Acct #	Start Balance	Expen. to date	End Balance	% Spent
Salaries - Dept Heads	5111	\$ 107,903.00	\$ 47,728.22	\$ 60,174.78	44.23%
Salaries - Supervisors	5112	\$ 199,843.00	\$ 88,400.27	\$ 111,442.73	44.23%
Salaries - Clerical/ Secretary	5113	\$ 179,397.00	\$ 76,330.17	\$ 103,066.83	42.55%
Salaries - Hourly Employees	5117	\$ 28,398.00	\$ 10,791.60	\$ 17,606.40	38.00%
Salaries - Longevity	5141	\$ 2,441.00	\$ 2,670.00	\$ (229.00)	109.38%
Salaries - Differential Pay	5142	\$ 1,800.00	\$ 908.00	\$ 892.00	50.44%
TOTAL SALARY		\$ 519,782.00	\$ 226,828.26	\$ 292,953.74	43.64%
Heating Fuel	5212	\$ 7,000.00	\$ 213.42	\$ 6,786.58	3.05%
Non Energy - Water	5230	\$ 400.00	\$ 136.50	\$ 263.50	34.13%
R &M Miscellaneous	5240	\$ 7,000.00	\$ 2,334.00	\$ 4,666.00	33.34%
R &M Office Equipment	5245	\$ 500.00	\$ -	\$ 500.00	0.00%
R &M Machine Repair Contract	5246	\$ 6,200.00	\$ 2,775.00	\$ 3,425.00	44.76%
Rentals - Misc Equipment	5275	\$ 250.00	\$ -	\$ 250.00	0.00%
Services - Data Processing	5305	\$ 50,000.00	\$ 37,490.17	\$ 12,509.83	74.98%
Communications - Telephone	5340	\$ 850.00	\$ 249.89	\$ 600.11	29.40%
Postage	5341	\$ 500.00	\$ -	\$ 500.00	0.00%
Office Supplies - General	5420	\$ 1,000.00	\$ 230.61	\$ 769.39	23.06%
Office Supplies - Copy Machine	5421	\$ 500.00	\$ -	\$ 500.00	0.00%
Bldg/equip supplies-operational	5430	\$ 4,250.00	\$ 1,412.99	\$ 2,837.01	33.25%
Bldg/equip supplies- other (1)	5435	\$ 528.72	\$ 43.45	\$ 485.27	8.22%
Custodial Supplies - Cleaning	5450	\$ 2,000.00	\$ 881.79	\$ 1,118.21	44.09%
Other supplies - Books (2)	5580	\$ 79,194.06	\$ 39,019.73	\$ 40,174.33	49.27%
Other supplies - Magazines	5581	\$ 8,000.00	\$ 5,840.86	\$ 2,159.14	73.01%
Other Supplies - Misc.	5595	\$ -	\$ -	\$ -	0.00%

		400.00		400.00		
Travel	5710	\$ 200.00	\$ 238.61	\$ (38.61)	119.31%	
Dues	5730	\$ 300.00	\$ 100.00	\$ 200.00	33.33%	
TOTAL EXPENSES		\$ 169,072.78	\$ 90,967.02	\$ 78,105.76	53.80%	
	TOTAL	\$ 688,854.78	\$ 317,795.28	\$ 371,059.50	46.13%	
		Start Balance	Expen. To date	Income to date	Account Bal	
Revolving Fund	3534	\$ 8,765.41	\$ 7,661.07	\$ 4,543.58	\$ 5,647.92	
Library Gifts & Donations	4849	\$ 17,210.25	\$ 12,995.06	\$ 6,671.68	\$ 10,886.87	
Lib Incentive & MIG Grant	3402	\$ 47,074.56	\$ 8,720.91	\$ 10,669.01	\$ 49,022.66	
Accounts Removed	5211 Electricity		5307 Prof Development			
from prior Fiscal Years	5342 Printing		5343 Advertising			
(1) 28.72 encumbered from FY 17						
(2) \$1,194.06 encumbered from FY 17						

Jonathan Bourne Public Library Trustees

Rules of Procedure

Procedural Matters

In procedural matters not covered by the Rules or any provision of the Charter or Town Bylaws or statute, the Board of Trustees shall be guided by Roberts Rules of Order, as most recently revised.

A quorum shall consist of four members (or the majority of members) of the Board.

Procedure For Establishing Policies

The Board shall not vote on a policy at the same meeting at which it is first introduced. A vote by four of the Board's six members, or a majority of members, shall be required for the adoption of a new or amended Board policy. A new or revised policy adopted by the Board shall take effect immediately and shall be carried out until it is rescinded or amended.

Authority and Role of the Board of Library Trustees

It is the Board's responsibility to work with the Director regarding the Library's Policies. Any changes to these policies must be approved by a majority of the Board members.

A member or members of the Board without the prior consent of a majority of the Board shall take no actions representing the Board. This policy shall be modified in the event of an emergency should immediate action be required in which case, the Chairman, Vice Chairman, or any Board members shall call an emergency session of the Board prior to the emergency action. If there is no time for an emergency session, the Chairman will act with the Director and report back as soon as possible to the Board members of any action taken.

Organization of the Board and Election of Officers

Officers of the Board (Chairman, Vice Chairman, and Secretary/Clerk) shall be elected annually at a meeting of the Board to be scheduled for the first regular meeting following the Annual Town Elections. The election of officers is by majority vote. If a vacancy occurs among any of the officers of the Board, the

Board shall elect a successor at its next regular meeting. Nominations of officers shall require both a nomination and a second. The previous Chairman shall preside over the election until new officers are elected.

In the event that the Chairman is not re-elected to the Board, the Vice Chairman shall serve as Chairman Pro Tem until the new officers of the Board are elected. In the Absence of both Chairman and Vice Chairman, the Clerk shall act as Chairman Pro-Tem.

The Board may at any time by majority vote remove the Chairman or any of the officers. The Chairman may not serve in the capacity for more than two consecutive years.

Responsibilities of the Officers of the Board

The Chairman shall:

Preside at all meetings of the Board at which he/she is present. In doing so, he/she shall maintain order in the meeting room, recognize speakers, call for votes and preside over the discussion of agenda items.

Develop an Agenda for the monthly meetings and send a “draft” to the Board members for their additions/corrections. The Agenda is to be posted at the Town Hall according to the Massachusetts Open Meeting Laws.

Sign official documents that require the signature of the Chairman.

Call special meetings of the Board in accordance with the Open Meeting Laws.

Represent the Board at meetings, conferences and other gatherings unless otherwise determined by the Board.

Serve as spokesman of the Board at Town Meetings and present the Board’s position unless otherwise determined by the Board.

The Chairman shall have the same rights as other members to offer and second motion and resolutions, to discuss questions and to vote thereon.

The Vice Chairman shall:

Act in the place of the Chairman during his/her absence at Board meetings. Should the Chairman leave office, the Vice Chairman shall assume the duties of the Chairman until the Board elects a new chairman.

Arrange for the orientation of new members, including an informational packet to be given to each new member.

The Secretary/Clerk shall:

Take minutes at the monthly meetings and email them to the Board members before the next meeting.

Post the minutes according to the Open Meeting Laws at the Town Hall after the Board has approved the minutes at a public meeting.

Date Policy Adopted: _____1/20/2011_____

Reaffirmed, Dec 12, 2017

Mobile Hotspot Lending Agreement/ Borrower's Agreement

NAME _____ **Library Card No:** _____
 (Please print)

- I understand that the Mobile Hotspot may be checked out by a patron of the Jonathan Bourne Public Library who is **18 years or older, in good standing and a cardholder for a minimum of 6 months**. (Patron must present a valid Massachusetts Driver's License or government issued I.D. at time of checkout).
- **RETURN:** I understand that the Mobile Hotspot **must be returned directly to a staff member** at the circulation desk. I understand that if I return the Mobile Hotspot in a book drop or any other library than JBPL, I will be assessed a service charge of \$10.00.
- **LOAN PERIOD:** I understand that the **loan period is 2 weeks** with no renewals. Hotspots may be checked out only once per month per household. **LATE FEES ARE \$1 PER DAY**. Overdue Mobile Hotspots will be deactivated 24 hours past the due date. If the Mobile Hotspot is not returned within two weeks of its due date, I will be charged the full replacement costs below.
- **LIABILITY:** I accept full responsibility for the Mobile Hotspot and accessories while checked out to me, including:
 - I am liable for replacement costs (outlined below) if the Mobile Hotspot is lost or stolen while checked out to me.
 - Any costs incurred will be added to my library record, will constitute a debt owed to the Jonathan Bourne Public Library and must be paid in full.

REPLACEMENT COSTS	ITEM	COST
	Mobile Hotspot	120.00
TOTAL - \$175	Micro USB Cable	10.00
	Power Adaptor	5.00
	SIM Card	20.00
	Carrying Case	15.00
	Instruction Card	5.00

*****CAUTION: INTERNET CONTENT FILTERING IS NOT PROVIDED THROUGH THE JBPL MOBILE HOTSPOT. PARENTS ARE RESPONSIBLE FOR MONITORING WHAT CHILDREN UNDER THE AGE OF 18 ACCESS ONLINE.**

***Initial here _____

Borrower Signature _____ **Staff**

Signature _____

(To be signed in front of JBPL staff member)

(Contains all contents

in working order)

Date _____ **Hotspot Barcode:**

Date returned with all contents in good condition _____ **Staff initials** _____

Jonathan Bourne Public Library, Bourne	FY 19
Patrick W. Marshall Director, pmarshall@bournelibrary.org	

Goal (from library's current Long-Range Plan)

JBPL users will have access to training and assistance in using new and emerging technologies to connect to the online world

Objectives (if included in current Long-Range Plan)	Actions	Timeframe for Activity	By Whom (optional)
JBPL staff will conduct at least two training sessions around the Bourne community	Contact Council on Aging to establish new training sessions for elders	All FY 19 as needs specified	Information Services Librarian
JBPL staff will conduct at least two training sessions around the Bourne community	JBPL staff will again contact Middle school to work on Tech Buddies program.	Fall FY 19	Information Services Librarian
JBPL will develop instruments to promote computer literacy for the public in varied formats	Library staff will develop learning tools for new technologies acquired by the library (Hot spots, lap tops, and online services)	FY 19	Library staff

Goal (from library's current Long-Range Plan)

Online access for patrons will be expanded, both inside and outside the physical library building, as changes and new technologies develop.

Objectives (if included in current Long-Range Plan)	Actions	Timeframe for Activity	By Whom (optional)
Promote the Wi-Fi and computer friendly spaces within the building that we currently have	Purchase and promote 4 more "hot spots" for library users to check out.	Summer FY 19	Library Director/ Technology Librarian
	Replace library computer stations with portable lap tops, iPads and other, more current devices.	FY 19	Library Director/ Technology Librarian

Goal (from library's current Long-Range Plan)

The JBPL will provide appropriate programming that promotes a lifelong love of learning and literature.

Objectives (if included in current Long-Range Plan)	Actions	Timeframe for Activity	By Whom (optional)
The library will provide 2 self-guided ongoing family activities.	Creation of a play space for early childhood exploration and learning.	Winter FY 19	Children's Librarian and Library Director
	Develop partnerships with Cape Cod Children's Museum and other regional organizations for programming	FY 19	Children's Librarian and Library Director

Goal (from library's current Long-Range Plan)

Citizen's of Bourne will have access to an up-to-date, diverse collection that includes materials of interest for library users.

Objectives (if included in current Long-Range Plan)	Actions	Timeframe for Activity	By Whom (optional)
Prioritize collection development by formats in response to public demand	Trustees will review and revise collection development policy as needed	Summer FY 19	Library Trustees/ Library Director
	Review annual statistics and adjust collection development according to material types requested by patrons	Summer/Fall FY 19	Library Director/ Assistant Director
NEW OBJECTIVE: Introduce new formats to the existing collection (non-traditional items)	Investigate which items patrons are interested in and determine how best to circulate them	FY 19	Library Director/ Assistant Director