

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

July 10, 2018
5:15 p.m.
Library Meeting Room

Call to Order

- Is meeting being recorded?
- Correspondence to be presented?
- Approval of minutes of the meeting June 12, 2018

Old Business

- Director's Report
- Budget
- Personnel
- Building and Grounds
- Friends of the Library Update

New Business

- Policy review

Next Meeting

- Set future agenda items
- Date for next meeting: August 14, 2018 at 5:15 p.m.

Adjournment

Respectfully submitted:

Kathryn Tura

TRUSTEES OF THE JONATHAN BOURNE PUBLIC LIBRARY

19 Sandwich Road

Bourne, MA 02532

Minutes of the July 10, 2018 Trustees Meeting

Jonathan Bourne Public Library

Trustees Present

Karl Spilhaus
Lorraine Young
Cynthia Barry
Kathryn Tura

Trustees Absent

Stephanie Kelly
Kristine Maginnis

Staff Present

Patrick Marshall (Library Director)

Guest Present

Paul Gately (Bourne Courier)

Call to Order: Meeting was called to order at 5:20 p.m. by Chairperson Tura. There was nobody recording the meeting and no correspondence to be presented to the Board.

Action Items: Approval of the minutes of the June 12, 2018 meeting- L. Young made a motion to accept them as presented and K. Spilhaus seconded.

VOTE- 4-0-0

Old Business:

Directors Report: See attached. P. Marshall reported that the library will be added to the town-wide phone system over the next couple of weeks. Information Services Librarian Brian Meneses is working with the Town's IT department. Current phone system is so outdated that it cannot be changed to reflect library being open on Mondays. Patrons must dial extension 101 to get through. P Marshall also reported that he hired CMS Landscapers of Bourne to clean up the front gardens that Upper Cape redid in the fall. Weeds had grown very high and the Town does not have the manpower to weed. A new batch of mulch was also put down. P. Marshall reported that there were 24 applicants for the open Circulation Assistant position. He and Assistant Director will be conducting interviews over the next week or two. Goal is to have someone in place by August.

Budget: FY 18 invoices are completed and sent in to the Finance Department.

Friends of the Library Update: L. Young reported that the Friends are working on their Trash to Treasures fundraiser scheduled for Saturday, September 15th at the library. They have also agreed to purchase some technology equipment for the library. Librarian Brian Meneses is giving them a list of items he would like to see purchased. Finally, the Friends received a lot of compliments about their recent book sale, that it was well organized and well stocked.

New Business: No new business was presented.

Next Meeting: Scheduled for August 14, 2018 at 5:15 pm at the library. P. Marshall asked that serving Wareham residents be on the agenda as that library is on track to regain certification.

Adjournment: K. Tura motioned at 5:52. L Young seconded. Vote unanimous.

Respectfully submitted,
Patrick Marshall
For Kristine Maginnis
Secretary

Director's Report
July 10, 2018
(June - July Activity)

- 6/13/18 – Attend CLAMS Board, Membership and Annual meeting. Discussion of how Overdrive will be the new platform for the Commonwealth EBook Collection – Linking all network collections together. I have also been asked to remain as Treasurer for the CLAMS network.
- 6/15/18 – Weeding in the nonfiction continues. We are almost complete with this project.
- 6/19/18 – Attend 6 Degrees networking meeting. Library was the spotlight member.
- 6/19/18 – Partial power outage caused by accident on Trowbridge Road.
- 6/23/18 – Resumes due for circulation assistant position – 24 applications received.
- 6/27/18 – CLAMS down until noon for system upgrade.
- 6/28/18 – Attend retirement gathering for Mass Library System Executive Director
- 7/4 – 7/6/18 – Director on vacation
- 7/9/18 – Landscapers complete weeding and mulching the gardens.
- 7/9/18 – FIRST MONDAY OPEN...
- 7/9/18 – Interviews conducted for Circulation position.

The library has been very busy with summer activities and patron visits. First concert to be held on the 11th and Tuesday author talks and Thursday family programs are in full swing.

Adam Harris finished his last day on June 30th. We had 24 applicants for the position and hope to have a name to forward to the Town Administrator for approval by the end of the week.

The front gardens were pretty overgrown and I had CMS landscapers come in to week and mulch. Will try to get pricing on having us on a regular schedule to help us keep up the maintenance so that they do not get out of hand again.

UPCOMING

1. Director away August 1 through August 6, 2018.
2. Phone system will, hopefully, be upgraded by the end of July. Town is awaiting on us being scheduled. No way to upgrade our current system so patrons have to dial an extension to reach us on Mondays even though system says we are closed.

Respectfully submitted,
Patrick W. Marshall

Budget Report
Jonathan Bourne Public Library
FY 18 -June 30, 2018

Account	Acct #	Start Balance	Expen. to date	End Balance	% Spent
Salaries - Dept Heads	5111	\$ 107,903.00	\$ 107,907.28	\$ (4.28)	100.00%
Salaries - Supervisors	5112	\$ 199,843.00	\$ 199,861.48	\$ (18.48)	100.01%
Salaries - Clerical/ Secretary	5113	\$ 179,397.00	\$ 178,285.26	\$ 1,111.74	99.38%
Salaries - Hourly Employees	5117	\$ 28,398.00	\$ 24,398.40	\$ 3,999.60	85.92%
Salaries - Longevity	5141	\$ 2,441.00	\$ 2,670.00	\$ (229.00)	109.38%
Salaries - Differential Pay	5142	\$ 1,800.00	\$ 2,068.00	\$ (268.00)	114.89%
TOTAL SALARY		\$ 519,782.00	\$ 515,190.42	\$ 4,591.58	99.12%
Heating Fuel (##)	5212	\$ 7,014.50	\$ 8,830.72	\$ (1,816.22)	125.89%
Non Energy - Water	5230	\$ 400.00	\$ 262.00	\$ 138.00	65.50%
R &M Miscellaneous	5240	\$ 7,000.00	\$ 9,255.55	\$ (2,255.55)	132.22%
R &M Office Equipment	5245	\$ 500.00	\$ 469.33	\$ 30.67	93.87%
R &M Machine Repair Contract	5246	\$ 6,200.00	\$ 6,392.75	\$ (192.75)	103.11%
Rentals - Misc Equipment	5275	\$ 250.00	\$ 331.82	\$ (81.82)	132.73%
Services - Data Processing	5305	\$ 50,000.00	\$ 46,437.54	\$ 3,562.46	92.88%
Communications - Telephone	5340	\$ 850.00	\$ 913.26	\$ (63.26)	107.44%
Postage	5341	\$ 500.00	\$ -	\$ 500.00	0.00%
Office Supplies - General	5420	\$ 1,000.00	\$ 729.51	\$ 270.49	72.95%
Office Supplies - Copy Machine	5421	\$ 500.00	\$ 715.96	\$ (215.96)	143.19%
Bldg/equip supplies-operational	5430	\$ 4,250.00	\$ 3,658.51	\$ 591.49	86.08%
Bldg/equip supplies- other (1)	5435	\$ 528.72	\$ 245.90	\$ 282.82	46.51%
Custodial Supplies - Cleaning	5450	\$ 2,000.00	\$ 2,450.23	\$ (450.23)	122.51%
Other supplies - Books (2)	5580	\$ 79,194.06	\$ 80,949.93	\$ (1,755.87)	102.22%
Other supplies - Magazines	5581	\$ 8,000.00	\$ 6,470.06	\$ 1,529.94	80.88%
Other Supplies - Misc.	5595	\$ 400.00	\$ 10.03	\$ 389.97	2.51%
Travel	5710	\$ 200.00	\$ 332.35	\$ (132.35)	166.18%
Dues	5730	\$ 300.00	\$ 310.00	\$ (10.00)	103.33%
TOTAL EXPENSES		\$ 169,087.28	\$ 168,765.45	\$ 321.83	99.81%
	TOTAL	\$ 688,869.28	\$ 683,955.87	\$ 4,913.41	99.29%
		Start Balance	Expen. To date	Income to date	Account Bal
Revolving Fund	3534	\$ 8,765.41	\$ 12,243.09	\$ 9,771.73	\$ 6,294.05

Library Gifts & Donations	4849	\$ 17,210.25	\$ 20,235.05	\$ 12,711.11	\$ 9,686.31
Lib Incentive & MIG Grant	3402	\$ 47,074.56	\$ 13,576.89	\$ 21,638.20	\$ 55,135.87
Accounts Removed from prior Fiscal Years	5211 Electricity 5342 Printing	5307 Prof Development 5343 Advertising			

(1) 28.72 encumbered from FY 17

(2) \$1,194.06 encumbered from FY 17

(##) 14.50 Encumbered from FY 17