

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

**July 11, 2017**  
**5:15 p.m.**  
**Library Meeting Room**

Call to Order

- Is meeting being recorded?
- Correspondence to be presented?

Action Items

- Welcome new trustee, Cynthia Barry
- Approval of minutes of the May 9, 2017 meeting

Old Business

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

New Business

- Presentation by Brian Meneses
- Discussion of Corporate Support for Technical Support and Guidance
- Restructuring of Board

Next Meeting

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

Adjournment

Respectfully submitted:

*Stephanie Kelly*

TRUSTEES OF THE JONATHAN BOURNE PUBLIC LIBRARY

19 Sandwich Road

Bourne, MA 02532

Minutes of the July 11, 2017 Trustees Meeting

Jonathan Bourne Public Library

Trustees Present

Stephanie Kelly  
Kristine Maginnis  
Karl Spilhaus  
Kathryn Tura  
Lorraine Young  
Cynthia Barry

Staff Present

Patrick Marshall  
Brian Meneses

Guest Present

Paul Gately

Call to Order: Meeting was called to order at 5:24 pm by Board Chair S. Kelly. The Chair asked B. Meneses, Information Systems Librarian, to present the JBPL Technology Plan 2017 to the trustees. An approximately fifty minute Presentation and discussion followed highlighting successes achieved, technology purchases made, and programs implemented and offered to patrons. See attached handout. P. Marshall stated “Brian is moving the library forward, not just fixing things” and K. Spilhaus thanked B. Meneses saying “very impressive”. Chair S. Kelly then addressed the agenda item on Discussion of Corporate Support for Technical Support and Guidance with the board. It was decided that if and when B. Meneses sees a need for new technology funding or support, then this can be further reviewed, as it would not be meaningful to receive donated goods or services that are not currently needed.

The chair continued on the agenda, asking “Is this meeting being recorded?” and all responded “No”. The chair then asked if there was any correspondence to be presented and she herself shared with the board a thank you letter sent to Bourne Dental on behalf of the trustees for sponsoring the EBSCO mobile charging station for two years. P. Marshall received a letter from The Open Doorway of Cape Cod Inc. /Cape Cod Run for Recovery regarding their use of library grounds on Sep. 23, 2017. As a vote will need to be taken, this will be added to next month’s agenda.

Action Items: Restructuring of the board was discussed due to the recent election. To remain as Chair, S. Kelly’s name was moved forward by C. Barry and it was seconded by K. Tura. To remain as Vice-Chair K. Spilhaus’ name was moved forward by K. Tura and seconded by C. Barry. To remain as secretary, K. Maginnis’ name was moved forward by S. Kelly and seconded by L. Young. A vote in favor of the new slate of officers was taken and all responded “Aye” with

no one abstaining. C. Barry was then welcomed to the JBPL board as a newly elected member.

Approval of the minutes of the May 9, 2017 meeting- K. Spilhaus made a motion to accept them as presented and L. Young seconded and the motion was carried by unanimous vote.

Old Business:

Directors Report: See attached. P. Marshall noted that with summer here, it has been very busy at the library. Seventy six patrons attended the first summer concert, one of the highest attendance numbers so far. The first author program and children's summer reading kickoff dance party event were very well attended as well. Weeding out of old, outdated titles in non-fiction is being worked on.

Budget: See attached.

Personnel: P. Marshall and D. Ranney are reviewing 25 applications for 30 hour a week circulation assistant position and hope to have someone starting by early August.

Buildings and Grounds: No updates.

Friends of the Library Update: L. Young informed the Board that the Friends earned almost \$2000.00 on the June book sale. Their volunteer appreciation luncheon was held this year at the Green Briar Nature Center on 6-7-17 in Sandwich. They are planning the Trash to Treasure event for 8-26-17. At their meeting on 6-26-17, which P. Marshall and D. Ranney attended, a discussion of charging for the fall concerts took place. D. Ranney was asked to review museum pass usage.

Agenda Item for next meeting: Vote on use of library by The Open Doorway of Cape Cod Inc. /Cape Cod Run for Recovery Relay.

Next Meeting- Scheduled for August 8, 2017 at 5:15 pm.

Adjournment- K. Tura made a motion to adjourn the meeting at 6:55 and it was seconded by C. Barry and the motion was carried by unanimous vote.

Respectfully submitted,  
Kristine Maginnis

## Director's Report

July 11, 2017

(June – July Activity)

- 6/14/17 – CLAMS Membership, Board and Annual Meeting.
- 6/15/17 – Creative Feast – Edible Plants program (2<sup>nd</sup> one) had a full house of 30 people. Liz is definitely someone we will have back for one of her other programs.
- 6/16/17 – New Event Keeper launched. This is the new software we subscribe to that will list our programs on the website as well as allow for online registration. Staff are still learning how to use it.
- 6/19/17 – MLS Executive Board meeting in Marlboro.
- 6/26/17 – Friends of the JBPL Board Meeting.
- 6/28/17 – Finish weeding through the NF 500s.
- 6/29/17 – Police called for a man acting and driving erratically while complaining about noise from outside children's program. He is gone when police arrive.
- 6/30/17 – Brief power outage
- 7/5/17 – First summer concert held – 76 attendees for Stanley & Grimm.

Summer activities have begun and so far attendance has been good. Diane's author program on the 27<sup>th</sup> had 22 attendees and the opening concert went well too. Terry had a lot of children at her opening dance party and 50+ attending her Toe Jam Puppet Band show. Summer in Bourne is always busy and this one looks to be no exception

We had 25 applicants for the 30 hour a week circulation assistant position. Diane and I are just now going over the applications and setting up interviews. My hope is to have someone on board by the end of July or first week in August.

Weeding of the nonfiction collection continues to move forward, if slowly. I am currently in the early 600s. Project is on hold as we transition between fiscal years. Am hoping to pick it up in earnest in the next week or so.

Respectfully submitted,

Patrick W. Marshall