

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

June 13, 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

Next Meeting

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

Adjournment

Respectfully submitted:

Stephanie Kelly

TRUSTEES OF THE JONATHAN BOURNE PUBLIC LIBRARY

19 Sandwich Road

Bourne, MA 02532

No Quorum Present for Meeting 6/13/17

Jonathan Bourne Public Library

Trustees Present

Cynthia Barry

Kristine Maginnis

Kathryn Tura

Staff Present

Patrick Marshall

Brian Meneses

Please let it be known that the scheduled meeting of the Trustees of the Jonathan Bourne Public Library on 6/13/17 did not take place as no quorum was had.

Respectfully submitted,

Kristine Maginnis

Director's Report
June 13, 2017
(May - June Activity)

- 5/10-5/12/17 – Director off on vacation.
- 5/15/17 – Upper Cape students in to begin work – Old plantings pulled out.
- 5/18/17 - May book, audio, eBook, eAudio orders completed.
- 5/22-5/23/17 – Massachusetts Library Association Conference in Hyannis
- 5/24/17 – Attend Selectmen/Finance Committee on Priority Based Budgeting.
- 5/25/17 – Town Department Heads seminar on PBB.
- 5/26/17 – Meet with Chairman Kelley re Review, Meet with B. Meneses regarding technology plan.
- 5/30/17 – Webinar meeting with staff of Plymouth Rocket regarding Event Keeper.
- 5/31/17 – Webinar meeting with Findaway representative regarding pre-loaded eReaders and tablets.

Upper Cape Students came in and took out all the old shrubs in preparation to redo the gardens. Unfortunately, the weather has not been cooperative and the school year is drawing to a close. Replanting of the gardens will take place in September. This will allow for the front painting/scraping work to be done without fear of plant damage. It will also be a better time for planting as the garden irrigation system can be looked at and the heat of summer will not be a factor. We are excited (if a little impatient) for this project to be completed. Ultimately, things will look great out front for the first time in a long while.

Attended the MLA conference. Workshops included working with the business community and active shooter/safety in a public building. As always, walking through the vendor hall is a big plus and we are looking into some great new products including Event/Registration Keeper which would allow for people to register online for programs and Pre-loaded eBook readers.

Kathleen Haynes has been appointed as the new Circulation Assistant (37.5 hours) position approved at Town Meeting. She will begin in that role on July 1st. We will be posting Kathleen's 30 hour position soon.

Summer concerts are booked and will begin on July 5th. We have six shows with acts coming from Nashville and Vermont as well as some returning local performers. As has been the case in the past, donations to the Bourne Food Pantry will get people into the show. Terry has also booked a number of programs and events for the summer reading program. It's easy to say that the JBPL will be a busy place this summer.

Respectfully submitted,
Patrick W. Marshall

Budget Report
Jonathan Bourne Public Library
FY 17 June 13, 2017

Account	Acct #	Start Balance	Expen. to date	End Balance	% Spent
Salaries - Dept Heads	5111	\$ 105,788.00	\$ 101,738.33	\$ 4,049.67	96.17%
Salaries - Supervisors	5112	\$ 190,826.00	\$ 185,237.04	\$ 5,588.96	97.07%
Salaries - Clerical/ Secretary	5113	\$ 131,500.00	\$ 134,605.99	\$ (3,105.99)	102.36%
Salaries - Hourly Employees	5117	\$ 25,500.00	\$ 22,161.79	\$ 3,338.21	86.91%
Salaries - Longevity	5141	\$ 1,684.00	\$ 2,440.50	\$ (756.50)	144.92%
Salaries - Differential Pay	5142	\$ 1,400.00	\$ 1,764.00	\$ (364.00)	126.00%
TOTAL SALARY		\$ 456,698.00	\$ 447,947.65	\$ 8,750.35	98.08%
Heating Fuel	5212	\$ 8,000.00	\$ 5,029.49	\$ 2,970.51	62.87%
Non Energy - Water	5230	\$ 350.00	\$ 344.50	\$ 5.50	98.43%
R &M Miscellaneous	5240	\$ 6,000.00	\$ 2,783.00	\$ 3,217.00	46.38%
R &M Office Equipment	5245	\$ 500.00	\$ 406.68	\$ 93.32	81.34%
R &M Machine Repair Contract	5246	\$ 6,200.00	\$ 5,390.00	\$ 810.00	86.94%
Rentals - Misc Equipment	5275	\$ 250.00	\$ 100.00	\$ 150.00	40.00%
Services - Data Processing	5305	\$ 45,000.00	\$ 39,050.25	\$ 5,949.75	86.78%
Communications - Telephone	5340	\$ 850.00	\$ 691.15	\$ 158.85	81.31%
Postage	5341	\$ 500.00	\$ -	\$ 500.00	0.00%
Office Supplies - General	5420	\$ 900.00	\$ 856.32	\$ 43.68	95.15%
Office Supplies - Copy Machine	5421	\$ 500.00	\$ 772.00	\$ (272.00)	154.40%
Bldg/equip supplies-operational	5430	\$ 4,250.00	\$ 2,991.27	\$ 1,258.73	70.38%
Bldg/equip supplies- other	5435	\$ 400.00	\$ 401.71	\$ (1.71)	100.43%
Custodial Supplies - Cleaning	5450	\$ 2,000.00	\$ 2,176.86	\$ (176.86)	108.84%
Other supplies - Books (1)	5580	\$ 78,000.00	\$ 78,393.68	\$ (393.68)	100.50%
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%
TOTAL EXPENSES		\$ 162,000.00	\$ 147,470.74	\$ 14,529.26	91.03%
	TOTAL	\$ 618,698.00	\$ 595,418.39	\$ 23,279.61	96.24%
		Start Balance	Expen. To date	Income to date	Account Bal
Revolving Fund	3534	\$ 11,856.76	\$ 10,811.03	\$ 10,444.35	\$ 11,490.08
Library Gifts & Donations	4849	\$ 17,441.82	\$ 9,440.59	\$ 9,721.60	\$ 17,722.83
Lib Incentive & MIG Grant	3402	\$ 38,130.57	\$ 12,113.04	\$ 21,417.03	\$ 47,434.56
Accounts Removed from prior Fiscal Years	5211 Electricity 5342 Printing		5307 Prof Development 5343 Advertising		
(1) Reflects \$18,500 deposited in line item from TM on 10/17/16. Orig amnt. \$59,500					