

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

**May 8, 2018**  
**5:15 p.m.**  
**Library Meeting Room**

Call to Order

- Is meeting being recorded?
- Correspondence to be presented?
- Approval of minutes of the February 26, 2018 meeting

Old Business

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

New Business

- Discuss and vote on new library hours – if additional funding request is approved at Town Meeting
- Discuss and vote on revision of hot spot policy loan period extension to two weeks
- Discuss annual evaluation of Library Director

Next Meeting

- Set future agenda items
- Date for next meeting: June 12, 2018 at 5:15 p.m.

Adjournment

Respectfully submitted:

*Stephanie Kelly*

TRUSTEES OF THE JONATHAN BOURNE PUBLIC LIBRARY

19 Sandwich Road

Bourne, MA 02532

Minutes of the May 8, 2018 Trustees Meeting

Jonathan Bourne Public Library

Trustees Present

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

Staff Present

Patrick Marshall

Guest Present

Paul Gately

Trustees Absent

None

Call to Order: Meeting was called to order at 5:18 pm by Chair S. Kelly. She asked “Is this meeting being recorded?” and “Is there any correspondence to be presented?” and all responded “No” to both questions.

Action Item: Approval of the minutes of the February 26, 2018 meeting- K. Tura 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 announced the new digital offerings of Acorn Video and Qello concerts. He also announced that the JBPL was the statewide winner of the Boston Bruins Pajama Drive again this year with 2020 pajamas collected. He informed the Trustees that panic alarms have been installed inside the library which will alert Bourne police and 911 when hit. Also, two cameras were installed inside the building showing persons entering and exiting at both entrances. The March storms made the internet unavailable for about one week, and B. Meneses worked hard to get it back up. Summer author talks and concert planning is going well. Internet service provider will be changed in June or July from Comcast to Open Cape’s package for libraries which has better bandwidth.

Budget: See attached.

Personnel: No issues to report.

Buildings and Grounds: Chair S. Kelly has been receiving positive comments on the library’s appearance. The cupola leaked again in the March storm and the town Facilities Director has been in to see how to fix.

Friends of the Library Update: L. Young reported that the Friends’ will be holding the book sale starting June 21<sup>st</sup>. They are looking for vintage books in excellent condition or recent volumes dated 2000 or newer. Their newsletter will include two new columns. Their volunteer appreciation luncheon will be held at the Whydah pirate museum this year. They have decided to drop the Buttonwood Park

Zoo from the museum pass list due to low participation but have added Historic New England to the offerings. The Trash to Treasure sale is scheduled for 9/15/18. Their next meeting is scheduled for 5/21/18.

New Business: P. Marshall reported that summer concerts on the lawn are set to begin 7/11/18 and run thru 8/8/18. A couple returning and some new artists will perform this summer. At town meeting, the budget passed, allowing funds for three staff to work a total of 15 more hours. He is looking at being open Monday 9-5 pm, Tuesday, Wednesday and Thursday 9-8pm, and Friday and Saturday 9-5pm. P. Marshall and staff are excited about being able to open on Mondays as this has not happened in years. New hours will probably start 7/8/18 after previously booked vacations are taken. As a vote was needed; K. Tura made a motion to open those new hours discussed and C. Barry seconded and all others voted "Aye" in favor of the new operating hours. As the new Hot Spots in circulation have proven quite popular, P. Marshall recommended changing the policy for borrowing to one week rather than two. K. Tura made a motion to revise the Hot Spot policy as P. Marshall presented and C. Barry seconded and all voted "Aye". A discussion took place on when to schedule the annual evaluation of the Library Director. Options considered and discussed were in the Spring before town elections or in the Fall along with goal setting for the board and the director. K. Tura proposed the Board should start the evaluation process in September and finish in November annually. All agreed to this timeframe.

Next Meeting- Scheduled for June 12, 2018 at 5:15 pm. Agenda items include election of officers and possible policy updates.

Adjournment- K. Tura made a motion to adjourn the meeting at 6:40pm and it was seconded by L. Young and the motion was carried by unanimous vote.

Respectfully submitted,  
Kristine Maginnis

**Director's Report**  
**May 8, 2018**  
**(March through May Activity)**

- 3/3/18 – Library closed for storm. Power out. Cupola leaks again.
- 3/5/18 – Meet with Finance Committee to go over FY 19 budget.
- 3/5/18 – Internet down – will be down for the week as storm brought down one of the lines outside. Comcast in to fix and special thanks to technology librarian Brian Meneses for working on this to get everything back up.
- 3/6/18 – Attend 6 Degrees Canalside networking meeting – Meeting of local businesses that network on the first and third Tuesday of the month for an hour in the morning. Great opportunity to have the library represented. I have become a member of the group which allows me to promote the library and all it can offer to the business community.
- 3/13 – 3/14/18 – Library closed due to blizzard.
- 3/15 – 3/21/18 – Director away on vacation.
- 3/28/18 – Attend CLAMS finance committee meeting
- 3/28/18 – Finish weeding through 700s.
- 3/29/18 – Department Head Priority Based Budgeting meeting. Town continues to move forward with this system. This step was allotting percentages of staff time and line items to library “programs”.
- 4/3/18 – Meet with Lt. Esip regarding security check walk through of the library.
- 4/6/18 – CLAMS Board meeting
- 4/11/18 – CLAMS Board and Membership meeting.
- 4/11/18 – African Kora concert – 35 people attended.
- 4/12/18 – Staff meeting at the library
- 4/13/18 – Library appreciation day – we had cookies and punch available for patrons to enjoy.
- 4/17/18 – 6 Degree Networking
- 4/18/18 – Meet new Assistant Town Administrator Glen Cannon.
- 4/19/18 – DVD, Ebk, Eaudio, and Books on CD ordering done.
- 4/20/18 – Department Head Meeting
- 4/23/18 – alarm Company in to install panic buttons and cameras for the front and side doors. Work completed on April 26<sup>th</sup>.
- 5/1/18 – 6 Degree Networking
- 5/2/18 – Acorn Video (The Best in British Television and Film) is live.
- 5/3/18 – Department Head Meeting

We won the Pajama Drive again. 2020 pajamas collected. Special thanks to Terry and Loretta for all the work they do on this program.

Panic alarms have been installed in the library as well as cameras on the inside which show who is entering and leaving the building at both entrances. Lt Esip and the Bourne Police Department are working on a safety class/talk which can be presented to the staff. Hoping to have this organized in the next month or so.

Summer plans are being finalized. Diane has a full range of authors coming, concerts booked and children of all ages are in for special treats this year. Library will continue to be a busy place with essentially an event every day.

We have added Acorn Video and Qello Concerts to our digital offerings. Acorn provides streaming access to British television shows (Midsomer Murders, Partners in Crime, Hamish MacBeth) as well as films. Qello Concerts provides streaming video of concert for all genres of music as well as music documentaries. The Great Courses will also be added to this service sometime this summer. We think this will prove to be a very popular service.

**UPCOMING**

1. Town Meeting May 7<sup>th</sup> – First day of TM
2. CLAMS Board Meeting – May 25<sup>th</sup>

3. Continued weeding of nonfiction collection
4. Concert – Too Human – May 23<sup>rd</sup>
5. MBLC – Public Relations Committee meeting – May 18<sup>th</sup>

Respectfully submitted,  
Patrick W. Marshall

Budget Report					
Jonathan Bourne Public Library					
FY 18 May 8, 2018					
Account	Acct #	Start Balance	Expen. to date	End Balance	% Spent
Salaries - Dept Heads	5111	\$ 107,903.00	\$ 93,381.30	\$ 14,521.70	86.54%
Salaries - Supervisors	5112	\$ 199,843.00	\$ 172,957.05	\$ 26,885.95	86.55%
Salaries - Clerical/ Secretary	5113	\$ 179,397.00	\$ 152,626.83	\$ 26,770.17	85.08%
Salaries - Hourly Employees	5117	\$ 28,398.00	\$ 21,114.00	\$ 7,284.00	74.35%
Salaries - Longevity	5141	\$ 2,441.00	\$ 2,670.00	\$ (229.00)	109.38%
Salaries - Differential Pay	5142	\$ 1,800.00	\$ 1,788.00	\$ 12.00	99.33%
<b>TOTAL SALARY</b>		\$ 519,782.00	\$ 444,537.18	\$ 75,244.82	85.52%
Heating Fuel (##)	5212	\$ 7,014.50	\$ 7,840.98	\$ (826.48)	111.78%
Non Energy - Water	5230	\$ 400.00	\$ 262.00	\$ 138.00	65.50%
R &M Miscellaneous	5240	\$ 7,000.00	\$ 8,317.05	\$ (1,317.05)	118.82%
R &M Office Equipment	5245	\$ 500.00	\$ 469.33	\$ 30.67	93.87%
R &M Machine Repair Contract	5246	\$ 6,200.00	\$ 5,550.00	\$ 650.00	89.52%
Rentals - Misc Equipment	5275	\$ 250.00	\$ 183.36	\$ 66.64	73.34%
Services - Data Processing	5305	\$ 50,000.00	\$ 45,179.27	\$ 4,820.73	90.36%
Communications - Telephone	5340	\$ 850.00	\$ 670.19	\$ 179.81	78.85%
Postage	5341	\$ 500.00	\$ -	\$ 500.00	0.00%
Office Supplies - General	5420	\$ 1,000.00	\$ 383.01	\$ 616.99	38.30%
Office Supplies - Copy Machine	5421	\$ 500.00	\$ 715.96	\$ (215.96)	143.19%
Bldg/equip supplies-operational	5430	\$ 4,250.00	\$ 2,837.67	\$ 1,412.33	66.77%
Bldg/equip supplies-other (1)	5435	\$ 528.72	\$ 43.45	\$ 485.27	8.22%
Custodial Supplies -	5450	\$	\$	\$	91.15%

Cleaning		2,000.00	1,822.92	177.08		
Other supplies - Books (2)	5580	\$ 79,194.06	\$ 72,453.93	\$ 6,740.13	91.49%	
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	\$ 331.95	\$ (131.95)	165.98%	
Dues	5730	\$ 300.00	\$ 310.00	\$ (10.00)	103.33%	
<b>TOTAL EXPENSES</b>		\$ 169,087.2 8	\$ 153,851.16	\$ 15,236.12	90.99%	
	<b>TOTAL</b>	\$ 688,869.2 8	\$ 598,388.34	\$ 90,480.94	86.87%	
		Start Balance	Expen. To date	Income to date	Account Bal	
Revolving Fund	3534	\$ 8,765.41	\$ 10,212.96	\$ 8,111.62	\$ 6,664.07	
Library Gifts & Donations	4849	\$ 17,210.25	\$ 19,373.18	\$ 11,693.99	\$ 9,531.06	
Lib Incentive & MIG Grant	3402	\$ 47,074.56	\$ 12,646.89	\$ 21,638.20	\$ 56,065.8 7	
Accounts Removed from prior Fiscal Years	5211 Electricity 5342 Printing		5307 Prof Development 5343 Advertising			
<b>(1) 28.72 encumbered from FY 17</b>						
<b>(2) \$1,194.06 encumbered from FY 17</b>						
<b>(##) 14.50 Encumbered from FY 17</b>						

