

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

May 9, 2017
5:15 p.m.
Library Meeting Room

Call to Order

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

Action Items

- Approval of minutes of the April 19, 2017 meeting

Old Business

- Director's Report
- Budget
- Personnel
- Building and Grounds
 - a. Update on Exterior Projects
 - b. Irrigation System
 - c. Update on Tree in June Small's Memory
- Friends of the Library Update

New Business

- JBPL Nomination to National Register of Historic Places – Presentation by Judith Riordan-MacKenzie, Chair, Bourne Historical Society
- Presentation by Brian Meneses
- Discussion of Corporate Support for Technical Support and Guidance

Break into Executive Session (approximately 30 minutes)

- Discussion regarding Library Director performance review

Resume Regular Trustees Meeting

Next Meeting

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

Adjournment

Respectfully submitted:

Stephanie Kelly

TRUSTEES OF THE JONATHAN BOURNE PUBLIC LIBRARY

19 Sandwich Road

Bourne, MA 02532

Minutes of the May 9, 2017 Trustees Meeting

Jonathan Bourne Public Library

Trustees Present

Stephanie Kelly
Kristine Maginnis
Paul Gately
Kathryn Tura
Lorraine Young
Karl Spilhaus

Staff Present

Patrick Marshall

Guests Present

Judith Riordan
Deborah Burgess

Call to Order: Meeting was called to order at 5:19 pm by Board Chair S. Kelly. The Chair asked “Is this meeting being recorded?” and all responded “No”. The Chair then asked if there was any correspondence to be presented and all responded “No”.

New Business: P. Marshall introduced the two guests present from the Bourne Historical Commission, who were attending in order to share with the JBPL Trustees a brief history of the building at 19 Sandwich Rd. and discuss the nomination of it to the National Register of Historic Places. Judith Riordan explained that sites which had cultural, historical and architectural significance were worthy of the National Register. Sites are first approved by the Massachusetts Historical Commission and then the Department of Interior on the national level. Deborah Burgess informed all on the history of the site from 6/9/24 when Town Meeting voted to appropriate \$90,000 for a new elementary school in Bourne Village. The building was completed by 9/1/25. It would fit the criterion for the Register due its Classical Revival style architecture. The Board thanked the guests for their helpful presentation.

Action Item- Approval of minutes of the April 12, 2017 meeting. P. Marshall noted two corrections to the minutes as presented. No motion was made and seconded as to the review of the director’s report and budget, and no vote was taken to not go into executive session at that meeting. L. Young made a motion to approve 4/12/17 minutes with above corrections and K. Tura seconded and the motion was carried by unanimous vote.

Old Business:

Directors Report: See attached. P. Marshall also noted that Bourne Dental Associates has sponsored the charging station set up by the DVD's.

Budget: See attached. Proposed FY17 budget passed at Town Meeting. P. Marshall stated that he informed the town Finance Director that current budget is over on salary line due to overtime paid while D. Ranney was out.

Personnel: D. Ranney is back from medical leave.

Buildings and Grounds:

- a. Update on Exterior Projects: P. Marshall expects work to begin on front gardens on May 15th by the UCT Horticulture Department. Town is still working on quotes for painting project on front of building.
- b. Irrigation System: P. Marshall requested town DPW to come over and check old system but reminded Trustees that there are no funds in the budget for watering. K. Spilhaus suggested the possibility of constructing a well on the property. S. Kelly said she could invite someone in from the Water Department to continue the discussion of issues surrounding that proposal.
- c. Update on Tree in June Small's memory: S. Kelly will speak to UCT about breaking out the cost of the tree in order to forward that portion of the bill to the donor's family.

Friends of the Library Update: L. Young informed the Board that the Friends voted to support the front landscaping project up to \$6,000. L. Young also reported the Friends had sent out invitations to their annual volunteer appreciation luncheon on 6/7/17. They are in need of volunteers for the June book sale.

New Business: Presentation by Brian Meneses was tabled until June Trustee's meeting.

Discussion of Corporate Support for Technical Support and Guidance- P. Gately stated the he spoke with Mark Hruska, CFO of Onset Computer, and invited him to a future Trustee's meeting.

Agenda Items for next meeting- Presentation by B. Meneses.

Next Meeting- Scheduled for June 13, 2017 at 5:15 pm.

Adjournment- As P. Gately chose not to run in the election, he said his farewell to the board. At 6:30, S. Kelly made a motion to adjourn the regular meeting and go into Executive session and not come back into open meeting. K. Tura seconded the motion and it was carried by unanimous vote.

Respectfully submitted,
Kristine Maginnis

Director's Report
May 9, 2017
(April - May Activity)

- April DVD, eBook, eAudio, rental book and book order completed.
- 4/12/17 – Clams Board Meeting
- 4/12/17 – CLAMS Finance Committee Meeting
- 4/19/17 – Electrician looks at flashing conference room light. Hopefully has been fixed.
- 4/20/17 – Trane in to do seasonal check on HVAC system
- 4/24/17 – Public Records Request Meeting for Town Dept. Heads
- 4/24/17 – Town in to fix ceiling in Conference room and ladies bathroom door.
- 4/26/17 – Begin weeding NF 200s
- 4/26/17 – Creative Feast program – filled up fast with a long waiting list. We are going to have her back in June to repeat the program.
- 5/1/17 – Town Meeting – Proposed FY 17 budget has passed.
- 5/3/17 – Phone meeting for MLS Personnel Committee.
- 5/5/17 – Public Records workshop for Town employees.

Looking as if work on the front gardens will begin May 15th.

Town is getting quotes for the work to be done on the front of the building. I'm hopeful that this project will finally begin soon. Town has been notified that the gardens are being redone soon and that they will need to be very careful with the new plantings.

Summer programs are being booked. Full set of concerts are planned beginning July 5th and running Wednesdays through August 9th. Diane Ranney is working on another author program as well and is hoping to complete her schedule soon.

Brian has been working on a technology plan to go along with the Long Range Plan to point a good direction for the library to take in the near future. He will present at the Board's June meeting.

Respectfully submitted,
Patrick W. Marshall

Budget Report
Jonathan Bourne Public Library
FY 17 May 9, 2017

Account	Acct #	Start Balance	Expen. to date	End Balance	% Spent
Salaries - Dept Heads	5111	\$ 105,788.00	\$ 91,605.03	\$ 14,182.97	86.59%
Salaries - Supervisors	5112	\$ 190,826.00	\$ 166,787.14	\$ 24,038.86	87.40%
Salaries - Clerical/ Secretary	5113	\$ 131,500.00	\$ 120,793.05	\$ 10,706.95	91.86%
Salaries - Hourly Employees	5117	\$ 25,500.00	\$ 19,954.44	\$ 5,545.56	78.25%
Salaries - Longevity	5141	\$ 1,684.00	\$ 2,440.50	\$ (756.50)	144.92%
Salaries - Differential Pay	5142	\$ 1,400.00	\$ 1,588.00	\$ (188.00)	113.43%
TOTAL SALARY		\$ 456,698.00	\$ 403,168.16	\$ 53,529.84	88.28%
Heating Fuel	5212	\$ 8,000.00	\$ 3,737.60	\$ 4,262.40	46.72%
Non Energy - Water	5230	\$ 350.00	\$ 344.50	\$ 5.50	98.43%
R &M Miscellaneous	5240	\$ 6,000.00	\$ 2,694.00	\$ 3,306.00	44.90%
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	\$ 38,779.62	\$ 6,220.38	86.18%
Communications - Telephone	5340	\$ 850.00	\$ 622.94	\$ 227.06	73.29%
Postage	5341	\$ 500.00	\$ -	\$ 500.00	0.00%
Office Supplies - General	5420	\$ 900.00	\$ 725.27	\$ 174.73	80.59%
Office Supplies - Copy Machine	5421	\$ 500.00	\$ 772.00	\$ (272.00)	154.40%
Bldg/equip supplies-operational	5430	\$ 4,250.00	\$ 2,843.07	\$ 1,406.93	66.90%
Bldg/equip supplies- other	5435	\$ 400.00	\$ 401.71	\$ (1.71)	100.43%
Custodial Supplies - Cleaning	5450	\$ 2,000.00	\$ 1,838.97	\$ 161.03	91.95%
Other supplies - Books (1)	5580	\$ 78,000.00	\$ 68,319.42	\$ 9,680.58	87.59%
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	\$ 135,059.61	\$ 26,940.39	83.37%
	TOTAL	\$ 618,698.00	\$ 538,227.77	\$ 80,470.23	86.99%
		Start Balance	Expen. To date	Income to date	Account Bal
Revolving Fund	3534	\$ 11,856.76	\$ 10,811.03	\$ 9,405.37	\$ 10,451.10
Library Gifts & Donations	4849	\$ 17,441.82	\$ 8,544.01	\$ 9,382.07	\$ 18,279.88
Lib Incentive & MIG Grant	3402	\$ 38,130.57	\$ 11,900.00	\$ 21,417.03	\$ 47,647.60

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				