

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

November 15, 2016
5:15 p.m.
Library Meeting Room

Call to Order

New Business

1. ACTION ITEM – Approval of minutes of the October 18, 2016 meeting
2. ACTION ITEM – Set and vote on holiday hours

Break into Executive Session (approximately 30 minutes)

1. Discussion regarding Library Director performance review

Resume meeting with Library Director in attendance

Old Business

1. Director's Report
2. Budget
3. Personnel
4. Building and Grounds
 - a. Cupola Project Update
 - b. UCT Update
5. Friends of the Library Update

New Business

1. Plans for holiday festivities
 - a. Invitations sent to Congressman Keating and Representative Vieira
 - b. Update on electrician and tree lights

Next Meeting

1. Set Future Agenda Items
2. Set Date and Time for November Meeting

Adjournment

Respectfully submitted:

Stephanie Kelly

JBPL Trustee Chair

TRUSTEES OF THE JONATHAN BOURNE PUBLIC LIBRARY

19 Sandwich Road

Bourne, MA 02532

Minutes of the November 15, 2016 Trustees Meeting

Jonathan Bourne Public Library

Trustees Present

Stephanie Kelly

Kristine Maginnis

Paul Gately

Karl Spilhaus

Lorraine Young

Kathryn Tura

Staff Present

Patrick Marshall

Call to Order: Meeting was called to order at 5:28 pm.

New Business: Approval of minutes to the October 18, 2016 meeting. K. Spilhaus moved to accept the minutes as presented. K. Tura seconded and the motion was carried by unanimous vote.

Set and Vote on holiday hours: P. Marshall notified the board that by contract staff only work a half day on Christmas Eve and regular hours on New Year's Eve. He noted that since 12/24/16 is a Saturday, Bourne Town Hall would be celebrating the holiday on Friday and open only a half day. As the trustees have decision making authority on closure of the library building, a discussion followed on holiday hours of operation. K. Tura made a motion to close the building at a half day on Friday 12/23/16 and close for a full day on Saturday 12/24/16 with no change to the 5:30 pm close on 12/31/16. K. Spilhaus seconded the motion and it was carried by unanimous vote.

Old Business:

Directors Report: See attached. P. Marshall presented a MBLC flyer he received at the Massachusetts Library System annual meeting regarding their state budget request for FY 2018. A discussion followed on the topic of Massachusetts libraries funding. P. Marshall sent a request to remove our waiver application to the MBLC which should be certified at their December meeting. P. Marshall reported that materials were moved around in the building and the new arrangement is working out well. Also the cupola work is complete and weathervane is being repaired and worked on but no word about work on the front of the building. Some outside security lights are not working and there have been toilet issues so P. Marshall will be calling the electrician and plumber in. The JBPL Friends have set up the Caring Winter Wonderland program on the first floor. A new family program on 12/31/16

is being planned (“Noon Years”) modeled after a similar program in Lakeville, Ma and volunteers will be needed.

Budget: P. Marshall noted that the minimum requirement for state funding certification would be \$640,000 in the FY18 budget request. The current budget (see attached) is \$100 over the certification requirements.

Personnel: No issues to discuss.

Buildings and Grounds: See above discussion. Also P. Marshall is awaiting word from UCT on the front gardens plan.

Update on Friends of the Library: L. Young attended the Friends’ annual meeting where they discussed their budget.

New Business: S. Kelly sent invitations out to Congressman Keating and Representative Vieira to the annual library tree lighting on 12/2/16. She is waiting to hear back from an electrician on regard to the tree’s lights. P. Marshall will be unable to attend that evening but D. Ranney will be here. On 12/5/16 at 7pm Aine Minogue will be presenting a holiday performance.

Next Meeting- Scheduled for December 13, 2016 at 5:15 pm.

Adjournment- P. Gately moved to adjourn the regular meeting at 5:55pm and go to executive session and not go back into an open meeting. The motion was seconded by K. Tura and carried by unanimous vote and the meeting was adjourned at 5:56 pm.

Respectfully submitted,
Kristine Maginnis

Director's Report

November 15, 2016

(October/November Activity)

- 10/18/16 – Happily sent request to remove our waiver application to the MBLC. Should be certified at their December meeting.
- 10/20/16 – Town Department Head meeting
- 10/24/16 – Attend the Massachusetts Library System (MLS) Executive Board Meeting
- 10/26/16 – Trunk or Treat at Community Building with Terry Johnson.
- 10/31/16 – Move items around in the library. Rentals and New Non Fiction brought forward. Some tables rearranged and Large Print and non-fiction DVD's have new homes.
- 11/4/16 – Cupola work complete. No word on if/when front will be worked on. Weather vane is being repaired and worked on. Will be put back soon.
- 11/7/16 – Attend MLS Annual Meeting in Worcester.
- 11/9/16 – Attend CLAMS Board meeting and Long Range Planning session.

Friends have begun to collect items for the Caring Winter Wonderland program. Should be a successful program as it has been in the past. Hard to believe but Breakfast with Santa tickets and Christmas Tea tickets are on sale too.

We have begun moving some items around, in an effort to make things more visible. New non-fiction is now where the rentals were. Rentals are moved up front. Non-fiction DVD's are with the other DVD's and a section of large print has also been moved to a more clearly delineated area with the rest of the collection. Overall moves seem to be working.

Respectfully submitted,

Patrick W. Marshall

Budget Report
Jonathan Bourne Public Library
FY 17 November 10, 2016

Account	Acct #	Start Balance	Expen. to date	End Balance	% Spent
Salaries - Dept Heads	5111	\$ 105,788.00	\$ 38,911.87	\$ 66,876.13	36.78%
Salaries - Supervisors	5112	\$ 190,826.00	\$ 70,847.66	\$ 119,978.34	37.13%
Salaries - Clerical/ Secretary	5113	\$ 131,500.00	\$ 50,680.35	\$ 80,819.65	38.54%
Salaries - Hourly Employees	5117	\$ 25,500.00	\$ 8,476.22	\$ 17,023.78	33.24%
Salaries - Longevity	5141	\$ 1,684.00	\$ -	\$ 1,684.00	0.00%
Salaries - Differential Pay	5142	\$ 1,400.00	\$ 680.00	\$ 720.00	48.57%
TOTAL SALARY		\$ 456,698.00	\$ 169,596.10	\$ 287,101.90	37.14%
Heating Fuel	5212	\$ 8,000.00	\$ -	\$ 8,000.00	0.00%
Non Energy - Water	5230	\$ 350.00	\$ 208.00	\$ 142.00	59.43%
R &M Miscellaneous	5240	\$ 6,000.00	\$ 474.00	\$ 5,526.00	7.90%
R &M Office Equipment	5245	\$ 500.00	\$ 390.00	\$ 110.00	78.00%
R &M Machine Repair Contract	5246	\$ 6,200.00	\$ 2,695.00	\$ 3,505.00	43.47%
Rentals - Misc Equipment	5275	\$ 250.00	\$ -	\$ 250.00	0.00%
Services - Data Processing	5305	\$ 45,000.00	\$ 34,283.56	\$ 10,716.44	76.19%
Communications - Telephone	5340	\$ 850.00	\$ 210.48	\$ 639.52	24.76%
Postage	5341	\$ 500.00	\$ -	\$ 500.00	0.00%
Office Supplies - General	5420	\$ 900.00	\$ 207.16	\$ 692.84	23.02%
Office Supplies - Copy Machine	5421	\$ 500.00	\$ -	\$ 500.00	0.00%
Bldg/equip supplies-operational	5430	\$ 4,250.00	\$ 1,140.07	\$ 3,109.93	26.83%
Bldg/equip supplies- other	5435	\$ 400.00	\$ 51.63	\$ 348.37	12.91%
Custodial Supplies - Cleaning	5450	\$ 2,000.00	\$ 844.62	\$ 1,155.38	42.23%
Other supplies - Books (1)	5580	\$ 78,000.00	\$ 27,000.67	\$ 50,999.33	34.62%
Other supplies - Magazines	5581	\$ 7,500.00	\$ 5,115.85	\$ 2,384.15	68.21%
Other Supplies - Misc.	5595	\$ 350.00	\$ 79.25	\$ 270.75	22.64%
Travel	5710	\$ 200.00	\$ -	\$ 200.00	0.00%
Dues	5730	\$ 250.00	\$ 100.00	\$ 150.00	40.00%
TOTAL EXPENSES		\$ 162,000.00	\$ 72,800.29	\$ 89,199.71	44.94%
	TOTAL	\$ 618,698.00	\$ 242,396.39	\$ 376,301.61	39.18%
		Start Balance	Expen. To date	Income to date	Account Bal
Revolving Fund	3534	\$ 11,856.76	\$ 8,363.14	\$ 4,700.58	\$ 8,194.20
Library Gifts & Donations	4849	\$ 17,441.82	\$ 6,640.87	\$ 3,550.31	\$ 14,351.26
Lib Incentive & MIG Grant	3402	\$ 38,130.57	\$ 7,120.00	\$ -	\$ 31,010.57

Accounts Removed from prior Fiscal Years	5211 Electricity 5342 Printing	5307 Prof Development 5343 Advertising
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(1) Reflects \$18,500 deposited in line item from TM on 10/17/16. Orig amnt. \$59,500