

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

November 14, 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 October 10, 2017 meeting

Old Business

- Director's Report
- Budget
- Personnel
- Building and Grounds
 - Plans for Tree Planting – what's the alternative for tree lighting ceremony?
 - Painting
- Friends of the Library Update

New Business

- Set Holiday Hours for Library
- Review of JBPL Trustees Rules of Procedure – tabled from October meeting
- Discuss Policy for Telescope Rental – tabled from October meeting
- Discuss Policy for Waiving Fines for Seniors
- Plans for Upcoming Christmas in Olde Bourne Village

Next Meeting

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

Adjournment

Respectfully submitted:

Stephanie Kelly

Director's Report

November 14, 2017

(October/November Activity)

- 10/11/17 – Attend CLAMS Board and Membership meetings.
- 10/11/17 – Meet with Steve Gavaza regarding front work.
- 10/13/17 – Attend the MLA conference – Libraries in a Post Truth World in Worcester.
- 10/16/17 – Attend MLS Board meeting in Marlboro.
- 10/18/17 – Department head meeting to go over preliminaries for FY 19 Budget.
- 10/19/17 – Staff meeting. Took an hour at noon when all staff were available. Diane covered the desk. Not ideal but best way to get everyone together.
- 10/23/17 – Delivery of LTP to Royal Cape
- 10/26/17 – Preservation plan completed. Part of the preservation overview grant we received.
- 10/26-10/27/17 – Road work in front of library.
- 10/30/17 – Tucker Library Furniture in to evaluate the furniture and needs of library. Will be sending us a plan and estimated costs.
- 10/30/17 – Attend Town Meeting.
- 11/1/17 – FY 19 Draft budget in to Town Administrator. No big changes from FY 18.
- 11/3/17 – Steve G in to work on library heat. Would not come on. Outside Sensor seemed to be the biggest issue.
- 11/6/17 – Attend MLS Annual Meeting.
- 11/7/17 – Upper Cape Tech in to do prep work for gardens. Back Thursday to plant.
- 11/10/17 – The Harpist & The Minstrel Concert

Upper Cape has done a fantastic job of getting the garden (and the tree) planted. Expected to finish on Monday or Tuesday (November 13 or 14).

It is my understanding that an award was given for a company to do the painting for the rest of the outside of the library. Will let you know more as I know more.

Upcoming –

Telescope program – unveiling of the new telescope – Thursday, November 16th at 7:00 p.m.

Aine Minogue Concert – Monday, December 4th at 7:00 – part of Christmas in Olde Bourne Village

Continued working on weeding of nonfiction collection. Hoping to wrap this project up in November.

Respectfully submitted,

Patrick W. Marshall

Budget Report

Jonathan Bourne Public Library

FY 18 November 10, 2017

Account	Acct #	Start Balance	Expen. to date	End Balance	% Spent
Salaries - Dept Heads	5111	\$ 107,903.00	\$ 41,502.80	\$ 66,400.20	38.46%
Salaries - Supervisors	5112	\$ 199,843.00	\$ 76,869.80	\$ 122,973.20	38.47%
Salaries - Clerical/ Secretary	5113	\$ 179,397.00	\$ 65,929.47	\$ 113,467.53	36.75%
Salaries - Hourly Employees	5117	\$ 28,398.00	\$ 9,384.00	\$ 19,014.00	33.04%
Salaries - Longevity	5141	\$ 2,441.00	\$ -	\$ 2,441.00	0.00%
Salaries - Differential Pay	5142	\$ 1,800.00	\$ 800.00	\$ 1,000.00	44.44%
TOTAL SALARY		\$ 519,782.00	\$ 194,486.07	\$ 325,295.93	37.42%
Heating Fuel	5212	\$ 7,000.00	\$ 63.97	\$ 6,936.03	0.91%
Non Energy - Water	5230	\$ 400.00	\$ 136.50	\$ 263.50	34.13%
R &M Miscellaneous	5240	\$ 7,000.00	\$ 1,914.00	\$ 5,086.00	27.34%
R &M Office Equipment	5245	\$ 500.00	\$ -	\$ 500.00	0.00%
R &M Machine Repair Contract	5246	\$ 6,200.00	\$ 2,775.00	\$ 3,425.00	44.76%
Rentals - Misc Equipment	5275	\$ 250.00	\$ -	\$ 250.00	0.00%
Services - Data Processing	5305	\$ 50,000.00	\$ 37,188.56	\$ 12,811.44	74.38%
Communications - Telephone	5340	\$ 850.00	\$ 249.11	\$ 600.89	29.31%
Postage	5341	\$ 500.00	\$ -	\$ 500.00	0.00%
Office Supplies - General	5420	\$ 1,000.00	\$ 230.61	\$ 769.39	23.06%
Office Supplies - Copy Machine	5421	\$ 500.00	\$ -	\$ 500.00	0.00%
Bldg/equip supplies-operational	5430	\$ 4,250.00	\$ 1,118.45	\$ 3,131.55	26.32%
Bldg/equip supplies- other	5435	\$ 500.00	\$ 14.73	\$ 485.27	2.95%
Custodial Supplies - Cleaning	5450	\$ 2,000.00	\$ 881.79	\$ 1,118.21	44.09%
Other supplies - Books (1)	5580	\$ 79,194.06	\$ 34,134.45	\$ 45,059.61	43.10%
Other supplies - Magazines	5581	\$ 8,000.00	\$ 5,840.86	\$ 2,159.14	73.01%
Other Supplies - Misc.	5595	\$ 400.00	\$ -	\$ 400.00	0.00%
Travel	5710	\$ 200.00	\$ -	\$ 200.00	0.00%
Dues	5730	\$ 300.00	\$ 100.00	\$ 200.00	33.33%
TOTAL EXPENSES		\$ 169,044.06	\$ 84,648.03	\$ 84,396.03	50.07%
	TOTAL	\$ 688,826.06	\$ 279,134.10	\$ 409,691.96	40.52%
		Start Balance	Expen. To date	Income to date	Account Bal
Revolving Fund	3534	\$ 8,765.41	\$ 7,628.05	\$ 3,918.49	\$ 5,055.85
Library Gifts & Donations	4849	\$ 17,210.25	\$ 9,918.62	\$ 6,142.80	\$ 13,434.43
Lib Incentive & MIG Grant	3402	\$ 47,074.56	\$ 8,720.91	\$ -	\$ 38,353.65