

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

September 6, 2016
5:15 p.m.
Library Meeting Room

Call to Order

New Business

1. ACTION ITEM – Approval of minutes of the August 9, 2016 meeting
2. Library Certification and Budget Shortfall

Old Business

1. Director's Evaluation
2. Director's Report
3. Personnel
4. Building and Grounds
 - a. Cupola Project Update
 - b. Letter of Clarification to Town Administration and Board of Selectmen Chair
 - c. Note of Thanks to "Flower Pot" Volunteer
5. Update on Friends of the Library

Next Meeting

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

Adjournment

Stephanie Kelly
JBPL Trustee Chair

TRUSTEES OF THE JONATHAN BOURNE PUBLIC LIBRARY

19 Sandwich Road

Bourne, MA 02532

Minutes of the September 6, 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 5:18 pm.

New Business: Approval of minutes to the August 9, 2016 meeting. P. Marshall noted the minutes should be revised to state that the rental book program is breaking even. P. Gately moved to accept the revised minutes of the August 9, 2016 meeting. K. Tura seconded and the motion was carried by unanimous vote.

Library Certification and Budget Shortfall: P. Marshall notified the board that he requested from the Town Administrator and Finance Committee that \$18,500 be transferred into the library budget as we are short for state certification. The funds will be part of an article request to be voted on at Special Town Meeting October 17, 2016. A budget discussion followed. P. Marshall informed the board that a waiver from the state would be due the first week of November, so the board should reconvene after special town meeting occurs and results of the vote are known. L. Young asked P. Marshall if he expected difficulty with the request being approved and his response was that he did not think so.

Old Business:

Directors Report: See attached. P. Marshall received a response from T. Guerino regarding the board's letter requesting an update on the library weatherproofing project. He stated the project as presented was to take the cupola off the building, restore, and replace it and this is still expected to happen. P. Marshall also informed the board that space to meet was requested by the SHINE Senior program and he was able to accommodate them in the back corner study room. The Council on Aging will set up appointments for seniors to discuss health insurance needs with trained SHINE counsellors.

Personnel: No issues to discuss.

Buildings and Grounds: See above discussion. Also the Board sent out a note of thanks to Joan O'Brien of Pocasset for her generous donation of time and beautiful seasonal florals to the flower pots at the front doors.

Discussion of FY18 preliminary Budget: P. Marshall stated the town is going forward with the Priority Based Budget planning and a discussion followed on how this works and what it means for the library.

Update on Friends of the Library: L. Young reported that the Book Sale was well attended. Going forward it was agreed that a June date would be better for the sale and this was penciled in on D. Ranney's calendar. The Friends are working on the annual Christmas events and discussing future fundraisers such as "A Taste of...".

Director's Evaluation : S. Kelly asked board members to read and examine the Directors Evaluation template from Hatfield as well as the Town of Bourne Library Director HR draft and then go into Executive session at next month's meeting to discuss.

Next Meeting- Scheduled for October 18, 2016 at 5:15 pm. Future agenda items to be discussed are budget shortfall, cupola project, and UCT update.

Adjournment- K. Tura moved to adjourn the meeting. The motion was seconded by P. Gately and carried by unanimous vote and the meeting was adjourned at 6:35 pm.

Respectfully submitted,
Kristine Maginnis

Director's Report

September 6, 2016

(August - September Activity)

- 8/10/16 – Clams Board and Finance Committee meeting attended.
- 8/11/16 – ARIS form completed and sent to the MBLC
- 8/12/16 – Director off.
- 8/15/16 – Attend MLS Monthly Board Meeting in Marlboro.
- 8/16/16 – DPW fills sinkhole in parking lot.
- 8/17/16 – Meet with School Business Director Ed Donahue re water installed on playing field. They are trying to see who installed it.
- 8/19/16 – Send letter to Finance Committee Chair and Town Administrator signaling that we are a bit over \$18,000 shy of certification requirements and requested a transfer at Special Town Meeting.
- 8/19/16 – DVD order completed for August
- 8/25/16 – Complete eBooks and eAudio orders for August
- 8/25/16 – Meet with Town Administrator regarding building project and Trustee letter.
- 8/26/16 – Begin weeding of books on CD as well as old bill files. Finance department says they retain only three years of invoices and we have back to FY 02.

We continue to wind down the summer. Terry had a successful last program with the Mass Maritime Football players. We are very appreciative of their support.

Circulation figures were down a lot in July. Not sure the reason. I know statistics are showing declines across all libraries. Perhaps a sign of the really nice weather we have had and an improving economy. August stats were more on par with last year.

We have begun weeding out the Books on CD as we are out of space for new materials. One goal for this year is to get rid of materials that are outdated, falling apart, or just not used anymore. Ultimately this will not only make for a stronger collection but will also make it more inviting to find materials within the library.

I have added Instant Films to the library collection. This is a streaming service from Recorded Books providing users with access to 7,000+ independent films and classic television. We are also looking at adding the Consumer reports magazine as that has been requested. (We just started the web page but it does not provide access to back issues)

I e-mailed the Finance Committee and the Town Administrator that we are a bit over \$18,000 shy of our State Aid requirement. I requested a transfer of \$18,500 to our budget for Special Town Meeting.

Respectfully submitted,

Patrick W. Marshall

Budget Report
Jonathan Bourne Public Library
FY 17 September 6, 2016)

Account	Acct #	Start Balance	Expen. to date	End Balance	% Spent
Salaries - Dept Heads	5111	\$ 105,788.00	\$ 18,645.27	\$ 87,142.73	17.63%
Salaries - Supervisors	5112	\$ 190,826.00	\$ 33,947.86	\$ 156,878.14	17.79%
Salaries - Clerical/ Secretary	5113	\$ 131,500.00	\$ 24,444.22	\$ 107,055.78	18.59%
Salaries - Hourly Employees	5117	\$ 25,500.00	\$ 4,061.52	\$ 21,438.48	15.93%
Salaries - Longevity	5141	\$ 1,684.00	\$ -	\$ 1,684.00	0.00%
Salaries - Differential Pay	5142	\$ 1,400.00	\$ 332.00	\$ 1,068.00	23.71%
TOTAL SALARY		\$ 456,698.00	\$ 81,430.87	\$ 375,267.13	17.83%
Heating Fuel	5212	\$ 8,000.00	\$ -	\$ 8,000.00	0.00%
Non Energy - Water	5230	\$ 350.00	\$ -	\$ 350.00	0.00%
R &M Miscellaneous	5240	\$ 6,000.00	\$ 474.00	\$ 5,526.00	7.90%
R &M Office Equipment	5245	\$ 500.00	\$ -	\$ 500.00	0.00%
R &M Machine Repair Contract	5246	\$ 6,200.00	\$ 1,347.50	\$ 4,852.50	21.73%
Rentals - Misc Equipment	5275	\$ 250.00	\$ -	\$ 250.00	0.00%
Services - Data Processing	5305	\$ 45,000.00	\$ 33,167.57	\$ 11,832.43	73.71%
Communications - Telephone	5340	\$ 850.00	\$ -	\$ 850.00	0.00%
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	\$ 675.48	\$ 3,574.52	15.89%
Bldg/equip supplies- other	5435	\$ 400.00	\$ 30.64	\$ 369.36	7.66%
Custodial Supplies - Cleaning	5450	\$ 2,000.00	\$ 593.43	\$ 1,406.57	29.67%
Other supplies - Books	5580	\$ 59,500.00	\$ 11,135.85	\$ 48,364.15	18.72%
Other supplies - Magazines	5581	\$ 7,500.00	\$ -	\$ 7,500.00	0.00%
Other Supplies - Misc.	5595	\$ 350.00	\$ -	\$ 350.00	0.00%
Travel	5710	\$ 200.00	\$ -	\$ 200.00	0.00%
Dues	5730	\$ 250.00	\$ 100.00	\$ 150.00	40.00%
TOTAL EXPENSES		\$ 143,500.00	\$ 47,731.63	\$ 95,768.37	33.26%
	TOTAL	\$ 600,198.00	\$ 129,162.50	\$ 471,035.50	21.52%
		Start Balance	Expen. To date	Income to date	Account Bal
Revolving Fund	3534	\$ 11,856.76	\$ 3,999.56	\$ 2,505.36	\$ 10,362.56
Library Gifts & Donations	4849	\$ 17,441.82	\$ 6,333.11	\$ 2,832.47	\$ 13,941.18
Lib Incentive & MIG Grant	3402	\$ 38,130.57	\$ 6,170.00	\$ -	\$ 31,960.57

Accounts Removed	5211 Electricity 5342 Printing	5307 Prof Development 5343 Advertising			