

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

September 12, 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 August 8, 2017 meeting

Old Business

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

New Business

- None at this time

Next Meeting

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

Adjournment

Respectfully submitted:

Stephanie Kelly

TRUSTEES OF THE JONATHAN BOURNE PUBLIC LIBRARY

19 Sandwich Road

Bourne, MA 02532

Minutes of the September 12, 2017 Trustees Meeting

Jonathan Bourne Public Library

Trustees Present

Stephanie Kelly

Kristine Maginnis

Karl Spilhaus

Lorraine Young

Cynthia Barry

Kathryn Tura

Staff Present

Patrick Marshall

Guest Present

Paul Gately

Call to Order: Meeting was called to order at 5:18 pm by Board Chair S. Kelly. The chair asked “Is this meeting being recorded?” and all responded “No”. The chair asked “Is there correspondence to be presented?” and P Marshall said “yes”, he had received a thank you note from the Bourne Friends’ Food Pantry/COA thanking the library for the donations collected at the summer concerts.

Action Items: Approval of the minutes of the August 8, 2017 meeting- K. Tura made a motion to accept them as presented and K. Spilhaus seconded and the motion was carried by unanimous vote.

Old Business:

Directors Report: See attached. P. Marshall reported the summer concerts were well attended. Bourne DPW says painters supposed to start outside next week. DPW has also prepped behind the shed for construction of new shed. State Aid reports were completed. Non-fiction weeding out is still being worked on. Telescope arrived and P. Marshall is planning on introducing it for patron use in November. Written policies for borrowers will be brought to the trustees’ board for approval first. Waiting to hear from UCT on new plantings, but painting will need to be done first anyway.

Budget: See attached.

Personnel: New hire, Rebecca Duncan, is doing very well acclimating herself to the library.

Buildings and Grounds: See above in director’s report. P. Marshall will address center lawn tree to make sure it goes in before too late.

Friends of the Library Update: L. Young was unable to attend their last meeting but was filled in with updates as follows. The Friends are moving ahead with shed addition and the old snow blower is gone from space. L. Young was asked what color the new shed will be painted and she will find out if it can be matched to the

building. The Trash to Treasures event was successful with vendors stating they would have hoped for more sales, but would participate again.

New Business: K. Maginnis raised the topic of waiving fines for senior citizens as a constituent recently asked her about the policy. P. Marshall says it can be added to the next agenda. Also, the telescope policy and procedures will be added to the next agenda. Holiday season planning will be discussed as well.

Next Meeting- Scheduled for October 10, 2017 at 5:15 pm.

Adjournment- K. Maginnis made a motion to adjourn the meeting at 5:50 and it was seconded by K. Tura and the motion was carried by unanimous vote.

Respectfully submitted,
Kristine Maginnis

Director's Report

September 12, 2017

(August/September Activity)

- 8/9/17 – Last concert of the season – Home Grown String Band had 65 people turn out.
- 8/10/17 – AC not working in the back room. Town in to fix.
- 8/15/17 – First day for our new Circulation Assistant Rebecca Duncan. Finally at full staff.
- 8/17 – 8/22/17 – Director away on vacation.
- Catch up on August orders for Rentals, EBooks, EAudio, DVD's and other materials.
- 9/6/17 – State Aid Report completed.
- 9/7/17 – DPW preps behind the shed.
- 9/8/17 – New telescope arrived with a demonstration for staff.
- 9/8/17 – Vellamo evening concert. 80 people attended.
- 9/11/17 – Sherriff's Department begins work on shed.

We have been working to catch up with all that is needed to be done in the fall. State Aid reports are completed, orders have been caught up and we continue weeding the nonfiction collection. Hope is to have this done by the end of September.

Work is said to begin on the 12th of September. This is according to the DPW. I have not heard anything else from anyone regarding this project. Will hopefully know more at time of the meeting.

Upcoming – We have another concert scheduled for Columbus Day in the afternoon. This time the band is from Scotland. Hoping for a strong turnout.

Respectfully submitted,

Patrick W. Marshall

Budget Report
Jonathan Bourne Public Library
FY 18 September 8, 2017

Account	Acct #	Start Balance	Expen. to date	End Balance	% Spent
Salaries - Dept Heads	5111	\$ 107,903.00	\$ 20,751.40	\$ 87,151.60	19.23%
Salaries - Supervisors	5112	\$ 199,843.00	\$ 38,434.90	\$ 161,408.10	19.23%
Salaries - Clerical/ Secretary	5113	\$ 179,397.00	\$ 31,222.24	\$ 148,174.76	17.40%
Salaries - Hourly Employees	5117	\$ 28,398.00	\$ 4,692.00	\$ 23,706.00	16.52%
Salaries - Longevity	5141	\$ 2,441.00	\$ -	\$ 2,441.00	0.00%
Salaries - Differential Pay	5142	\$ 1,800.00	\$ 384.00	\$ 1,416.00	21.33%
TOTAL SALARY		\$ 519,782.00	\$ 95,484.54	\$ 424,297.46	18.37%
Heating Fuel	5212	\$ 7,000.00	\$ 25.41	\$ 6,974.59	0.36%
Non Energy - Water	5230	\$ 400.00	\$ -	\$ 400.00	0.00%
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	\$ 1,387.50	\$ 4,812.50	22.38%
Rentals - Misc Equipment	5275	\$ 250.00	\$ -	\$ 250.00	0.00%
Services - Data Processing	5305	\$ 50,000.00	\$ 35,852.30	\$ 14,147.70	71.70%
Communications - Telephone	5340	\$ 850.00	\$ -	\$ 850.00	0.00%
Postage	5341	\$ 500.00	\$ -	\$ 500.00	0.00%
Office Supplies - General	5420	\$ 1,000.00	\$ -	\$ 1,000.00	0.00%
Office Supplies - Copy Machine	5421	\$ 500.00	\$ -	\$ 500.00	0.00%
Bldg/equip supplies-operational	5430	\$ 4,250.00	\$ 328.96	\$ 3,921.04	7.74%
Bldg/equip supplies- other	5435	\$ 500.00	\$ 43.45	\$ 456.55	8.69%
Custodial Supplies - Cleaning	5450	\$ 2,000.00	\$ 447.41	\$ 1,552.59	22.37%
Other supplies - Books (1)	5580	\$ 78,000.00	\$ 13,592.89	\$ 64,407.11	17.43%
Other supplies - Magazines	5581	\$ 8,000.00	\$ 5,160.76	\$ 2,839.24	64.51%
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		\$ 167,850.00	\$ 58,852.68	\$ 108,997.32	35.06%
	TOTAL	\$ 687,632.00	\$ 154,337.22	\$ 533,294.78	22.44%
		Start Balance	Expen. To date	Income to date	Account Bal
Revolving Fund	3534	\$ 8,686.60	\$ 7,543.40	\$ 2,346.15	\$ 3,489.35
Library Gifts & Donations	4849	\$ 17,210.25	\$ 8,825.57	\$ 5,441.65	\$ 13,826.33
Lib Incentive & MIG Grant	3402	\$ 47,074.56	\$ 6,026.00	\$ -	\$ 41,048.56
Accounts Removed from prior Fiscal Years	5211 Electricity 5342 Printing		5307 Prof Development 5343 Advertising		

(1)\$1,194.06 encumbered from FY 17