

**Agenda**  
**Library Board of Trustees**  
**Jonathan Bourne Public Library**

**January 13th 2015 5:15 pm**

Approval December 9, 2014 Minutes

New Business

- 5 year Plan
- TV for special usage
- First Floor art gallery
- Steps between neighboring parking lot
- Generator/Emergency Shelter

Updates

- Little Free Library
- Large Print rotating library
- Director's Report
- Personnel
- Budget
- Building & Grounds
- Friends of the Library

Next Meeting

- Set future agenda items
- Set date

Adjournment

**TRUSTEES OF THE JONATHAN BOURNE PUBLIC LIBRARY**

19 Sandwich Road  
Bourne, MA 02532

**Minutes of the January 13, 2015 Trustees Meeting** Jonathan  
Bourne Public Library

**Trustees Present**

Kathryn Tura

Kristine Maginnis

Paul Gately

Stephanie Kelly

Heather DiPaolo

**Staff Present**

Patrick Marshall

**Guests Present**

Joy Dalton, Friends

**Trustees Absent**

None

Chairperson Kathryn Tura called the meeting to order at 5:18 pm.

**Approval December 9, 2014 Minutes:**

K. Tura moved and H. DiPaolo seconded approval of the minutes with the following change: On page two, the addition of “Historical” before “Staffing Summary” per P. Marshall’s suggestion. The motion was carried by unanimous vote.

**New Business:**

**Five Year Plan:**

- P. Marshall reported that invitation letter was sent out. A copy of the letter and mailing list are attached.
- P. Marshall also reported that *Bourne Courier* and *Bourne Enterprise* articles about the planning meetings would be coming out soon and that he will put out signs and prepare stats for Cheryl Bryan’s use. P.

Marshall also reported that C. Bryan suggested that an evening meeting be scheduled for the focus group..

- T. Maginnis will coordinate refreshments for the planning meeting with Terry Johnson.

**TV for Special Usage:**

- A discussion was held about locating the TV across from the Circulation Desk.
- P. Gately indicated that he had talked to the Town facilities manager and he would wire it when a location is decided upon.
- K. Tura will send a letter to the Friends asking for funding to purchase the TV.
- P. Marshall will talk to staff to get input about whether the TV will be intrusive, what would justify turning it on, etc.
- P. Marshall will check with other libraries about their TV policies and will bring info to next trustees meeting.

#### First Floor Art Gallery:

- P. Gately suggested contacting Nolan LeRoy at the Upper Cape Tech to assess the space and come up with a plan and estimate of costs.

#### Steps Between Neighboring Parking Lot and Library:

- P. Gately reported that he had walked the perimeter of the property and it seems logical to have the steps located closer to the road and that he has checked with the Town and that there are no ADA issues since both properties provide handicapped parking.
- It was decided that P. Gately will ask Mr. Michienzi to a future meeting for further discussion.

#### Generator/Emergency Shelter:

- It was determined that the library is not an emergency shelter but could act as a warming station if the Town were to designate it as one.
- The library currently does not have a back-up generator; however, most Town departments to have one.
- P. Marshall has raised this issue with Charlie Noyes, Emergency Director for the Town and Tom Guerino, Town Administrator.
- It was decided to hold off on further pursuit until after the 5 year planning process is over.

#### Updates:

##### Little Free Libraries:

- K. Tura reported that a thank you note has been sent to On Cape Time for the signs and that she will follow up on the plaques.
- H. DiPaolo provided a contact list for each of the LFL stewards.

##### Large Print Rotating Library:

- K. Tura report that the library is up and running and has had a positive response.

Director's Report: Attached.

Budget and Personnel: No report.

##### Building and Grounds:

- H. DiPaolo reported that the fee for installation of the tree lights was donated by the electrician and that she presented him with a gift bag as thanks. H. DiPaolo also reported that she will submit a receipt in the amount of \$223 for the purchase of the lights.
- P. Marshall reported that he had ordered a portable sound system, lectern, easels, and a white board for the library and that he is working on replacing the conference room chairs.

Friends of JBPL: J. Dalton indicated that there is no report.

**Next Meeting Date and Agenda Items:** February 10, 2015 at 5:15 p.m.

**Adjournment:** K. Tura moved to adjourn the meeting. The motion was seconded by K. Maginnis and carried by unanimous vote and the meeting was adjourned at 6:32 p.m.

Respectfully submitted

*Stephanie G. Kelly*

**Director's Report**  
**January 13, 2015 Board of Trustees Meeting**  
**(December/January Activity)**

- 12/10/14 – CLAMS Board and CLAMS Membership meeting. CLAMS will be doing an annual batch check-in of billed items due 5 years ago or before. Items will still be billed on a patron's record. CLAMS will also be purging annually items lost and paid as well as claimed returned that are five or more years old. CLAMS will also be holding a legislative breakfast in February.
- 12/15/14 – Mass Library System monthly board meeting and new member orientation. CLAMS network is now live on the Massachusetts EBook collection.
- 12/16/14 – State Aid Advisory Meeting in Millbury
- 12/17-12/19/14 – Director away on vacation.
- 12/24/14 – Heat at library out. Facilities department in to adjust thermostats.
- 1/8/15 – No heat again – Boiler out. Part needed. One boiler up and running other will be up once part is replaced.
- 1/12/15 – Bridges Together intergenerational services boot camp with COA Director. Program provided opportunities to develop intergenerational programs. Looking to work with COA on this opportunity.

Upcoming:

- Priority Based Budget workshops per town – Jan 13 and 14<sup>th</sup>
- MLS Marlboro monthly meeting Jan 26<sup>th</sup>
- State Aid Advisory Meeting Jan 27<sup>th</sup>
- Long Range Planning meetings Jan 28<sup>th</sup> and Feb 11<sup>th</sup>

Respectfully submitted,  
Patrick W. Marshall