

Agenda
Library Board of Trustees
Location: Jonathan Bourne Public Library

Date: May 19, 2015
Time: 5:15 pm

Approval April 14, 2015 Minutes

New Business

- Reorganization of Board
- 5 year Plan
- TV for special usage
- Steps between neighboring parking lot
- Rental Books
- 4th of July Holiday

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

Kathryn G. Tura, Chair

TRUSTEES OF THE JONATHAN BOURNE PUBLIC LIBRARY
19 Sandwich Road
Bourne, Massachusetts 02532

Minutes of May 19, 2015 Trustees Meeting at the Jonathan Bourne Public Library

Trustees Present:

Paul Gately
Heather DiPaolo
Kristine Maginnis
Kathryn Tura

Staff Present:

Patrick Marshall

Trustees Absent:

Stephanie Kelly

Guests:

Joan Simpson

K. Tura called the meeting to order at 5:20 p.m.

Minutes: Minutes were not ready for this meeting and will be approved at the June meeting.

Restructuring of the JBPL Board: Since the voting polls do not close until 8pm after our meeting this evening we are unable to officially proceed with this agenda item and will have to restructure the board at the June 9th meeting.

Five Year Plan: The final public meeting will be on May 20th from 6-8pm and pizza will be served. The Trustees are planning a June 2nd meeting to discuss the Five Year Plan goals with Cheryl Bryant. The sample survey needs to be reviewed before that meeting.

Rental Books: (This item was taken out of order in consideration of our guest.) Library patron, Joan Simpson, proposed donating \$1,500 each year (\$3,000 total) to reinstate the Rental Books program for two years with the understanding that the program would be self-sufficient after that time period. She and her husband are very fond of the program and have been missing the ease of the rental books at JBPL. K. Tura moved that we accept a \$3,000 donation for the Book Rental program over the next two years. T. Maginnis seconded the motion and it carried with a unanimous vote.

TV for Special Usage: We all determined that a mounted TV in the library would not be a good fit for the patrons or staff of JBPL. Due to the lack of a cable hook-up, funds for the TV, and concerns over noise from the staff the idea has become a moot point.

Steps between the neighboring parking lot: Vincent Michenzi, owner of the neighboring lot, was opposed to this project.

Fourth of July Holiday: This year the 4th of July holiday is on a Saturday. The Bourne Town Hall is closed on Friday, July 3rd to observe the day. P. Marshall asked that we consider following the town hall schedule for his staff at the library. H. DiPaolo moved that we close the JBPL

on July 3rd and July 4th to observe the federal holiday. K. Tura seconded and the motion carried with a unanimous vote.

Little Free Library: This continues to be a positive project and an asset for the nine villages in town.

Large Print Library: The Cape Cod Senior Residences now have a dedicated bookshelf for the large print books from the JBPL. P. Marshall will set up a regular schedule to rotate the books.

Director's Report: Attached

In addition, Patrick reported:

- The Bibliotemp position will start on May 20, 2015 with a total of 19.5 hours each week;
- Six concerts are lined up for the upcoming summer season;
- Diane Ranney has set up the Author programs for the summer.

Personnel: The summer visitors are beginning to return and the library staff has been very busy. Both Administrators P. Marshall and D. Ranney have had to work the desk often.

Budget: We are waiting to see if the residents of Bourne will vote in the new budget that is contingent on a 1-2 million dollar override.

Building and Grounds: P. Marshall reported that the DPW Director George Sala has admitted that he has not forgotten about the front tree and will be in to straighten and trim very soon.

JBPL Friends: H. DiPaolo reported:

- Friends Volunteer Appreciation Luncheon was well attended on May 18th at The Lobster Trap. Attendees were treated to a tour of the wholesale facility, a full lunch, and candy favor bowl to take home.
- The Semi-annual book sale has been moved to once a year in mid-August instead of the usual June and October sales.
- Summer fundraisers are still to be determined, but there is mention of doing a Paint Night to raise monies for JBPL.

Next Meeting Date: The next Trustees meeting is scheduled for June 9th 2015 at 5:15 p.m.

Adjournment:

K. Tura moved to adjourn the meeting and P. Gately seconded the motion. The meeting was adjourned at 6:35 p.m.

Respectfully submitted,
Heather A.M. DiPaolo

Director's Report
May 19, 2015 Board of Trustees Meeting
(April/May Activity)

- May DVD and music CD order completed
- 4/22/15 - Long Range Planning Meeting – 2nd session
- 4/22/15 – CLAMS Finance Committee meeting.
- 4/28/15 – State Aid Review Committee meeting in Millbury.
- 4/28/15 – Ants swarming by front door. Building Facilities Director alerted to problem.
- 4/30/15 – Meet with representative from Library Ideas. Company provides us with Freegal and Freading.
- 5/4/15 – Town Meeting – Budget for FY 16 has passed contingent on an override vote in the fall. If an override vote doesn't pass, then all bets are off on what the library budget will really be.
- Deselection and weeding of DVD collection has begun.

Upcoming:

- Long range planning meeting – Evening meeting on May 20th at 6:00 p.m.
- Bibliotemps Circulation assistant position starting on May 20th. Temporary position will last until the end of September.
- Trustees Long Range Planning Goals meeting on Tuesday, June 2nd at 5:15 p.m.
- Staff meeting and participation in the Long Range Planning will take place on Monday, June 8th.
- Library will be holding a “Gardening Can Be Murder” program on June 10th at 7:00 p.m. Details to come.

Respectfully submitted,
Patrick W. Marshall

Budget Report
Jonathan Bourne Public Library
FY 15 (May 15, 2015)

Account	Acct #	Start Balance	Expen. to date	End Balance	% Spent
Salaries - Dept Heads	5111	\$ 98,440.00	\$ 86,370.10	\$ 12,069.90	87.74%
Salaries - Supervisors	5112	\$ 182,958.00	\$ 158,078.37	\$ 24,879.63	86.40%
Salaries - Clerical/ Secretary	5113	\$ 135,652.00	\$ 119,131.66	\$ 16,520.34	87.82%
Salaries - Hourly Employees	5117	\$ 22,956.00	\$ 18,129.47	\$ 4,826.53	78.97%
Salaries - Longevity	5141	\$ 1,684.00	\$ 1,684.00	\$ -	100.00%
Salaries - Differential Pay	5142	\$ 1,800.00	\$ 1,760.00	\$ 40.00	97.78%
TOTAL SALARY		\$ 443,490.00	\$ 385,153.60	\$ 58,336.40	86.85%
Electricity	5211	\$ 16,500.00	\$ 10,013.97	\$ 6,486.03	60.69%
Heating Fuel	5212	\$ 8,470.00	\$ 6,994.50	\$ 1,475.50	82.58%
Non Energy - Water	5230	\$ 300.00	\$ 180.50	\$ 119.50	60.17%
R &M Miscellaneous	5240	\$ 8,000.00	\$ 3,578.00	\$ 4,422.00	44.73%
R &M Office Equipment	5245	\$ 500.00	\$ 42.69	\$ 457.31	8.54%
R &M Machine Repair Contract	5246	\$ 6,700.00	\$ 5,860.00	\$ 840.00	87.46%
Rentals - Misc Equipment	5275	\$ 250.00	\$ -	\$ 250.00	0.00%
Services - Data Processing	5305	\$ 45,000.00	\$ 37,587.88	\$ 7,412.12	83.53%
Professional Development	5307	\$ -	\$ -	\$ -	#DIV/0!
Communications - Telephone	5340	\$ 850.00	\$ 807.15	\$ 42.85	94.96%
Postage	5341	\$ 750.00	\$ 245.00	\$ 505.00	32.67%
Printing	5342	\$ -	\$ -	\$ -	#DIV/0!
Advertising	5343	\$ -	\$ -	\$ -	#DIV/0!
Office Supplies - General	5420	\$ 900.00	\$ 326.09	\$ 573.91	36.23%
Office Supplies - Copy Machine	5421	\$ 500.00	\$ 50.97	\$ 449.03	10.19%
Bldg/equip supplies-operational	5430	\$ 4,500.00	\$ 3,261.99	\$ 1,238.01	72.49%
Bldg/equip supplies- other	5435	\$ 500.00	\$ 324.40	\$ 175.60	64.88%
Custodial Supplies - Cleaning	5450	\$ 2,000.00	\$ 1,262.49	\$ 737.51	63.12%
Other supplies - Books	5580	\$ 75,000.00	\$ 63,367.68	\$ 11,632.32	84.49%
Other supplies - Magazines	5581	\$ 7,500.00	\$ 8,352.97	\$ (852.97)	111.37%
Other Supplies - Misc.	5595	\$ 400.00	\$ 365.41	\$ 34.59	91.35%
Travel	5710	\$ 250.00	\$ 151.53	\$ 98.47	60.61%
Dues	5730	\$ 250.00	\$ 290.00	\$ (40.00)	116.00%
TOTAL EXPENSES		\$ 179,120.00	\$ 143,063.22	\$ 36,056.78	79.87%
	TOTAL	\$ 622,610.00	\$ 528,216.82	\$ 94,393.18	84.84%
		Start Balance	Expen. To date	Income to date	Account Bal
Revolving Fund	3534	\$ 2,296.29	\$ 4,798.79	\$ 11,118.01	\$ 8,615.51

Library Gifts & Donations	4849	\$ 15,143.44	\$ 5,765.21	\$ 7,741.36	\$ 17,119.59
Lib Incentive & MIG Grant	3402	\$ 23,792.19	\$ 14,684.09	\$ 22,051.24	\$ 31,159.34
Job Seekers *** (FY 14)	3496	\$ 4,000.00	\$ 7,500.00	\$ 3,500.00	\$ -
Full Steam Ahead *** (FY 15)	3781	\$ 3,750.00	\$ 4,235.61	\$ 3,750.00	\$ 3,264.39
****Goes by Federal FY(Oct-Sep)					