

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

**April 12, 2016 5:15 pm
Library Meeting Room**

Call to Order

1. **ACTION ITEM** - Approval of minutes to the March 15, 2016 meeting

Old Business

1. FY 16 Budget and hours open.

New Business

1. Staff Appreciation
2. May Election

Discussion Items

1. Director's Report
2. Personnel
3. Budget
4. Building & Grounds
5. Friends of the Library

Next Meeting

Set future agenda items
Set date

Adjournment

Kathryn Tura
JBPL Trustee Chair

TRUSTEES OF THE JONATHAN BOURNE PUBLIC LIBRARY

19 Sandwich Road
Bourne, MA 02532

Minutes of the April 12, 2016 Trustees Meeting
Jonathan Bourne Public Library

Trustees Present

Kathryn Tura
Kristine Maginnis
Paul Gately
Heather DiPaolo
Stephanie Kelly
Karl Spilhaus

Staff Present

Patrick Marshall

Guests Present

None

Trustees Absent

None

Call to Order: Meeting was called to order at 5:20 pm

Minutes: K. Tura moved to accept the minutes of the March 15, 2016 meeting as presented. H. DiPaolo seconded and the motion was carried by unanimous vote.

Old Business – P. Marshall reported that since funds were restored to the budget at Town Meeting, interviews were being done for the circulation assistant position. The position was advertised on the MBLC website and various library job posting boards. H. DiPaolo asked about hours of operation. P. Marshall stated he hopes to hire soon so that library hours can be restored to 50 hours per week, hopefully by May 1st. The library will be open the Tuesday after Patriots Day.

New Business – Planning for a Staff Appreciation luncheon was discussed. The date of 5/16/16 from noon to two at the home of K. Spilhaus was decided upon. S. Wright will design and issue a written invitation to the event for the staff. Who would be bringing what for food and drink choices was decided upon.

May Election- H.DiPaolo will be retiring from the board after three terms, or nine years of volunteer service. P. Marshall placed her name on a plaque hanging in the meeting room upstairs and thanked her for her service. Cake was shared in celebration.

Director's Report – Attached. P. Marshall announced that the JBPL was the statewide winner in the Boston Bruins/Cradles to Crayons pajama drive. The Sandwich library was second and P. Marshall took a polar plunge with Joanne Lamothe of Sandwich as a good sport.

Town of Bourne Facilities Director, Jonathan Nelson, has started work again on the exterior of the library. The cupola is to be refurbished and lit with either solar or LED lighting and to be replaced on the roof as a decorative element and not part of the structure. A solid roof under it will prevent leaks. Work will continue on the front and sides of the building throughout the summer.

P. Marshall also reported that print circulation is down and E book circulation is up, though with the reduced hours of operation this year this statistic was understandable.

P. Marshall asked the board to consider doing a Directors Evaluation. K. Spilhaus stated he could present a template from another library for the board to review at their next meeting.

Personnel – Three staff members attended a MLA dinner and received recognition awards for the para-professional workshops they attended. A fourth staff member is also at work on the program.

Budget Report – Attached.

Building and Grounds – See above.

Friends of JBPL – The spring/summer newsletter is to be mailed on 5/16 and the annual volunteer appreciation luncheon is to be held at Keystone Place in Buzzards Bay in June.

Next Meeting Date and Agenda Items: Tentatively scheduled for May 25, 2016 at 5:15 p.m. Items to be added to the agenda are the directors' evaluation project, and structure of board post town election.

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 6:30 p.m.

Respectfully submitted
Kristine Maginnis for S. Kelly

Director's Report
April 12, 2016 Board of Trustees Meeting
(March - April Activity)

- 3/15/16 – Pajama drive ends. Bourne turns in 2,211 pairs to Sandwich's 597. We will await official count but looks like Sandwich Director is taking a cold dip.
- 3/15/16 – Library Board of Trustees Meeting.
- 3/21/16 – 1 hour snow delay for staff working.
- 3/22/16 – Turn in first Priority Based Budgeting to Town Administrator's office
- 3/23/16 – Meet with Facilities Director Jon Nelson regarding cupola. Plan is to take cupola off the building and restore it while placing a full roof in its spot. Cupola would be returned but now only be a decorative piece and not part of the actual roof structure. The hope is this will end the leaks completely. Access would still be available for light changes, etc. but idea is to use a possible solar powered light. Mr. Nelson hopes to get the bidding process going end of April for outside work, especially the front of the building.
- 3/30/16 – Webinar 1 for ADP Payroll. Town will be switching over to this.
- 3/30/16 – Oil tank out back is removed
- 3/31/16 – Sandwich Director does her polar plunge with a special guest.
- 4/5/16 – Webinar 2 for ADP Payroll.
- 4/11/16 – Attended Mass Library System Board of Directors meeting

Upcoming:

- Recall of laid off employee was conducted by the Town following contract guidelines. No response was received so circulation assistant position was posted. Interviews will begin on 4/12 and it is hoped to have hours open back up to 50 by May 1st or soon after.
- Miss Terry is holding her music and movement story time here at the library on Monday's as the Community Building schedule became conflicted.
- Very proud to report that Terry Johnson has received her Level 3 Para-librarian Recognition of Achievement and that Barbara Lorentzen and Brian Meneses have each attained Level 2. Their awards will be presented at the Massachusetts Library Association Conference in May. This is a certification recognizing their work as para-librarians in Massachusetts and acknowledges all the trainings they have attended, courses and programs they have run and their years of experience working for libraries.

Respectfully submitted,
Patrick W. Marshall

Budget Report
Jonathan Bourne Public Library
FY 16 (April 12, 2016)

Account	Acct #	Start Balance	Expen. to date	End Balance	% Spent
Salaries - Dept Heads	5111	\$ 104,224.00	\$ 80,757.05	\$ 23,466.95	77.48%
Salaries - Supervisors	5112	\$ 186,584.00	\$ 144,583.51	\$ 42,000.49	77.49%
Salaries - Clerical/ Secretary (1)	5113	\$ 142,460.00	\$ 114,585.02	\$ 27,874.98	80.43%
Salaries - Hourly Employees	5117	\$ 24,872.00	\$ 16,951.31	\$ 7,920.69	68.15%
Salaries - Longevity	5141	\$ 1,700.00	\$ 1,684.00	\$ 16.00	99.06%
Salaries - Differential Pay	5142	\$ 1,800.00	\$ 1,124.00	\$ 676.00	62.44%
TOTAL SALARY		\$ 461,640.00	\$ 359,684.89	\$ 101,955.11	77.91%
Heating Fuel	5212	\$ 8,470.00	\$ 3,643.50	\$ 4,826.50	43.02%
Non Energy - Water	5230	\$ 350.00	\$ 317.00	\$ 33.00	90.57%
R &M Miscellaneous	5240	\$ 8,000.00	\$ 2,726.80	\$ 5,273.20	34.09%
R &M Office Equipment	5245	\$ 500.00	\$ 485.00	\$ 15.00	97.00%
R &M Machine Repair Contract	5246	\$ 6,700.00	\$ 3,924.00	\$ 2,776.00	58.57%
Rentals - Misc Equipment	5275	\$ 250.00	\$ -	\$ 250.00	0.00%
Services - Data Processing	5305	\$ 45,000.00	\$ 40,563.79	\$ 4,436.21	90.14%
Communications - Telephone	5340	\$ 850.00	\$ 562.85	\$ 287.15	66.22%
Postage	5341	\$ 750.00	\$ -	\$ 750.00	0.00%
Office Supplies - General	5420	\$ 900.00	\$ 554.60	\$ 345.40	61.62%
Office Supplies - Copy Machine	5421	\$ 500.00	\$ 48.99	\$ 451.01	9.80%
Bldg/equip supplies-operational	5430	\$ 4,500.00	\$ 4,126.57	\$ 373.43	91.70%
Bldg/equip supplies- other	5435	\$ 500.00	\$ 67.91	\$ 432.09	13.58%
Custodial Supplies - Cleaning	5450	\$ 2,000.00	\$ 1,005.39	\$ 994.61	50.27%
Other supplies - Books	5580	\$ 75,000.00	\$ 47,404.92	\$ 27,595.08	63.21%
Other supplies - Magazines	5581	\$ 7,500.00	\$ 8,774.77	\$ (1,274.77)	117.00%
Other Supplies - Misc.	5595	\$ 375.00	\$ 200.00	\$ 175.00	53.33%
Travel	5710	\$ 200.00	\$ -	\$ 200.00	0.00%

Dues	5730	\$ 250.00	\$ 440.00	\$ (190.00)	176.00%
TOTAL EXPENSES		\$ 162,595.00	\$ 114,846.09	\$ 47,748.91	70.63%
	TOTAL	\$ 624,235.00	\$ 474,530.98	\$ 149,704.02	76.02%
		Start Balance	Expen. To date	Income to date	Account Bal
Revolving Fund	3534	\$ 9,527.15	\$ 6,483.25	\$ 8,768.29	\$ 11,812.19
Library Gifts & Donations	4849	\$ 18,591.37	\$ 9,020.92	\$ 8,651.00	\$ 18,221.45
Lib Incentive & MIG Grant	3402	\$ 30,613.57	\$ 14,260.36	\$ 22,279.36	\$ 38,632.57
Full Steam Ahead *** (FY 15)	3781	\$ 3,750.00	\$ 7,500.00	\$ 3,750.00	\$ -
****Goes by Federal FY(Oct-Sep)					
Accounts Removed		5211 Electricity 5342 Printing	5307 Prof Development 5343 Advertising		

(1) Includes \$25,880 Reduction

All reductions done in the expense line items were restored at February STM. Numbers reflect that restoration here.