

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

**January 19, 2016 5:15 pm**  
**Library Meeting Room**

Call to Order

1. **ACTION ITEM** - Approval of minutes to the November 17, 2015 meeting

Old Business

1. Long Range Plan
2. Prop 2 1/2 impact

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 January 19, 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**

Joy Dalton, Friends of the  
Jonathan Bourne Public Library

**Trustees Absent**

None

**Minutes:** H. DiPaolo moved to accept the minutes of the November 17, 2015 meeting as presented. K. Maginnis seconded and the motion was carried by unanimous vote.

**Library Long Range Plan and Survey** – P. Marshall provided proposed long-range plan which incorporates input from trustees, staff and community members. Trustees will review the proposed plan and a vote to approve it will be held at the February meeting.

**Proposition 2 ½ Impact** – P. Marshall led a discussion about possible budget scenarios for the remainder of FY16 and FY17 and indicated that there are no definite answers or numbers until after the February Town Meeting.

**Director’s Report** – Attached. P. Marshall also reported that the annual pajama drive for Cradles to Crayons will begin soon.

**Budget Report** – Attached.

**Building and Grounds** – None.

**Friends of JBPL** – Joy Dalton reported that the Friends are planning upcoming author talks, that the Giving Tree event raised \$2,307, and that they are in the early stages of planning for a volunteer appreciation event in May.

**Next Meeting Date and Agenda Items:** February 9, 2016 at 5:15 p.m. Items to be added to the agenda are:

- Long-Range Plan

**Adjournment:** K. Tura moved to adjourn the meeting. The motion was seconded by H. DiPaolo and carried by unanimous vote and the meeting was adjourned at 6:20 p.m.

Respectfully submitted

*Stephanie G. Kelly*

**Director's Report**  
**January 19, 2016 Board of Trustees Meeting**  
**(Nov - Jan Activity)**

- 11/18/15 – CLAMS Board of Director's Meeting.
- 11/19/15 – DVD Order for November completed
- 11/23/15 – Department Head Meeting
- 11/24/15 – eBooks and eAudio order completed for November.
- 11/25/15 – Lights installed on tree
- 12/4/15 – Christmas in Olde Bourne Village.
- 12/7-12/18/15 – Director out for family issue/bereavement
- 1/2/16 – A Sherman last day. Due to contract articles, Ms. Sherman has been “bumped” by a more senior employee from Town Hall.
- 1/5/16 – L Brochu starts at library
- 1/5/16 – MLS Board Meeting – Marlboro
- 1/13/16 – CLAMS Board of Director's Meeting

Upcoming:

- No programs at this time scheduled. Continued work on FY 17 budget and Special Town Meeting in February will determine final outcome for FY 16 Budget.

Loretta has made the switch from Town Hall to the library. She will be filling in as Children's Assistant.

T Johnson has begun planning for summer reading program. Plans are in place to provide as much programming as possible. Thursday nights will continue to be family program nights though starting at 6:30 instead of 7:00 p.m.

The budget situation continues to be difficult. With possible changes seeming to happen on a monthly basis, it makes planning very difficult. There is talk that \$35,000 of the \$51,000 cut from the Override failure may be restored at Town Meeting on February 8<sup>th</sup>. We will see how it goes.

Respectfully submitted,  
Patrick W. Marshall

Budget Report  
Jonathan Bourne Public Library  
FY 16 (January 20, 2016)

Account	Acct #	Start Balance	Expen. to date	End Balance	% Spent
Salaries - Dept Heads	5111	\$ 104,224.00	\$ 58,877.06	\$ 45,346.94	56.49%
Salaries - Supervisors	5112	\$ 186,584.00	\$ 105,410.64	\$ 81,173.36	56.50%
Salaries - Clerical/ Secretary (1)	5113	\$ 142,460.00	\$ 91,239.57	\$ 51,220.43	64.05%
Salaries - Hourly Employees	5117	\$ 24,872.00	\$ 12,358.59	\$ 12,513.41	49.69%
Salaries - Longevity	5141	\$ 1,700.00	\$ 1,684.00	\$ 16.00	99.06%
Salaries - Differential Pay	5142	\$ 1,800.00	\$ 836.00	\$ 964.00	46.44%
<b>TOTAL SALARY</b>		\$ 461,640.00	\$ 270,405.86	\$ 191,234.14	58.58%
Heating Fuel	5212	\$ 8,470.00	\$ 1,623.05	\$ 6,846.95	19.16%
Non Energy - Water	5230	\$ 350.00	\$ 166.75	\$ 183.25	47.64%
R &M Miscellaneous (2)	5240	\$ 8,000.00	\$ 2,976.80	\$ 5,023.20	37.21%
R &M Office Equipment	5245	\$ 500.00	\$ -	\$ 500.00	0.00%
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 (3)	5305	\$ 45,000.00	\$ 44,516.90	\$ 483.10	98.93%
Communications - Telephone	5340	\$ 850.00	\$ 357.33	\$ 492.67	42.04%
Postage	5341	\$ 750.00	\$ -	\$ 750.00	0.00%
Office Supplies - General	5420	\$ 900.00	\$ 82.00	\$ 818.00	9.11%
Office Supplies - Copy Machine	5421	\$ 500.00	\$ 48.99	\$ 451.01	9.80%
Bldg/equip supplies-operational (4)	5430	\$ 4,500.00	\$ 3,061.72	\$ 1,438.28	68.04%
Bldg/equip supplies- other	5435	\$ 500.00	\$ 67.91	\$ 432.09	13.58%
Custodial Supplies - Cleaning	5450	\$ 2,000.00	\$ 776.68	\$ 1,223.32	38.83%
Other supplies - Books (5)	5580	\$ 75,000.00	\$ 50,673.98	\$ 24,326.02	67.57%
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	\$ 290.00	\$ (40.00)	116.00%
<b>TOTAL EXPENSES</b>		\$ 162,595.00	\$ 117,540.88	\$ 45,054.12	72.29%
	<b>TO-TAL</b>	\$ 624,235.00	\$ 387,946.74	\$ 236,288.26	62.15%
		Start Bal- ance	Expen. To date	Income to date	Account Bal
Revolving Fund	3534	\$ 9,527.15	\$ -	\$ 6,448.61	\$ 15,975.76
Library Gifts & Donations	4849	\$ 18,591.37	\$ 8,550.56	\$ 7,560.95	\$ 17,601.76
Lib Incentive & MIG Grant	3402	\$ 30,613.57	\$ 14,260.36	\$ 10,933.71	\$ 27,286.92
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
- (2) Includes \$250 Reduction
- (3) Includes \$4,000 Reduction
- (4) Includes \$250 Reduction
- (5) Includes \$15,500 Reduction