

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

**June 14, 2016 5:15 pm**  
**Library Meeting Room**

Call to Order

New Business:

1. **ACTION ITEM** - Approval of minutes to the May 25, 2016 meeting minutes
2. Restructure Board
3. Director Evaluation-templates
4. Trustee orientation

Old Business

1. FY16 Budget

Discussion Items

1. Director's Report
2. Personnel
3. Budget
4. Building & Grounds
5. Friends of the Library
6. Board re-election
7. Staff appreciation

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 June 14, 2016 Trustees Meeting**  
Jonathan Bourne Public Library

**Trustees Present**

Kathryn Tura  
Kristine Maginnis  
Paul Gately  
Karl Spilhaus  
Lorraine Young

**Staff Present**

Patrick Marshall

**Guest Present**

Roger Forget, Principal UCT High School

**Trustees Absent**

Stephanie Kelly

**Call to Order:** Meeting was called to order at 5:15 pm.

**New Business-**

**Minutes:** K. Tura moved to accept the minutes of the May 25, 2016 meeting as presented. K. Maginnis seconded and the motion was carried by unanimous vote.

**Board Restructure** was tabled again this month until all board members were present at the meeting.

**Director Evaluation** – K. Tura stated that after reviewing choices, she felt the Hatfield, MA template shared from K. Spilhaus would be the most useful for our purposes here. A short discussion followed and all agreed. L. Young asked P. Marshall if he sets goals every year. P. Marshall stated that he does, but that staffing and budget limits curtail growth of new initiatives. K. Tura asked that board members continue to review sample job descriptions and performance evaluations of library directors. P. Marshall noted that he does not have a formal written performance evaluation to share with the board as this has never been done by the Town Administrator.

**Upper Cape Tech. Project** –P. Gately invited R. Forget to attend the trustees meeting to present ideas on how UCT could partner with and assist the library. R. Forget stated that UCT always wants to give back to the five communities sending students to the school. He suggested maybe National Honor Society (NHS) students could help with library programs or vocational students could help with building maintenance. L. Young asked if UCT could help resurrect the front garden beds. R. Forget said his horticulture group could help with planning and execution of new landscaping. P. Marshall stated the NHS students could possibly volunteer to shelve books. R. Forget asked the trustees to look at and prioritize their needs and let him know how his school could help. A short discussion followed and all agreed hopefully something could be put in place for the fall. L. Young asked how the JBPL could serve UCT in turn. R. Forget stated their Early Learning Center preschool could possibly utilize services at the library. L. Young stated the garden project should include input from The Friends of the JBPL and also the Aptuxcet Garden Club who installed the current plantings.

**Trustee Orientation-** Discussion was tabled until further notice.

**Director's Report** – Attached. P. Marshall stated B. Meneses was looking at putting in charging stations as well as a mobile computer lab. Five concerts are booked for the summer Concerts on the Lawn and D. Ranney has a number of author talks booked as well as a trivia night.

**Budget Report** – Discussion of line items followed

**Friends of JBPL** – The annual volunteer appreciation luncheon was held at Keystone Place in Buzzards Bay on June 8<sup>th</sup>. It was a successful event and community partnership building opportunity. L. Young suggested implementing a coffee hour event with the Friends.

**Next Meeting Date and Agenda Items:** Tentatively scheduled for August 9, 2016 at 5:15 p.m. Item to be placed on the agenda at this time is the restructure of JBPL trustees.

**Adjournment:** K. Tura moved to adjourn the meeting. The motion was seconded by P. Gately and carried by unanimous vote and the meeting was adjourned at 6:27 p.m.

Respectfully submitted  
Kristine Maginnis for S. Kelly

**Director's Report**  
**June 9, 2016**  
**(May - June Activity)**

- 5/27/16 – Last class and graduation from the MMA/Suffolk University Certificate in Municipal Government and Leadership Program. Program was well worth the effort and I am thankful for the opportunity to take the classes.
  - 6/8/16 – Clams meeting day – Membership, Annual, Board as well as a hearing on the new State Aid to Library changes proposed.
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- Since the Board met on May 25, 2016 – Not a lot to report. We continue planning summer programs at the library. I have 5 concerts lined up for the Concerts On the Lawn series. Diane has booked a number of authors as well as other programs (including a trivia night) for the adult summer reading. Terry has a full lineup of kids programs and reading incentives ready to go.
  - With regards to the building, we will be replacing our fire alarm in the week or two. It is no longer covered by the Bourne FD and does not conform with new alarm standards.
  - We continue to wait for bids on the outside project.

Respectfully submitted,  
Patrick W. Marshall

Budget Report  
Jonathan Bourne Public Library  
FY 16 June 14, 2016)

Account	Acct #	Start Balance	Expen. to date	End Balance	% Spent
Salaries - Dept Heads	5111	\$ 104,224.00	\$ 100,647.95	\$ 3,576.05	96.57%
Salaries - Supervisors	5112	\$ 186,584.00	\$ 180,195.21	\$ 6,388.79	96.58%
Salaries - Clerical/ Secretary (1)	5113	\$ 142,460.00	\$ 124,666.46	\$ 17,793.54	87.51%
Salaries - Hourly Employees	5117	\$ 24,872.00	\$ 21,126.51	\$ 3,745.49	84.94%
Salaries - Longevity	5141	\$ 1,700.00	\$ 1,684.00	\$ 16.00	99.06%
Salaries - Differential Pay	5142	\$ 1,800.00	\$ 1,460.00	\$ 340.00	81.11%
<b>TOTAL SALARY</b>		\$ 461,640.00	\$ 429,780.13	\$ 31,859.87	93.10%
Heating Fuel	5212	\$ 8,470.00	\$ 5,045.85	\$ 3,424.15	59.57%
Non Energy - Water	5230	\$ 350.00	\$ 317.00	\$ 33.00	90.57%
R &M Miscellaneous	5240	\$ 8,000.00	\$ 6,702.80	\$ 1,297.20	83.79%
R &M Office Equipment	5245	\$ 500.00	\$ 485.00	\$ 15.00	97.00%
R &M Machine Repair Contract	5246	\$ 6,700.00	\$ 5,232.00	\$ 1,468.00	78.09%
Rentals - Misc Equipment	5275	\$ 250.00	\$ -	\$ 250.00	0.00%
Services - Data Processing	5305	\$ 45,000.00	\$ 43,409.22	\$ 1,590.78	96.46%
Communications - Telephone	5340	\$ 850.00	\$ 770.34	\$ 79.66	90.63%
Postage	5341	\$ 750.00	\$ -	\$ 750.00	0.00%
Office Supplies - General	5420	\$ 900.00	\$ 1,473.69	\$ (573.69)	163.74%
Office Supplies - Copy Machine	5421	\$ 500.00	\$ 981.12	\$ (481.12)	196.22%
Bldg/equip supplies-operational	5430	\$ 4,500.00	\$ 4,180.42	\$ 319.58	92.90%
Bldg/equip supplies- other	5435	\$ 500.00	\$ 82.86	\$ 417.14	16.57%
Custodial Supplies - Cleaning	5450	\$ 2,000.00	\$ 1,717.54	\$ 282.46	85.88%
Other supplies - Books	5580	\$ 75,000.00	\$ 62,865.10	\$ 12,134.90	83.82%
Other supplies - Magazines	5581	\$ 7,500.00	\$ 9,232.37	\$ (1,732.37)	123.10%
Other Supplies - Misc.	5595	\$ 375.00	\$ 494.87	\$ (119.87)	131.97%

Travel	5710	\$ 200.00	\$ -	\$ 200.00	0.00%
Dues	5730	\$ 250.00	\$ 440.00	\$ (190.00)	176.00%
<b>TOTAL EXPENSES</b>		\$ 162,595.00	\$ 143,430.18	\$ 19,164.82	88.21%
	<b>TO-TAL</b>	\$ 624,235.00	\$ 573,210.31	\$ 51,024.69	91.83%
		Start Bal- ance	Expen. To date	Income to date	Account Bal
Revolving Fund	3534	\$ 9,527.15	\$ 9,195.22	\$ 11,023.45	\$ 11,355.38
Library Gifts & Donations	4849	\$ 18,591.37	\$ 9,362.25	\$ 9,023.07	\$ 18,252.19
Lib Incentive & MIG Grant	3402	\$ 30,613.57	\$ 14,762.36	\$ 22,279.36	\$ 38,130.57
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 \$10,880 Reduction

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