

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

March 15, 2016 5:00 pm
Library Meeting Room

Call to Order

1. **ACTION ITEM** - Approval of minutes to the Feb 9, 2016 meeting minutes

Old Business

1. Prop 2 1/2 impact

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 March 15, 2016 Trustees Meeting
Jonathan Bourne Public Library

Trustees Present

Kristine Maginnis
Paul Gately
Heather DiPaolo
Stephanie Kelly
Karl Spilhaus

Staff Present

Patrick Marshall

Guests Present

None

Trustees Absent

Kathryn Tura

Minutes: K. Spilhaus moved to accept the minutes of the February 9, 2016 meeting as presented. H. DiPaolo seconded and the motion was carried by unanimous vote.

Proposition 2 ½ Impact – P. Marshall reported that a 30-hour entry level circulation assistant position has been restored. Recall letter has gone out from the town to employees who had been laid off including the employee laid off from the library. P. Marshall has reached out to this employee and is awaiting a response.

Director’s Report – Attached. P. Marshall also reported the following:

- The library will be open the Tuesday after Patriots Day;
- The long range plan was accepted by the Board of Library Trustees.

Personnel -- See Proposition 2 ½ Impact notes above.

Budget Report – Attached. P. Marshall also reported on the Finance Committee meeting and that the FY17 budget still reflects cuts and there is a shortfall to meet the municipal appropriation requirement of approximately \$10,000-\$11,000.

Building and Grounds – P. Marshall reported as follows:

- Removal of the old oil tank located behind the building is planned;
- Exterior painting, cupola repair are going out to bid according to Johnathan Nelson;

A discussion was also held about interior improvement projects such as shelving and carpeting. P. Marshall noted that he thought it would be too disruptive to staff to have both interior and exterior projects going on at the same time.

Friends of JBPL – P. Marshall reported that the “Nut Country” author presentation was well received with 8-9 in attendance. The Friends have indicated that they are willing to fund the summer author program.

Board Re-Election – H. DiPaolo has chosen not to seek re-election and K. Maginnis is uncertain as to whether she will seek re-election. P. Marshall encouraged all trustees to work toward identifying community members who may be willing to run.

Staff Appreciation – K. Spilhaus has offered to host a luncheon for staff and trustees at his home. It was decided that a Monday would be preferable because the library is closed and May 16 or May 23 were offered as potential dates. K. Spilhaus will write up a short description of the event to present to P. Marshall. Trustees will each pay \$25 toward the cost of the luncheon and possible gifts and a menu will be discussed at the April trustees meeting.

Next Meeting Date and Agenda Items: April 12, 2016 at 5:15 p.m. Items to be added to the agenda are:

- Staff Appreciation Luncheon

Adjournment: P. Gately moved to adjourn the meeting. The motion was seconded by K. Maginnis and carried by unanimous vote and the meeting was adjourned at 6:05 p.m.

Respectfully submitted

Stephanie G. Kelly

Director's Report
March 15, 2016 Board of Trustees Meeting
(Feb-Mar Activity)

- 2/8/16 – Town offices closed for snow.
- 2/8/16 – MLS Board Meeting – Attended virtually
- 2/10/16 – Clams Board and Clams Membership Meeting.
- 2/16/16 – Special Town Meeting - \$35,000 restored to budget for FY 16.
- 2/23/16 – Meeting with Town Administrator regarding FY 17 budget.
- 2/29/16 – Finance Committee review of FY 17 budget.
- 3/1/16 – Department Head meeting
- 3/2/16 – CLAMS Finance Committee meeting
- 3/2/16 – Power out at 4:00 p.m. due to accident near Post Office. Library closes at 4:30 p.m.
- 3/9/16 – CLAMS Board Meeting
- 3/10/16 – Bourne Insurance Advisory Committee meeting.

Upcoming:

- Town Meeting restored \$35,000 to the library for FY 16. We are currently going through the layoff callback process. If no candidates come forth, we will look to post the circulation assistant position.
- Sandwich Public Library was granted a waiver by the MBLC and as a result, is now a certified library.
- Pajama drive comes to a close today (March 15) and Bourne has raised 2,100+ PJ's for this year (well ahead of our 1,651 from last year). We will await to see what the final count is from Sandwich to see who has to do the polar plunge.
- Town is continuing to move forward with Priority Based Budgeting. I continue to work on filling in the library information.
- Long Range Plan has been accepted by the MBLC. We are covered for FY 16-21. Action plan for FY 17 is also complete.

Respectfully submitted,
Patrick W. Marshall

Budget Report
Jonathan Bourne Public Library
FY 16 (March 15, 2016)

Account	Acct #	Start Balance	Expen. to date	End Balance	% Spent
Salaries - Dept Heads	5111	\$ 104,224.00	\$ 74,789.78	\$ 29,434.22	71.76%
Salaries - Supervisors	5112	\$ 186,584.00	\$ 133,900.00	\$ 52,684.00	71.76%
Salaries - Clerical/ Secretary (1)	5113	\$ 142,460.00	\$ 108,085.53	\$ 34,374.47	75.87%
Salaries - Hourly Employees	5117	\$ 24,872.00	\$ 15,698.75	\$ 9,173.25	63.12%
Salaries - Longevity	5141	\$ 1,700.00	\$ 1,684.00	\$ 16.00	99.06%
Salaries - Differential Pay	5142	\$ 1,800.00	\$ 1,044.00	\$ 756.00	58.00%
TOTAL SALARY		\$ 461,640.00	\$ 335,202.06	\$ 126,437.94	72.61%
Heating Fuel	5212	\$ 8,470.00	\$ 3,643.50	\$ 4,826.50	43.02%
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	\$ 90.00	\$ 410.00	18.00%
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	\$ 44,548.16	\$ 451.84	99.00%
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 (4)	5430	\$ 4,500.00	\$ 4,376.57	\$ 123.43	97.26%
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 (5)	5580	\$ 75,000.00	\$ 60,120.60	\$ 14,879.40	80.16%
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%
TOTAL EXPENSES		\$ 162,595.00	\$ 131,350.89	\$ 31,244.11	80.78%
	TOTAL	\$ 624,235.00	\$ 466,552.95	\$ 157,682.05	74.74%
		Start Balance	Expen. To date	Income to date	Account Bal
Revolving Fund	3534	\$ 9,527.15	\$ 6,418.26	\$ 8,134.10	\$ 11,242.99
Library Gifts & Donations	4849	\$ 18,591.37	\$ 9,020.92	\$ 8,150.33	\$ 17,720.78
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