

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

November 17, 2015 5:15 pm
Library Meeting Room

Call to Order

1. **ACTION ITEM** - Approval of minutes to the October 13, 2015 meeting
2. **ACTION ITEM** –Holiday Hours

Old Business

1. Long Range Plan
2. Tree
3. 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

Jonathan Bourne Public Library

Board of Trustees

Minutes of meeting: November 17, 2015

Call to Order:

A regular meeting of the Jonathan Bourne Public Library (JBPL) Board of Trustees was held at the JBPL, in Bourne, MA, on November 17, 2015. The meeting convened at 5:20 P.M. Patrick Marshall, Library Director, was in attendance. Chairwoman, Kathryn Tura presided; Kristine Maginnis acted as Secretary. Members of the Board in attendance were Heather DiPaolo, Paul Gately, and Karl Spilhaus. Not in attendance: Stephanie Kelly.

Action Item 1:

A motion was made to accept the minutes of the October 13, 2015 meeting by H. DiPaolo. K. Tura seconded and all were in favor.

Action Item 2:

A discussion was undertaken in regard to Holiday Hours. As New Years' Eve is on a Thursday night and the library is normally open until 7pm, it was asked if the board wanted to vote to close early at 5pm. P. Gately made a motion and H. DiPaolo seconded and all voted in favor of closing 12/31/15 at 5pm.

Similarly Christmas Eve the library is open a half day by contract and closed on Christmas Day. Many Cape libraries would be closing on Saturday the 26th of December for the holiday weekend P. Marshall explained. K. Tura made a motion to close the JBPL on 12/26/15 and K. Spilhaus seconded and all voted in favor of this.

Old Business

Long Range Plan: P. Marshall reported Cheryl Bryan met with library staff and developed a Priorities document for our review. The board will review the activities proposed in the handout and vote on it at their next meeting.

Tree: H. DiPaolo reported she spoke with a commercial electrician, Bob Scena, and he graciously offered to set up lights on the tree at no cost next week for the 12/4/15

tree lighting event in conjunction with Christmas in Old Bourne Village.

Proposition 2 ½ failure impacts:

P. Marshall reported the implementation of reduced hours of library operation. Wednesday JBPL now closes at 5pm rather than 8, and Tuesdays and Thursdays close is at 7pm rather than 8. Hours of operation are now at 45 per week rather than 50, the required minimum for MBLC certification. Orders on books and materials are being cut as well.

Discussion Items:

Director's Report- P. Marshall has been talking to staff regarding certification for para-professionals thru the Mass. Libraries Association. This continuing education program is self-guided and has different levels of achievement. Staff was very interested and motivated to take part in this opportunity.

Personnel- P. Gately asked if staffing level was sufficient thru vacations over the holidays. P Marshall indicated this was all set.

Budget- see Budget Report attached.

P. Marshall reported FY17 budget first draft is due 12/8/15 in which budget must be reduced another \$51,000.00. JBPL is at 6.5 FTE's where we had been 7.9, and other comparable libraries are at 12 FTE's. K. Spilhaus asks director if the JBPL is being cut disproportionately? P. Marshall states he thinks yes, at 18%. P. Marshall reported that JBPL has been certified by the MBLC for FY16 due to the fact that town meeting and subsequent budget cuts occurred after certification paperwork due. The MBLC expressed to the director that they hoped Bourne would be able to reinstate funding in the library's budget before next year's application for certification. This will not happen with the FY17 budget as is.

Buildings and Grounds- P. Marshall noted that the town was able to replace the old broken flagpole with a new one that gets sufficient lighting for the flag to remain up 24/7.

Friends of the Library- H.DiPaolo reported she attended the 11/16/15 meeting of the Friends' group in which funding for various events was discussed. A jewelry party idea was still being talked about. The Friends' have taken over the Giving Tree program and will be hosting the tree lighting with cocoa and cookies as usual.

Next Meeting:

- Long Range Plan
- Prop. 2 ½ impacts

Adjournment:

The November 17, 2015 meeting was adjourned at 6:25 p.m.
The next meeting is scheduled for December 15, 2015, at
5:15 pm at the Jonathan Bourne Public Library.

Respectfully submitted by stand in Secretary
Kristine Maginnis

Date of Approval

Director's Report
November 18, 2015 Board of Trustees Meeting
(Sep- Nov Activity)

- 9/9/15 – CLAMS Board of Director's Meeting.
- 9/9/15 – Community Forum on Override.
- 9/11/15 – Begin Mass Municipal Association Course in Hyannis. Certificate in Municipal Government Program sponsored by MMA and Suffolk University. Will take place on most Fridays between now and the end of May 2016.
- 9/21/15 – Attend Friends of the JBPL Board meeting
- 10/1/15 –Community Form on Override.
- 10/5/15 – Staff meeting – Trying to set up quarterly meetings with library staff on Mondays to keep everyone informed as well as to use as possible training times.
- 10/13/15 – Trustees Meeting
- 10/14/15 – Clams Board and Membership meeting
- 10/14/15 – Priority Based Budgeting Seminar with all Department Heads. Town Officials are working towards implementing this method of budgeting within the next few Fiscal Years.
- 10/15-10/16/15 – Director away on vacation.
- 10/19/15 – Long awaited work on the building begins. Paint is tested positive for very high levels of lead. Scraping of the front begins.
- 10/23/15 – Fire Department called to library. Air handler in attic seized up sending smoke through area. Fire Department gives all clear at 9:00 a.m. No damage to the building. Facilities Director called to look at air handler. Will need replacement or work.
- 10/28/15 – Department Head meeting at Town Hall
- 10/28/15 – T Johnson, K Haynes and myself take part in the Bourne Recreation Trunk or Treat program at the Community Building.
- 11/2/15 – Mass Library System Annual Meeting at Holy Cross.
- 11/3/15 – New (reduced) hours take effect.
- 11/5/15 – New flag pole is installed. Flag hangs at the library for first time in 10+ years. Town will be installing spotlight for it as weather and time permits. In the meantime, pole is near a driveway light and is left up using that.
- 11/9/15 – Staff meeting- Special meeting where Cheryl Bryan worked with staff to come up with activities for the Long Range Plan. I also had Cheryl do a stress relief session in light of the difficult times staff face due to the budget reductions.

Upcoming:

- Caring Christmas Wonderland trees to be dropped off beginning November 18th. Friends are doing the work for the program this year.
- Christmas in Olde Bourne Village December 4th – 7th. Tree lighting at 6 on the 4th, Breakfast with Santa on the 5th and Aine Minogue on the 7th. Friends will also be awarding trees on the 5th for pickup on the 7th.

Reduced hours have begun. I've been surprised by the lack of comments on the new hours. I'm hoping it means that we have chosen hours providing the least amount of impact on library services to the community.

Library has been certified by the MBLC for FY 16. Mostly just due to the fact that paperwork was due before the Town Meeting vote to reduce our budget. Certification was based on our budget prior to TM. MBLC staff have stated that they hope this gives Bourne time to improve

the library budget before we have to apply for certification next year. Our new budget does not meet the requirements set forth by the MBLC.

I continue to give the staff high praise throughout this budget ordeal. They are working under extreme stress and pressure and continue to provide the best library services they can. With the current staffing levels, the library is now has only 6.5 FTEs. This is down from 7.9 when fully staffed and far below the average of 12.9 for libraries of our size across Massachusetts.

Respectfully submitted,
Patrick W. Marshall

Budget Report
Jonathan Bourne Public Library
FY 16 (November 17, 2015)

Account	Acct #	Start Balance	Expen. to date	End Balance	% Spent
Salaries - Dept Heads	5111	\$ 104,224.00	\$ 38,986.16	\$ 65,237.84	37.41%
Salaries - Supervisors	5112	\$ 186,584.00	\$ 69,798.94	\$ 116,785.06	37.41%
Salaries - Clerical/ Secretary (1)	5113	\$ 142,460.00	\$ 69,738.62	\$ 72,721.38	48.95%
Salaries - Hourly Employees	5117	\$ 24,872.00	\$ 8,183.39	\$ 16,688.61	32.90%
Salaries - Longevity	5141	\$ 1,700.00	\$ -	\$ 1,700.00	0.00%
Salaries - Differential Pay	5142	\$ 1,800.00	\$ 632.00	\$ 1,168.00	35.11%
TOTAL SALARY		\$ 461,640.00	\$ 187,339.11	\$ 274,300.89	40.58%
Heating Fuel	5212	\$ 8,470.00	\$ 260.68	\$ 8,209.32	3.08%
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	\$ 2,616.00	\$ 4,084.00	39.04%
Rentals - Misc Equipment	5275	\$ 250.00	\$ -	\$ 250.00	0.00%
Services - Data Processing (3)	5305	\$ 45,000.00	\$ 40,674.77	\$ 4,325.23	90.39%
Communications - Telephone	5340	\$ 850.00	\$ 148.72	\$ 701.28	17.50%
Postage	5341	\$ 750.00	\$ -	\$ 750.00	0.00%
Office Supplies - General	5420	\$ 900.00	\$ -	\$ 900.00	0.00%
Office Supplies - Copy Machine	5421	\$ 500.00	\$ -	\$ 500.00	0.00%
Bldg/equip supplies-operational (4)	5430	\$ 4,500.00	\$ 2,301.87	\$ 2,198.13	51.15%
Bldg/equip supplies- other	5435	\$ 500.00	\$ 67.91	\$ 432.09	13.58%
Custodial Supplies - Cleaning	5450	\$ 2,000.00	\$ 329.52	\$ 1,670.48	16.48%
Other supplies - Books (5)	5580	\$ 75,000.00	\$ 40,016.17	\$ 34,983.83	53.35%
Other supplies - Magazines	5581	\$ 7,500.00	\$ 6,306.29	\$ 1,193.71	84.08%
Other Supplies - Misc.	5595	\$ 375.00	\$ 200.00	\$ 175.00	53.33%

Travel	5710	\$ 200.00	\$ -	\$ 200.00	0.00%
Dues	5730	\$ 250.00	\$ 100.00	\$ 150.00	40.00%
TOTAL EXPENSES		\$ 162,595.00	\$ 96,165.48	\$ 66,429.52	59.14%
	TOTAL	\$ 624,235.00	\$ 283,504.59	\$ 340,730.41	45.42%
		Start Balance	Expen. To date	Income to date	Account Bal
Revolving Fund	3534	\$ 9,527.15	\$ -	\$ 4,543.68	\$ 14,070.83
Library Gifts & Donations	4849	\$ 18,591.37	\$ 7,267.38	\$ 3,602.67	\$ 14,926.66
Lib Incentive & MIG Grant	3402	\$ 30,613.57	\$ 14,260.36	\$ -	\$ 16,353.21
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