

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

**September 8, 2015 5:15 pm
Library Meeting Room**

Call to Order

1. **ACTION ITEM** - Approval of minutes to the August 11, 2015 meeting
2. **ACTION ITEM** – Hoxie group care of front garden.

Old Business

1. Proposition 2 ½ election discussion with Friends of the JBPL and actions to take which best support the library.
2. Library Long Range Plan and Survey
3. Bumper Stickers

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 September 8, 2015 Trustees Meeting
Jonathan Bourne Public Library

Trustees Present

Kathryn Tura
Kistine Maginnis
Paul Gately
Heather DiPaolo
Stephanie Kelly

Staff Present

Patrick Marshall

Guests Present

Barbara Berler, Friends of the
Jonathan Bourne Public Library

Trustees Absent

Karl Spilhaus

Chairperson K. Tura called the meeting to order at 5:17 p.m.

Minutes: K. Tura moved to accept the minutes of the August 11, 2015 meeting as presented. H. DiPaolo seconded and the motion was carried by unanimous vote.

New Business:

Hoxie Center -- Liz Henry from the Hoxie Center inquired about the group maintaining the library's front gardens – with a small acknowledgement sign visible – performing raking, planting, and general maintenance. This is in preliminary stages as Liz wanted to talk to the library trustees before approaching the Hoxie Center board. Trustees encouraged Liz to approach her board. H. DiPaolo also indicated that it might be a good way to gain momentum with other groups.

Old Business:

Proposition 2 ½ Override Discussion – A discussion was held with regard to the upcoming Proposition 2 ½ override vote with a focus on making sure that all parties are on the same page when interacting with the public. B. Berler reported that the Friends plan to send out a small newsletter that will include information about the override prior to the voting date.

Trustees discussed the upcoming *Believe in Bourne* meeting scheduled for September 9, 2015. Several trustees and staff plan to attend. Trustees agreed to make fifty *Bourne to Read* bumper stickers available free-of-charge to attendees at the meeting.

Library Long Range Plan and Survey – P. Marshall reported on survey results. No work has been done on goals and objectives due to preparations for Proposition 2 ½ issues.

Bumper Stickers – Bumper stickers are being sold at the library. K. Tura will arrange to have a supply for sale at Lisa Laine.

Discussion Items:

Director's Report -- Attached

Budget Report -- Attached

Building and Grounds – P. Marshall reports that Facilities Director assures that work on the library will be done this fall.

Friends of JBPL – B. Berler reported that the next Friends meeting is scheduled for September 21, 2015 and the annual meeting is scheduled for October 19, 2015. The Friends are considering several fundraising ideas including a paint party, costume jewelry sale, and craft party.

Next Meeting Date and Agenda Items: October 13, 2015 at 5:15 p.m. Items to be added to the agenda are:

- Holiday closing schedule for library

Adjournment: H. DiPaolo moved to adjourn the meeting. The motion was seconded by K. Tura and carried by unanimous vote and the meeting was adjourned at 6:18 p.m.

Respectfully submitted

Stephanie G. Kelly

Director's Report
September 8, 2015 Board of Trustees Meeting
(Aug/Sep Activity)

- 8/11/15 – Kathy Gattoni gives letter of resignation from Children's Assistant position.
- 8/17/15 – Attend MLS meeting in Marlboro
- 8/18/15 – Attend Board of Selectmen meeting.
- 8/22/15 – Theft in the library. Fine money from back workroom discovered missing on Tuesday (8/25) by staff. Suspected to have taken place Saturday Afternoon. Police notified and delivery door is now locked at all times unless staff are present. Staff are looking into other security measures as well.
- 8/24-8/28/15 – Director away on vacation.
- 9/3/15 – Department Head meeting
- 9/3/15 – CLAMS finance committee meeting

Upcoming:

- Override vote October 6, 2015

ARIS and Financial worksheet have been completed and show that we will be certified by the MBLC for FY 16 (based on May Town Meeting budget). Numbers have been changed to reflect that the town will now be paying for our electricity and that line item was removed from our budget. As a result, our Municipal Appropriation Requirement is reduced to \$618,936. The

Staff are holding up as well as can be in anticipation of the override vote on October 6. With the resignation of Kathy Gattoni, we are down two positions. Our Bibliotemps employee has been filling the part time circulation position all summer and will end her time here on September 30th. We are realizing that should the vote on October 6 not be positive, we will have to implement the hour reductions more quickly than the January 1st start date as staffing levels are too small to sustain current hours. I am still working on what those reductions would be for the Oct – Dec period.

With Ms. Gattoni's resignation, there was a big hole in the fall schedule for children's programs and story hours. Thanks to funding by the Friends of the JBPL, we have hired Nina Hunt as a consultant to do programs for the very young. Nina is a former Children's librarian in Foxboro, Medway and Bellingham libraries. She will be doing a drop in program "Ring a Ding with Miss Nina" and a registered program "Babies and Books with Miss Nina" both on Thursday mornings.

Respectfully submitted,
Patrick W. Marshall

Budget Report
Jonathan Bourne Public Library
FY 16 (September 8, 2015)

Account	Acct #	Start Balance	Expen. to date	End Balance	% Spent
Salaries - Dept Heads	5111	\$ 104,224.00	\$ 21,084.35	\$ 83,139.65	20.23%
Salaries - Supervisors	5112	\$ 186,584.00	\$ 37,748.41	\$ 148,835.59	20.23%
Salaries - Clerical/ Secretary	5113	\$ 142,460.00	\$ 25,798.61	\$ 116,661.39	18.11%
Salaries - Hourly Employees	5117	\$ 24,872.00	\$ 4,425.71	\$ 20,446.29	17.79%
Salaries - Longevity	5141	\$ 1,700.00	\$ -	\$ 1,700.00	0.00%
Salaries - Differential Pay	5142	\$ 1,800.00	\$ 380.00	\$ 1,420.00	21.11%
TOTAL SALARY		\$ 461,640.00	\$ 89,437.08	\$ 372,202.92	19.37%
Heating Fuel	5212	\$ 8,470.00	\$ 23.84	\$ 8,446.16	0.28%
Non Energy - Water	5230	\$ 350.00	\$ -	\$ 350.00	0.00%
R &M Miscellaneous	5240	\$ 8,000.00	\$ 2,011.80	\$ 5,988.20	25.15%
R &M Office Equipment	5245	\$ 500.00	\$ -	\$ 500.00	0.00%
R &M Machine Repair Contract	5246	\$ 6,700.00	\$ -	\$ 6,700.00	0.00%
Rentals - Misc Equipment	5275	\$ 250.00	\$ -	\$ 250.00	0.00%
Services - Data Processing	5305	\$ 45,000.00	\$ 36,283.51	\$ 8,716.49	80.63%
Communications - Telephone	5340	\$ 850.00	\$ 75.78	\$ 774.22	8.92%
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	5430	\$ 4,500.00	\$ 1,944.67	\$ 2,555.33	43.21%
Bldg/equip supplies- other	5435	\$ 500.00	\$ 47.00	\$ 453.00	9.40%
Custodial Supplies - Cleaning	5450	\$ 2,000.00	\$ 329.52	\$ 1,670.48	16.48%
Other supplies - Books	5580	\$ 75,000.00	\$ 12,035.37	\$ 62,964.63	16.05%
Other supplies - Magazines	5581	\$ 7,500.00	\$ 4,992.15	\$ 2,507.85	66.56%
Other Supplies - Misc.	5595	\$ 375.00	\$ -	\$ 375.00	0.00%
Travel	5710	\$ 200.00	\$ -	\$ 200.00	0.00%
Dues	5730	\$ 250.00	\$ 100.00	\$ 150.00	40.00%
TOTAL EXPENSES		\$ 162,595.00	\$ 57,843.64	\$ 104,751.36	35.58%
	TOTAL	\$ 624,235.00	\$ 147,280.72	\$ 476,954.28	23.59%
		Start Balance	Expen. To date	Income to date	Account Bal
Revolving Fund	3534	\$ 9,527.15	\$ -	\$ 2,534.64	\$ 12,061.79
Library Gifts & Donations	4849	\$ 18,591.37	\$ 7,952.73	\$ 2,856.80	\$ 13,495.44
Lib Incentive & MIG Grant	3402	\$ 30,613.57	\$ 10,129.45	\$ -	\$ 20,484.12

Full Steam Ahead *** (FY 15)	3781	\$ 3,750.00	\$ 7,168.20	\$ 3,750.00	\$ 331.80
***Goes by Federal FY(Oct-Sep)					
Accounts Removed	5211 Electricity 5342 Printing	5307 Prof Development 5343 Advertising			