

Agenda
Library Board of Trustees
Jonathan Bourne Public Library

November 18th 2014 5:15 pm

Approval October 14th, 2014 Minutes

New Business

- 5 year Plan-Cheryl Bryan
- Holiday Hours
- FY16 Budget Prep

Updates

- Little Free Library
- Large Print rotating library
- Director's Report
- Personnel
- Budget
- Building & Grounds
- Friends of the Library
- Tree Lighting
- Wreaths

Next Meeting

- Set future agenda items
- Set date

Adjournment

TRUSTEES OF THE JONATHAN BOURNE PUBLIC LIBRARY

19 Sandwich Road
Bourne, MA 02532

Minutes of the November 18, 2014 Trustees Meeting
Jonathan Bourne Public Library Meeting Room

Trustees Present

Heather DiPaolo

Paul Gately

Kathryn Tura

Claudine Wrighter

Kristine Maginnis

Staff Present

Patrick Marshall

Consultant/Guest

Cheryl Bryan

Friends of JBPL Guest

Barbara Berler

Chair Person K. Tura called the meeting to order at 5:15 pm.

She introduced guest Cheryl Bryan, consultant for formulating a Five Year plan for the JBPL.

A review of two models for accomplishing this plan was undertaken and dates set for next meetings were chosen as follows:

The first model discussed was the “PLA” planning method. It follows guidelines of the National Association of Public Libraries and includes 4 to 5 meetings over a 6 month period. It includes two community forums with visioning and service priorities being addressed. A meeting for goals and a meeting for objectives including staff input would then follow. A final “wrap up” meeting would take place detailing what the library would do to accomplish the objectives laid out.

The second model discussed was the S.O.A.R. (Strengths, Opportunities, Aspirations, Results) planning method. This model includes 3 meetings and follows guidelines of the Massachusetts Library System. It does not include community or staff input.

K.Tura asked C. Bryan if she has used both of these methodologies in the past and she responded “yes”. H.DiPaolo asked if surveys were used in both formats noting that a survey may glean information from people that otherwise don’t already use the library. C. Bryan responded that a survey to reach as many interested parties as possible was used in the SOAR method. P. Marshall asked if there was a way to do a hybrid of both models and C.Bryan responded that it could be done this way. Following a discussion K.Tura said that it sounded like the group was leaning toward using a hybrid model of the PLA format with an addition of the survey from the SOAR model. H.DiPaolo made a motion that the long range planning process should use the PLA model with the addition of a community survey. K. Tura seconded the motion. Motion was carried by unanimous vote. A discussion followed regarding dates and possible attendees of the first two meetings. The date of Jan. 28, 2015 from 10am -12pm was set for the first meeting and February 11th from 10am -12pm for the second. Trustees were tasked with bringing a list of specific people to invite from the community to the next meeting and P.Marshall would develop a letter to go out with the invitation. Cheryl Bryan adjourned from the meeting.

C.Wrighter announced that due to medical reasons she will be resigning from her position as a JBPL Trustee at the end of December. She will send a letter to the Town Administrator. All attending thanked her for her service and wished her well.

Approval of October 14, 2014 minutes – H. DiPaolo moved to approve the minutes and K.Tura seconded. Motion was carried by unanimous vote.

New Business- P. Marshall stated that New Years Eve is not an actual holiday on the library calendar, and the building is usually closed at 8pm on a Wednesday night so the board would need to take a vote in order to close the library early at 5pm. P.Gately moved to close 12-31-14 at 5pm and C.Wrighter seconded the motion. It was carried by unanimous vote. P.Marshall stated he would be meeting with the Town Administrator in December to discuss the upcoming budget process. He stated trustee input would be welcomed.

Updates-

Little Free Libraries- H.DiPaolo reported that the village signs provided by “On Cape Time” were installed by her this month. A thank you would be sent to them for their generosity. Registration plaques are still to be done.

Large Print Rotating library- P. Marshall stated that the Cape Cod Senior Residence is enjoying 50plus large print books provided to them on a rotating basis. They have paperbacks to donate to the LFL’s. P. Marshall will change books over again at the nursing home in December.

Front Tree- George Sala of Bourne DPW has offered to try to “right” the tree since Dale Tree Movers has not returned calls and honored requests.

Friends of the JBPL report- B.Berler stated their annual meeting went well. They are looking for a recording secretary as Rose Chenard has moved and resigned. She reported that the outside benches will be refurbished over the winter. Also, an art display will be set up in the balcony by the Bourne-Wareham Art Association this December.

H. DiPaolo reported that an electrician will place LED white lights on the front tree the Saturday after Thanksgiving, paid for by the Friends. The tree lighting ceremony will take place in conjunction with the Christmas in Old Bourne Village festivities on 12-5-14 at 5:30pm. Artificial wreaths for the front windows would need to be voted on by the Friends so that idea will have to wait until next year.

Next Meeting Date - Tuesday Dec. 9, 2014 at 5:15pm.

Adjournment – Motion, H. DiPaolo, seconded by P.Gately to adjourn at 7:10 pm

Respectfully submitted
Kristine Maginnis
For Stephanie Kelly (Clerk)

Director's Report
November 18, 2014 Board of Trustees Meeting
(October/November Activity)

- 10/15/14 – Boiler repair completed by Facilities Department Staff.
- 10/20/14 – Mass Library System monthly board meeting in Marlboro
- 10/21/14 – Books delivered to Cape Residence in Cataumet. K Tura assists. Items are checked out for a month. Due date will be re-evaluated in November as to whether or not items should stay longer in facility.
- MP3 collection is withdrawn. These are items that were sent free in conjunction with our books on CD. Collection was small and very little used.
- DVD order completed.
- 10/27/14 – Town Meeting attended. No library issues on Warrant.
- 10/29/14 – Meeting with COA Director and Recreation Department Director on where we could combine resources and conduct joint programming. We are looking to do an intergenerational program in February.
- 10/29/14 – P Marshall and T Johnson take part in Trunk or Treat at the Community Building.
- 11/3/14 – MLS Annual Meeting at Holy Cross College in Worcester.
- 11/5/14 – Department Head meeting at Town Hall
- 11/6/14 – Mass Board of Library Commissioners decertifies Wareham. Bourne users with Wareham addresses are blocked from borrowing.
- 11/12/14 – CLAMS Board meeting
- VHS Collection is withdrawn. Collection is little used. Items put in Friends sale.

Upcoming

- Friends of the Library book sale will take place November 20-22. A special Friends only sale will occur on Wed, November 19.
- Library will be closing at 12:30 on Wed, Nov 26 and will be closed all day the 27th for Thanksgiving. Regular hours resume Friday, November 28th
- Christmas in Olde Bourne Village weekend of December 5th. Tree lighting on the 5th Breakfast with Santa on the 6th and Celtic concert on the 8th.
- MLS Monthly Board meeting December 15th.

Wareham has lost certification. Customers are blocked from borrowing. Most have been understanding with only one or two people upset at us for blocking access. Falmouth and Mashpee have also blocked borrowing to Wareham residents.

Have begun looking at meeting room equipment, (podium, speakers, white board, etc.) for the library. Have had requests by groups when using the room and we are lacking in essential equipment.

Respectfully submitted,
Patrick W. Marshall

Budget Report
Jonathan Bourne Public Library
FY 15 (November 18, 2014)

Account	Acct #	Start Balance	Expen. to date	End Balance	% Spent
Salaries - Dept Heads	5111	\$ 98,440.00	\$ 39,224.85	\$ 59,215.15	39.85%
Salaries - Supervisors	5112	\$ 182,958.00	\$ 71,902.12	\$ 111,055.88	39.30%
Salaries - Clerical/ Secretary	5113	\$ 135,652.00	\$ 55,439.35	\$ 80,212.65	40.87%
Salaries - Hourly Employees	5117	\$ 22,956.00	\$ 8,233.47	\$ 14,722.53	35.87%
Salaries - Longevity	5141	\$ 1,684.00	\$ -	\$ 1,684.00	0.00%
Salaries - Differential Pay	5142	\$ 1,800.00	\$ 880.00	\$ 920.00	48.89%
TOTAL SALARY		\$ 443,490.00	\$ 175,679.79	\$ 267,810.21	39.61%
Electricity	5211	\$ 16,500.00	\$ 4,104.85	\$ 12,395.15	24.88%
Heating Fuel	5212	\$ 8,470.00	\$ 293.13	\$ 8,176.87	3.46%
Non Energy - Water	5230	\$ 300.00	\$ 180.50	\$ 119.50	60.17%
R &M Miscellaneous	5240	\$ 8,000.00	\$ 2,188.00	\$ 5,812.00	27.35%
R &M Office Equipment	5245	\$ 500.00	\$ -	\$ 500.00	0.00%
R &M Machine Repair Contract	5246	\$ 6,700.00	\$ 3,362.00	\$ 3,338.00	50.18%
Rentals - Misc Equipment	5275	\$ 250.00	\$ -	\$ 250.00	0.00%
Services - Data Processing	5305	\$ 45,000.00	\$ 33,768.39	\$ 11,231.61	75.04%
Professional Development	5307	\$ -	\$ -	\$ -	#DIV/0!
Communications - Telephone	5340	\$ 850.00	\$ 271.52	\$ 578.48	31.94%
Postage	5341	\$ 750.00	\$ -	\$ 750.00	0.00%
Printing	5342	\$ -	\$ -	\$ -	#DIV/0!
Advertising	5343	\$ -	\$ -	\$ -	#DIV/0!
Office Supplies - General	5420	\$ 900.00	\$ 262.84	\$ 637.16	29.20%
Office Supplies - Copy Machine	5421	\$ 500.00	\$ -	\$ 500.00	0.00%
Bldg/equip supplies-operational	5430	\$ 4,500.00	\$ 1,381.53	\$ 3,118.47	30.70%
Bldg/equip supplies- other	5435	\$ 500.00	\$ 324.40	\$ 175.60	64.88%
Custodial Supplies - Cleaning	5450	\$ 2,000.00	\$ 807.27	\$ 1,192.73	40.36%
Other supplies - Books	5580	\$ 75,000.00	\$ 34,031.60	\$ 40,968.40	45.38%
Other supplies - Magazines	5581	\$ 7,500.00	\$ 5,287.46	\$ 2,212.54	70.50%
Other Supplies - Misc.	5595	\$ 400.00	\$ 365.41	\$ 34.59	91.35%
Travel	5710	\$ 250.00	\$ 15.00	\$ 235.00	6.00%
Dues	5730	\$ 250.00	\$ 100.00	\$ 150.00	40.00%
TOTAL EXPENSES		\$ 179,120.00	\$ 86,743.90	\$ 92,376.10	48.43%
	TOTAL	\$ 622,610.00	\$ 262,423.69	\$ 360,186.31	42.15%
		Start Balance	Expen. To date	Income to date	Account Bal
Revolving Fund	3534	\$ 2,296.29	\$ -	\$ 5,564.21	\$ 7,860.50
Library Gifts & Donations	4849	\$ 15,143.44	\$ 2,716.22	\$ 2,766.91	\$

					15,194.13
Lib Incentive & MIG Grant	3402	\$ 23,792.19	\$ 8,004.52	\$ -	\$ 15,787.67
Job Seekers *** (FY 14)	3496	\$ 4,000.00	\$ 7,500.00	\$ 3,500.00	\$ -
Full Steam Ahead *** (FY 15)	3781	\$ 3,750.00	\$ 1,530.15	\$ -	\$ 2,219.85
****Goes by Federal FY(Oct-Sep)					