

Agenda
Library Board of Trustees
Jonathan Bourne Public Library
Library Meeting room
Monday, August 12th 2014 5:00pm

Restructuring of the Library Board of Trustees

Approval June 23rd, 2014 Minutes

Approval April 18th, 2013 Minutes

New Business

Trustee Opening
Vote on CLAMS use by Wareham patrons
Draft an MOU with Friends
5 Year Plan Direction

Updates

Little Free Library
Larg Print rotating library
Director's Report
Personnel
Budget
Building & Grounds
Flag Volunteer
Friends of the Library

Next Meeting

Set future agenda items
Set date

Adjournment

19 Sandwich Road
Bourne, MA 02532
Minutes of the August 12, 2014 Trustees Meeting
Jonathan Bourne Public Library Meeting Room

Trustees Present

Heather DiPaolo
Joan Simpson
Kristine Maginniss
Stephanie Kelly
Claudine Wrighter
Kathryn Tura

Staff Present

Patrick Marshall

Trustees Absent

None

Chair Person H. DiPaolo called the meeting to order at 5:05 pm.

Restructuring of the Library Board of Trustees – H. DiPaolo moved for restructuring the library board of trustees as follows:

Kathryn Tura, Chair
Tina Maginnis, Vice Chair
Stephanie Kelly, Clerk

The motion was seconded by J. Simpson and carried by unanimous vote.

At this point in the meeting, K. Tura took over as Chair of the meeting.

Approval of Notes from April 15, 2014 Trustees Meeting – P. Marshall presented the attached notes from the April Trustees meeting.

Approval June 23, 2014 Minutes -- Two amendments were made to the June 23, 2014 meeting minutes as indicated below:

- Under the “Trustees Present” section, Kristine Maginnis’ name was misspelled.
- In the first line of the minutes, Heather DiPaolo’s name was misspelled.

J. Simpson moved that the June meeting minutes be approved as amended; K. Tura seconded. Motion was carried by unanimous vote.

New Business –

- **Trustee Opening** – After a brief discussion, it was agreed that J. Simpson will approach Paul Gately to let him know that she is ready to step down. J. Simpson will write a letter of resignation and copy K. Tura and P. Meier (Chairman, Bourne Selectmen). Trustees will revisit this at next meeting.
- **Vote on CLAMS Use by Wareham Patrons** – P. Marshall reported that the Wareham Library is still certified but that in the fall, it will probably lose certification. Currently, JBPL has approximately 250 Wareham residents who are registered patrons. The staff is noticing an increase. P. Marshall recommended to the trustees that service be denied to Wareham patrons when the Wareham Library becomes decertified. J. Simpson moved to deny service to Wareham patrons. The motion was carried by a vote of 5 in favor and 1 abstention.
- **Draft of MOU with Friends** – Barbara Berler and Joy Dalton could not be present at the trustees meeting. P. Marshall provided a proposed MOU (a copy of which is attached). The trustees will vote on the acceptance of the proposed MOU at their next meeting. Once the MOU has been approved by the trustees, it will be presented to the Friends for review and vote at their October meeting.
- **Five Year Plan Strategy** – P. Marshall has been in contact with Cheryl Bryan. Trustees will continue discussing next steps at their September meeting.

Updates –

- Little Free Library – A discussion about the progress of the Little Free Libraries included:
 - H. DiPaolo reported that hinges, shelves and priming have been completed, that she has reviewed locations with Tom Guerino, and that the DPW has offered to dig and install them.
 - C. Wrighter will check with On Cape Time about painting the village signs.
- Large Print Rotating Library – P. Marshall and K. Tura are working on the development of this program. They will meet next week to deliver books to sites.
- Director's Report – Attached. P. Marshall also indicated that Terry Johnson's application for a \$7,000 STEAM grant was approved.
- Personnel – P. Marshall reported that staff evaluations are due on August 26. K. Tura will contact Paul Guerino to offer input on P. Marshall's evaluation.
- Budget – Attached.
- Building and Grounds –P. Marshall reported that he has not been successful in connecting with the tree moving company. He will continue to try to contact them. H. DiPaolo has been in contact with an electrician to determine the cost of professionally lighting the tree. She will provide further information at the next trustees meeting. With regard to the flag pole, Jonathan (Bourne Facilities Director) has indicated that he will get to the replacement of the pole after other more pressing tasks such as the weatherproofing and crack in the children's room are completed. It was decided that the flag pole needs to be replaced before a flag volunteer is identified.
- Friends of the Library – J. Simpson reported on behalf of the Friends as follows:
 - The book sale made \$3,750 (however, this amount also includes annual dues that were collected during the sale).
 - Monthly mini book sales were proposed. However, the lack of an identified person to run them was discussed.
 - The Friends are checking into getting a pod to store books for the sales.

Next Meeting Date and Agenda Items – September 9, 2014 at 5 pm. Agenda items include:

- Trustee Opening
- Vote on Memorandum of Understanding with Friends of the JBPL
- Update from Cheryl Bryan and Five Year Plan
- Update on Professional Lighting of Tree
- Little Free Libraries

Adjournment – K. Tura moved for adjournment. The motion was seconded by J. Simpson, carried unanimously and the meeting was adjourned at 6:00 p.m.

Respectfully submitted

Stephanie G. Kelly

Director's Report
August 12, 2014 Board of Trustees Meeting
(July/August Activity)

- 6/26/14 – Department Head Meeting
- 6/26/14 – Staff summer luncheon.
- 7/9/14 – CLAMS Board Meeting – I have been selected to be on the CLAMS Board as Treasurer. This is a two year appointment.
- 7/15/14 – Attend mandatory harassment training for department heads. All required to take it. All town employees are required to take training during the month of July.
- 7/17/14 – Trane in to fix AC. Motor blown and replaced.
- 7/21/14 – Mass Library System Board meeting in Marlboro.
- 7/24/14 – Meet with Trane representative and facility department to go over FY 15 service contract. It is decided to drop the boiler service contract but to keep the AC with better clarifications as to what is actually done during the contract year.
- 7/24/14 – Magazines have been renewed. We have decided to drop Ebsco and move to Rivesta as our magazine supplier. Customer support should be much better as well as the price being far less than Ebsco.
- 7/29/14 – All town offices closed at noon for Canal celebrations.
- 8/1/14 – Rise Engineering in to fix issues with boiler and moisture barrier that happened during the install.

Upcoming

Usual fall reports including ARIS and Finance Report for the State to be completed. Town report entry also due in September.

One last author for the summer – David Ostrowsky will be here on August 27th to discuss his book “Game Over or Game On?”

Continue to work on job grant. Deadline is September 30th for all programs.

Summer programs are completed. Although circulation and people in the library seemed to be up greatly, attendance at many concerts and children's programs seemed down from years past. Hoping it was only due to the fact that there are many activities going on this summer related to the Canal Centennial.

Brian and I will begin looking at our webpage and try to streamline it and make it more user friendly. This will be an ongoing process throughout the fall.

Respectfully submitted,
Patrick W. Marshall

Budget Report
Jonathan Bourne Public Library
FY 14 (Final)

Account	Acct #	Start Balance	Expen. to date	End Balance	% Spent
Salaries - Dept Heads	5111	\$ 92,950.00	\$ 92,950.97	\$ (0.97)	100.00%
Salaries - Supervisors	5112	\$ 176,450.00	\$ 170,365.65	\$ 6,084.35	96.55%
Salaries - Clerical/ Secretary	5113	\$ 121,782.00	\$ 130,235.45	\$ (8,453.45)	106.94%
Salaries - Hourly Employees	5117	\$ 25,254.00	\$ 19,516.54	\$ 5,737.46	77.28%
Salaries - Longevity	5141	\$ 2,111.00	\$ 1,490.00	\$ 621.00	70.58%
Salaries - Differential Pay	5142	\$ 1,800.00	\$ 1,964.00	\$ (164.00)	109.11%
TOTAL SALARY		\$ 420,347.00	\$ 416,522.61	\$ 3,824.39	99.09%
Electricity	5211	\$ 16,500.00	\$ 15,500.64	\$ 999.36	93.94%
Heating Fuel	5212	\$ 11,000.00	\$ 8,703.86	\$ 2,296.14	79.13%
Non Energy - Water	5230	\$ 300.00	\$ 314.25	\$ (14.25)	104.75%
R &M Miscellaneous	5240	\$ 8,000.00	\$ 7,065.42	\$ 934.58	88.32%
R &M Office Equipment	5245	\$ 500.00	\$ 674.00	\$ (174.00)	134.80%
R &M Machine Repair Contract	5246	\$ 6,700.00	\$ 6,194.00	\$ 506.00	92.45%
Rentals - Misc Equipment	5275	\$ 250.00	\$ 69.99	\$ 180.01	28.00%
Services - Data Processing	5305	\$ 45,000.00	\$ 43,365.52	\$ 1,634.48	96.37%
Professional Development	5307	\$ -		\$ -	#DIV/0!
Communications - Telephone	5340	\$ 900.00	\$ 1,097.25	\$ (197.25)	121.92%
Postage	5341	\$ 750.00	\$ 460.65	\$ 289.35	61.42%
Printing	5342	\$ -	\$ -	\$ -	#DIV/0!
Advertising	5343	\$ -	\$ -	\$ -	#DIV/0!
Office Supplies - General	5420	\$ 900.00	\$ 1,447.45	\$ (547.45)	160.83%
Office Supplies - Copy Machine	5421	\$ 700.00	\$ 744.52	\$ (44.52)	106.36%
Bldg/equip supplies-operational	5430	\$ 4,000.00	\$ 3,648.21	\$ 351.79	91.21%
Bldg/equip supplies- other	5435	\$ 500.00	\$ 501.49	\$ (1.49)	100.30%
Custodial Supplies - Cleaning	5450	\$ 2,000.00	\$ 2,102.07	\$ (102.07)	105.10%
Other supplies - Books ***	5580	\$ 79,000.00	\$ 83,908.63	\$ (4,908.63)	106.21%
Other supplies - Magazines	5581	\$ 7,250.00	\$ 8,140.16	\$ (890.16)	112.28%
Other Supplies - Misc.	5595	\$ 300.00	\$ 306.71	\$ (6.71)	102.24%
Travel	5710	\$ 400.00	\$ 100.65	\$ 299.35	25.16%
Dues	5730	\$ 250.00	\$ 335.00	\$ (85.00)	134.00%
TOTAL EXPENSES		\$ 185,200.00	\$ 184,680.47	\$ 519.53	99.72%
***includes 4,000 from Oct TM	TOTAL	\$ 605,547.00	\$ 601,203.08	\$ 4,343.92	99.28%
		Start Balance	Expen. To date	Income to date	Account Bal
Revolving Fund	3534	\$ 9,620.56	\$ 19,793.11	\$ 12,468.84	\$ 2,296.29
Library Gifts & Donations	4849	\$ 12,238.64	\$ 4,816.58	\$ 7,721.38	\$ 15,143.44
Lib Incentive & MIG Grant	3402	\$ 37,795.07	\$ 31,178.80	\$ 17,175.82	\$ 23,792.09
Job Seekers *** (FY 14)	3496	\$ 4,000.00	\$ 4,932.23	\$ 3,500.00	\$ 2,567.77
Teens & Tweens **** (FY 12)	3463	\$ 7,500.00	\$ 7,500.00	\$ -	\$ -
Teens & Tweens **** (FY 13)		\$ 7,500.00	\$ 7,500.00	\$ -	\$ -
****Goes by Federal FY(Oct-Sep)					

Budget Report
Jonathan Bourne Public Library
FY 15 (August 8, 2014)

Account	Acct #	Start Balance	Expen. to date	End Balance	% Spent
Salaries - Dept Heads	5111		\$ 10,937.70	\$ (10,937.70)	#DIV/0!
Salaries - Supervisors	5112		\$ 20,196.37	\$ (20,196.37)	#DIV/0!
Salaries - Clerical/ Secretary	5113		\$ 15,851.71	\$ (15,851.71)	#DIV/0!
Salaries - Hourly Employees	5117		\$ 2,295.87	\$ (2,295.87)	#DIV/0!
Salaries - Longevity	5141		\$ -	\$ -	#DIV/0!
Salaries - Differential Pay	5142		\$ 248.00	\$ (248.00)	#DIV/0!
TOTAL SALARY		\$ -	\$ 49,529.65	\$ (49,529.65)	#DIV/0!
Electricity	5211			\$ -	#DIV/0!
Heating Fuel	5212		\$ 11.29	\$ (11.29)	#DIV/0!
Non Energy - Water	5230			\$ -	#DIV/0!
R &M Miscellaneous	5240		\$ 2,188.00	\$ (2,188.00)	#DIV/0!
R &M Office Equipment	5245			\$ -	#DIV/0!
R &M Machine Repair Contract	5246		\$ 864.00	\$ (864.00)	#DIV/0!
Rentals - Misc Equipment	5275			\$ -	#DIV/0!
Services - Data Processing	5305		\$ 32,243.91	\$ (32,243.91)	#DIV/0!
Professional Development	5307			\$ -	#DIV/0!
Communications - Telephone	5340			\$ -	#DIV/0!
Postage	5341			\$ -	#DIV/0!
Printing	5342			\$ -	#DIV/0!
Advertising	5343			\$ -	#DIV/0!
Office Supplies - General	5420			\$ -	#DIV/0!
Office Supplies - Copy Machine	5421			\$ -	#DIV/0!
Bldg/equip supplies-operational	5430			\$ -	#DIV/0!
Bldg/equip supplies- other	5435			\$ -	#DIV/0!
Custodial Supplies - Cleaning	5450			\$ -	#DIV/0!
Other supplies - Books	5580		\$ 10,794.05	\$ (10,794.05)	#DIV/0!
Other supplies - Magazines	5581			\$ -	#DIV/0!
Other Supplies - Misc.	5595			\$ -	#DIV/0!
Travel	5710			\$ -	#DIV/0!
Dues	5730			\$ -	#DIV/0!
TOTAL EXPENSES		\$ -	\$ 46,101.25	\$ (46,101.25)	#DIV/0!
	TOTAL	\$ -	\$ 95,630.90	\$ (95,630.90)	#DIV/0!
		Start Balance	Expen. To date	Income to date	Account Bal
Revolving Fund	3534	\$ 2,296.29	\$ -	\$ 1,718.22	\$ 4,014.51
Library Gifts & Donations	4849	\$ 15,143.44	\$ 2,660.81	\$ 2,454.37	\$ 14,937.00
Lib Incentive & MIG Grant	3402	\$ 23,792.09	\$ 2,072.52	\$ -	\$ 21,719.57
Job Seekers *** (FY 14)	3496	\$ 4,000.00	\$ 4,932.23	\$ 3,500.00	\$ 2,567.77
****Goes by Federal FY(Oct-Sep)					