

Agenda
Library Board of Trustees
Jonathan Bourne Public Library
Library Meeting room
Tuesday, February 25th 2014 5:00pm

Approval January 29th, 2014 Minutes

New Business

Vote on CPC request for exterior painting /repair
Revisit long term planning and subcommittees
Update on DVD lending policy

Updates

Little Free Library
FY 2015 Budget
Director's Report
Personnel
Building & Grounds
Friends of the Library

Next Meeting

Set future agenda items
Set date

Adjournment

TRUSTEES OF THE JONATHAN BOURNE PUBLIC LIBRARY
19 Sandwich Road
Bourne, Massachusetts 02532

Minutes of the February 25, 2014 Trustees Meeting at the Jonathan Bourne Public Library

Trustees Present:

Heather Dipaolo
Stephanie Kelly
Kristine (Tina) Maginnis
Kathryn (Kiki) Tura
Joan Simpson

Staff Present:

Patrick Marshall

Trustees Absent:

None

Guests:

None

Heather DiPaolo called the meeting to order at 5:08 p.m.

Minutes: Kiki moved and Joan seconded the motion to accept the January 29, 2014 minutes as presented. The motion was carried by unanimous vote.

CPC Funding Request: A discussion was held with regard to the recent application to the CPC for funds for repairs, painting, and brickwork on the library building in the amount of \$180,000. Kiki moved to support the application for CPC funds and Tina seconded the motion. The motion was carried by unanimous vote. The application will be voted on at Town Meeting in May.

Long-Term Planning: The MLS has agreed to come to the March or April Trustees meeting to revisit long-term planning. The deadline for completing the long-term planning update is in October but Patrick indicated that it will be acceptable if it is submitted by December. Patrick will advise the Trustees as to when the MLS representative will be attending.

Little Free Library: Kiki and Heather reported on the Little Free Library project as follows:

- Nolan LeRoy at Upper Cape Tech indicated that 8 more little free libraries will be ready in approximately 1 month bringing the total to 9.
- DPW and the Town will pay for posts and installation by Memorial Day.
- Locations have been chosen (list attached) with suggestions for steward groups to maintain them.
- Heather will ask Tom Guerino for a letter endorsing the project to use in marketing stewardship opportunities.
- Stewards would be responsible for stocking books on a regular basis by picking them up at the library and bringing them to their little free library site.
- Patrick indicated that the library would supply plaques at each little free library recognizing the steward organization.
- Kiki will list locations on the Little Free Library website.
- Stephanie will speak with Sarah Murphy at the Bourne Courier about the project.

Director's Report: Attached. Patrick also reported:

- Debra DeJonker-Berry's position has been advertised. The closing date is 3/8/14.
- Patrick presented his proposed budget to the town Financial Committee. (Copy of proposed budget is attached).

Budget: Attached

Friends: A lengthy discussion was held with regard to recent interactions between Diane Ranney and the Friends of the Library. Patrick will compose a letter to the Friends expressing his concerns about the dynamic that has developed between library staff and the Friends in an effort to build a better relationship.

Next Meeting Date: The next meeting will be held on March 18, 2014 at 5:00 p.m.

Kiki moved and Stephanie seconded the motion to adjourn the meeting at 6:40 p.m.

Respectfully submitted,

Stephanie Kelly

Director's Report
February 25, 2014 Board of Trustees Meeting
(Jan-Feb Activity)

- 1/21-1/22/14 – Close at 6 on Tuesday and closed all day Wednesday for snow.
- 1/23/14 – Attend the joint Selectmen, Finance Committee and School Committee meeting at the Community Building.
- 1/25/14 – Pick up a spinning book shelf at the Winthrop Library. Terry is looking into using it in the Children's Department.
- 1/28/14 – Attend the Board of Selectmen's Meeting for the State of the Town address. As of right now, budget for FY 15 is going to be difficult. We are scheduled for essentially a level funded budget.
- 1/30/14 – Deb Berry's last day. Deb has resigned from her position as the Information Technology Librarian to become Director at the Eastham Library.
- 1/31/14 – Meet with the Facilities Director regarding continuing building issues with heat and to discuss the Community Preservation Grant application.
- 2/5/14 – Closed again for snow.
- 2/7/14 – Attend the Legislative Breakfast at the Mashpee Library followed by the CLAMS Membership meeting.
- 2/10/14 – Finance Committee meeting to go over FY 15 Budget.
- 2/11/14 – New network printer purchased and installed. Old Dell has been pieced together for quite a while now and was giving up the fight.
- 2/20/14 – PJ Dance party at Trowbridge. Terry did a fantastic job raising PJs for the Boston Bruins Cradle to Crayons PJ drive. Blades, mascot for the Boston Bruins, attended along with members of the Massachusetts Board of Library Commissioners.

Upcoming

2/26/14 – Author Jeannie Coco presenting her book "Rocks Through My Windows".

3/1/14 – Massachusetts Humanities program begins. This is a 6 week session of literature and reading for families.

3/1-3/10/14 – Director away on vacation.

Respectfully submitted,
Patrick W. Marshall

Budget Report
Jonathan Bourne Public Library
FY 14 (Feb 25, 2014)

Account	Acct #	Start Balance	Expen. to date	End Balance	% Spent
Salaries - Dept Heads	5111	\$ 92,950.00	\$ 62,323.45	\$ 30,626.55	67.05%
Salaries - Supervisors	5112	\$176,450.00	\$ 118,189.89	\$ 58,260.11	66.98%
Salaries - Clerical/ Secretary	5113	\$121,782.00	\$ 84,316.89	\$ 37,465.11	69.24%
Salaries - Hourly Employees	5117	\$ 25,254.00	\$ 13,085.80	\$ 12,168.20	51.82%
Salaries - Longevity	5141	\$ 2,111.00	\$ 1,490.00	\$ 621.00	70.58%
Salaries - Differential Pay	5142	\$ 1,800.00	\$ 1,236.00	\$ 564.00	68.67%
TOTAL SALARY		\$420,347.00	\$ 280,642.03	\$ 139,704.97	66.76%
Electricity	5211	\$ 16,500.00	\$ 10,303.05	\$ 6,196.95	62.44%
Heating Fuel	5212	\$ 11,000.00	\$ 5,338.94	\$ 5,661.06	48.54%
Non Energy - Water	5230	\$ 300.00	\$ 166.75	\$ 133.25	55.58%
R &M Miscellaneous	5240	\$ 8,000.00	\$ 6,931.42	\$ 1,068.58	86.64%
R &M Office Equipment	5245	\$ 500.00	\$ 674.00	\$ (174.00)	134.80%
R &M Machine Repair Contract	5246	\$ 6,700.00	\$ 5,019.00	\$ 1,681.00	74.91%
Rentals - Misc Equipment	5275	\$ 250.00	\$ -	\$ 250.00	0.00%
Services - Data Processing	5305	\$ 45,000.00	\$ 35,807.27	\$ 9,192.73	79.57%
Professional Development	5307	\$ -		\$ -	#DIV/0!
Communications - Telephone	5340	\$ 900.00	\$ 554.97	\$ 345.03	61.66%
Postage	5341	\$ 750.00	\$ 460.65	\$ 289.35	61.42%
Printing	5342	\$ -	\$ -	\$ -	#DIV/0!
Advertising	5343	\$ -	\$ -	\$ -	#DIV/0!
Office Supplies - General	5420	\$ 900.00	\$ 455.84	\$ 444.16	50.65%
Office Supplies - Copy Machine	5421	\$ 700.00	\$ 420.30	\$ 279.70	60.04%
Bldg/equip supplies-operational	5430	\$ 4,000.00	\$ 3,402.40	\$ 597.60	85.06%
Bldg/equip supplies- other	5435	\$ 500.00	\$ 379.55	\$ 120.45	75.91%
Custodial Supplies - Cleaning	5450	\$ 2,000.00	\$ 1,507.08	\$ 492.92	75.35%
Other supplies - Books ***	5580	\$ 79,000.00	\$ 59,455.50	\$ 19,544.50	75.26%

Other supplies - Magazines	5581	\$ 7,250.00	\$ 7,604.08	\$ (354.08)	104.88%
Other Supplies - Misc.	5595	\$ 300.00	\$ 306.71	\$ (6.71)	102.24%
Travel	5710	\$ 400.00	\$ 77.55	\$ 322.45	19.39%
Dues	5730	\$ 250.00	\$ 335.00	\$ (85.00)	134.00%
TOTAL EXPENSES		\$185,200.00	139,200.06	\$ 45,999.94	75.16%
***includes 4,000 from Oct TM	TOTAL	\$605,547.00	\$ 419,842.09	\$ 185,704.91	69.33%
		Start Balance	Expen. To date	Income to date	Account Bal
Revolving Fund	3534	\$ 9,620.56	\$ 13,894.67	\$ 8,457.27	\$ 4,183.16
Library Gifts & Donations	4849	\$ 12,238.64	\$ 3,285.79	\$ 6,976.07	\$ 15,928.92
Lib Incentive & MIG Grant	3402	\$ 37,795.07	\$ 27,484.82	\$ 8,430.44	\$ 18,740.69
Job Seekers *** (FY 14)	3496	\$ 4,000.00	\$ 4,381.30	\$ 3,500.00	\$ 3,118.70
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)					