

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

Minutes of the January 12th, 2011 Trustees Meeting at the Jonathan Bourne Public Library

Trustees Present:

Joan Simpson
Heather DiPaolo
Stephanie Kelly
Penny Myers
Linda Zuern

Staff Present:

Patrick Marshall

Trustees Absent:

Diane Flynn

Guests:

Paul Gately, *The Bourne Courier*

Heather DiPaolo called the meeting to order at 5:33 p.m.

Minutes: Penny Myers moved to approve the minutes from the November 17, 2011 meeting. Stephanie Kelly seconded the motion and the minutes were approved by unanimous vote.

Director's Report (see attached):

- Director reported that Sandy Cortese's mother had passed away. Clerk will send a sympathy card to her.
- Director noted that self-checkout was responsible for 54% during last three months.
- Dewey Classic is scheduled for March 4.
- Bullying workshop is scheduled for March 7.
- Budget – nothing much different on FY 12 or FY13 other than \$5,000 restored to keep certification requirements in place. Restoration of funds makes JBPL eligible for waiver.
- Expense report is attached.

Building and Grounds:

- Penny provided a list of known memorials located on JBPL grounds (copy attached);
- The bulletin board project in the library foyer is completed. Clerk will send a thank you to Dick Emberg for his assistance on this project.

Friends of JBPL:

No report.

Meeting Room Use:

A discussion was held with regard to meeting room use – specifically with regard to the previous approval for Susan Stranz to use the room to conduct art classes. Director indicated that the current policy allows for approval on a case-by-case basis with for-profit organizations.

Joan Simpson moved to approve the use of the meeting room by Susan Stranz to conduct her next class in exchange for 20 percent of her receipts. Penny seconded the motion and it passed by unanimous vote.

On a related note, the Director stated that he will draft a policy with regard to art displays for discussion at the next Trustees meeting.

Next Meeting Date February 16, 2012 at 5:30 p.m.

Linda Zuern moved and Joan Simpson seconded the motion to adjourn the meeting at 6:45 p.m.

Director's Report

Jan 12, 2012 Board of Trustees Meeting

(Nov – Jan Activity)

- 11/18/11 – Roof repair completed from September leak. Issue came under roof warranty. Drain on roof clogged. Chimney cap replaced. Have now placed the library in a roof maintenance plan.
- 11/21/11 – Friends Board meeting.
- 11/22/11 – Side parking light on wall repaired.
- 12/2/11 – Christmas in Olde Bourne Village. Great day of events at library. Art show and sale, tree lighting, carols in the parking lot, all made for a festive evening.
- 12/2/11 – Meeting with gas representatives regarding library conversion.
- 12/5/11 – Mass Library System board meeting in Marlboro.
- 12/6/11 – CLAMS legislative breakfast planning meeting. It was decided this year not to host a breakfast but to encourage librarians, trustees and friends to write to their representatives regarding the importance of library funding.
- 12/9/11 – Meeting at Council on Aging regarding Senior Volunteer program.
- 12/12/11 – Gas pipes installed in basement, library runs out of oil. Repair person called to bleed the pipes after Director decided it may be better for him not to tamper with equipment.
- 12/12/11 – Aine Minogue Winter Solstice Concert – Great evening of music.
- 12/14/11 – CLAMS Membership meeting.
- 12/15/11 – December DVD order completed.
- 12/19/11 – Once again, oil burner has decided not to work. Oil delivered and again, repair unit called. This is one piece of machinery Library Director will not miss.
- 12/19/11 – Nstar called for partial power failure at library. Problem with outside box.
- 12/20/11 – Gas meter installed.
- 12/28/11 – Meeting with Town Administrator regarding FY 13 budget. This is only the first round with more to come.
- 12/29/11 – Discussion with Cape Cod Transit Authority about possibility of making library a stop on the route. They will take suggestion under advisement as they develop new routes for Bourne.
- 1/5/12 – January newsletter completed.
- 1/9-1/10/12 – Gas conversion takes place. We are now free of the oil burner. Company needs to come back to take parts with them at a later date.
- 1/10/12 – E-Book Support group class.

UPCOMING

- E-Book support group 1/18/12
- John Elwood Memorial Service – 1/21/12
- MLS Executive Board meeting – 1/30/12
- Bullying workshop/Seminar – Early March – Joint collaborative with COA, Schools and Recreation Department.

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Respectfully submitted,

Patrick W. Marshall

Budget Report
Jonathan Bourne Public Library
FY 12 (as of Jan 12,2012)

| Account | Acct # | Start Balance | Expen. to date | End Balance | % Spent |
|---------------------------------|--------|---------------------|----------------------|----------------------|---------------|
| Salaries - Dept Heads | 5111 | \$ 82,507.00 | \$ 44,381.50 | \$ 38,125.50 | 53.79% |
| Salaries - Supervisors | 5112 | \$137,284.00 | \$ 65,986.20 | \$ 71,297.80 | 48.07% |
| Salaries - Clerical/ Secretary | 5113 | \$102,500.00 | \$ 55,314.44 | \$ 47,185.56 | 53.97% |
| Salaries - Hourly Employees | 5117 | \$ 19,999.00 | \$ 17,882.09 | \$ 2,116.91 | 89.41% |
| Salaries - Longevity | 5141 | \$ 1,643.00 | \$ 1,420.00 | \$ 223.00 | 86.43% |
| Salaries - Differential Pay | 5142 | \$ 1,800.00 | \$ 720.00 | \$ 1,080.00 | 40.00% |
| TOTAL SALARY | | \$345,733.00 | \$ 185,704.23 | \$ 160,028.77 | 53.71% |
| Electricity (Fy10 1,661.41) | 5211 | \$ 17,250.00 | \$ 7,305.49 | \$ 9,944.51 | 42.35% |
| Heating Fuel (fy10 538.61) | 5212 | \$ 16,000.00 | \$ 6,501.39 | \$ 9,498.61 | 40.63% |
| Non Energy - Water | 5230 | \$ 300.00 | \$ 131.50 | \$ 168.50 | 43.83% |
| R &M Miscellaneous | 5240 | \$ 6,000.00 | \$ 2,517.47 | \$ 3,482.53 | 41.96% |
| R &M Office Equipment | 5245 | \$ 400.00 | \$ 174.00 | \$ 226.00 | 43.50% |
| R &M Machine Repair Contract | 5246 | \$ 5,000.00 | \$ 4,373.75 | \$ 626.25 | 87.48% |
| Rentals - Misc Equipment | 5275 | \$ 250.00 | \$ - | \$ 250.00 | 0.00% |
| Services - Data Processing | 5305 | \$ 35,000.00 | \$ 20,397.86 | \$ 14,602.14 | 58.28% |
| Professional Development | 5307 | \$ 200.00 | \$ - | \$ 200.00 | 0.00% |
| Communications - Telephone | 5340 | \$ 1,000.00 | \$ 357.24 | \$ 642.76 | 35.72% |
| Postage (FY 10 72.89 phone) | 5341 | \$ 1,400.00 | \$ 507.76 | \$ 892.24 | 36.27% |
| Printing | 5342 | \$ 1.00 | \$ - | \$ 1.00 | 0.00% |
| Advertising | 5343 | \$ 1.00 | \$ - | \$ 1.00 | 0.00% |
| Office Supplies - General | 5420 | \$ 900.00 | \$ 324.73 | \$ 575.27 | 36.08% |
| Office Supplies - Copy Machine | 5421 | \$ 700.00 | \$ 282.02 | \$ 417.98 | 40.29% |
| Bldg/equip supplies-operational | 5430 | \$ 3,000.00 | \$ 1,318.09 | \$ 1,681.91 | 43.94% |
| Bldg/equip supplies- other | 5435 | \$ 350.00 | \$ 481.24 | \$ (131.24) | 137.50% |
| Custodial Supplies - Cleaning | 5450 | \$ 1,600.00 | \$ 1,135.22 | \$ 464.78 | 70.95% |
| Other supplies - Bks 157.08 enc | 5580 | \$ | \$ 36,970.29 | \$ | 70.13% |

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|----------------------------|--------------|------------------|-------------------|-------------------|----------------|
| | | 52,715.08 | | 15,744.79 | |
| Other supplies - Magazines | 5581 | \$ 7,250.00 | \$ 7,379.82 | \$ (129.82) | 101.79% |
| Other Supplies - Misc. | 5595 | \$ 450.00 | \$ 126.56 | \$ 323.44 | 28.12% |
| Travel | 5710 | \$ 300.00 | \$ 116.55 | \$ 183.45 | 38.85% |
| Dues | 5730 | \$ 250.00 | \$ 225.00 | \$ 25.00 | 90.00% |
| TOTAL EXPENSES | | \$150,317.08 | \$ 90,625.98 | \$ 59,691.10 | 60.29% |
| | TOTAL | \$496,050.08 | \$ 276,330.21 | \$ 219,719.87 | 55.71% |
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| | | Start Balance | Expen. To date | Income to date | Account Bal |
| Revolving Fund | 3534 | \$ 3,239.52 | \$ 2,557.69 | \$ 9,346.01 | \$ 10,027.84 |
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| Library Gifts & Donations | 4849 | \$ 10,255.91 | \$ 8,509.85 | \$ 7,184.74 | \$ 8,930.80 |
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| Lib Incentive & MIG Grant | 3402 | \$ 35,426.89 | \$ 802.49 | \$ - | \$ 34,624.40 |

List of known memorials to the date of January 2012

Outdoor reading area for children of Bourne 1989
Source of money – all the names listed on the rock.

Maple tree in memory of Eleanor Sullivan
Given by the Sullivan family

Bench and small garden in memory of Clayton Campbell, long time library trustee
Source of fund was family and library trustees

Picnic table in memory of Pat Major
Given by the major family

Holly tree across from the rock
There is a name on a plaque and it was given by her husband. We need to find the little monument around the base of the shrub.