

Jonathan Bourne Public Library
Board of Trustees
Meeting Date: July 26, 2012

Date of Approval 9/19/12

Call to Order: A regular meeting of the JBPL Trustees was held at the Jonathan Bourne Public Library, in Bourne, MA, on July 26, 2012. The meeting convened at 5:05 P.M. Chairman Heather DiPaolo presiding, Claudine Wrighter, stand in Secretary. Members of the Board in attendance were Joan Simpson, Claudine Wrighter, Kathryn Tura, Heather DiPaolo and Patrick Marshall (Library Director). Members not in attendance were Diane Flynn and Stephanie Kelly.

Approval of Minutes: Minutes of the May 17, 2012 meeting of the Board of Library Trustees were approved as printed and distributed to the members of the board. A motion to approve was made by Joan Simpson and a second by Kathryn Tura.

Guest: Debra DeJonker was introduced as the newest JBPL employee. Her start date was July 16, 2012 as the new Information Technology Librarian.

Director's Report: Patrick Marshall reviewed the Director's Report including May-July 2012 activity. The budget for FY 13 budget as of July 26, 2012 was distributed and reviewed.

Other reports: see attached – Children's Department report from Terry Johnson – July 2012 report.

Unfinished Business:

- Presentation by Hospice....an e-mail was sent to them regarding the postponement and the board has not heard back on their long term plan. We hope to reschedule for next month.
- Gardens: DPW will be doing some tree removal due to the fact that the back security cameras are not focusing because of over grown evergreens. The evergreens will be cut back and then the video cameras will be readjusted.
- Kathryn Tura spoke with Cape Cod Senior Residences in regards to maintaining the gardens around the library, as an activity for the seniors. At this time, the CC Sr. Residences is in the process of hiring an Activities Director....we will revisit this at a later date.

New Business:

- Discussed the May Trustee Training held in Wareham. There were no questions pertaining to the training. However, we discussed the importance of the Trustees being advocates for the library. Promote the positives such as the New Tech Librarian, Adult and Children programs, etc.
- Employee Handbook – Patrick is working on updating the Employee Handbook. He has collected town staff policies and procedures and has reformatted them in relation to the library staff (ie. Union contracts, town w-2 forms, etc). Once these policies are updated, the board would like to personally review. There are no new policies just reorganization of existing policies. Patrick will distribute the

updated handbook at the September meeting. All agreed the handbook must be reviewed, updated and “stamped” with the 2012-2013 date.

Announcements:

- Director’s Report – Patrick passed out the updated contact list.
- The library was broken into on Memorial Day weekend. As a result, cameras and lights have been installed in the parking lot as well as behind the library.
- Melissa Chase rejoined the library staff replacing Sandy Cortese.
- The board was advised the Friends cancelled their fundraiser as there was not enough interest.
- Joan Simpson updated on the coffee display. It seems to be well received. The board also discussed the possibility of featuring a business of the month and having a weekly drawing for K-Cups through Cape Java – to be followed up on at the next meeting.

Adjournment: The July 26, 2012 meeting was adjourned at 6:06 P.M. The next meeting will take place on Wednesday September 19, 2012 at 5:00 P.M. at the Jonathan Bourne Public Library.

Secretary – Claudine Wrighter

9/19/12_____
Date of Approval

Director's Report
July 26, 2012 Board of Trustees Meeting
(May – July Activity)

- 5/21/12 – Mass Library System (MLS) Board meeting in Whately, MA
- 5/24/12 – May/June newsletter completed.
- 5/26/12 – Break in at the library – Lap top stolen from Children's program room (point of entry). Have moved to install cameras on library property.
- 5/30/12 – Melissa Chase starts (Returns) to the library as a Circulation Assistant filling the position vacated by Sandra Cortese.
- 5/31/12 – Joint meeting of JBPL Trustees and Wareham Free Library Trustees – workshop on Board development conducted by Mass Board of Library Commissioners.
- 6/1/12 – Call National Grid regarding hole forming near gas meter. Appears to be caused by rain bouncing off the meter.
- 6/7/12 – Electrician in to place three more outdoor lights on building in back. Also will change ballast in one light not currently working.
- 6/11/12 – Coffee pot/Keurig Machine installed by front desk for customers to enjoy.
- 6/12/12 – Open Cape cable installs begin.
- 6/13/12 – Clams Membership and Annual Meeting at Cape Cod Community College.
- 6/14/12 – Attend Book Expo at Sandwich Public Library.
- 6/14/12 – Live Right Program in evening.
- 6/15/12 – Begin interviews for Information Technology Position – HR Director Troye Thompson, Falmouth Library Director Leslie Morrissey and Assistant Director Diane Ranney on committee.
- 6/18/12 – MLS Board Meeting in Marlboro.
- 6/19/12 – Conduct more interviews for IT position.
- 6/27/12 – Complete July/August newsletter
- 6/27/12 – First concert of the summer – Stanley and Grimm.
- 6/29-7/6/12 – Director away on vacation.
- 7/2/12 – Barbara Lorentzen starts (returns) as 18 hour circulation assistant.
- 7/11/12 – Toast and Jam Concert
- 7/16/12 – Debra DeJonker- Berry starts as the new Information Technology Librarian.
- 7/16/12 – Video Cameras installed outside of library.
- 7/18/12 – Tish Adams Concert.
- 7/23/12 – MLS Board meeting – Marlboro.
- 7/25/12 – Married Doherty Concert.

Upcoming

7/27 – 8/3 – Director away on vacation

Respectfully submitted,

Patrick W. Marshall

Budget Report
Jonathan Bourne Public Library
FY 13 (as of July 26,2012)

Account	Acct #	Start Balance	Expen. to date	End Balance	% Spent
Salaries - Dept Heads	5111	\$ 87,828.00	\$ 6,755.04	\$ 81,072.96	7.69%
Salaries - Supervisors	5112	\$185,712.00	\$ 11,428.04	\$ 174,283.96	6.15%
Salaries - Clerical/ Secretary	5113	\$122,022.00	\$ 9,575.72	\$ 112,446.28	7.85%
Salaries - Hourly Employees	5117	\$ 29,369.00	\$ 1,417.96	\$ 27,951.04	4.83%
Salaries - Longevity	5141	\$ 1,643.00	\$ -	\$ 1,643.00	0.00%
Salaries - Differential Pay	5142	\$ 1,800.00	\$ 144.00	\$ 1,656.00	8.00%
TOTAL SALARY		\$428,374.00	\$ 29,320.76	\$ 399,053.24	6.84%
Electricity	5211	\$ 17,250.00	\$ -	\$ 17,250.00	0.00%
Heating Fuel	5212	\$ 12,000.00	\$ 25.26	\$ 11,974.74	0.21%
Non Energy - Water	5230	\$ 300.00	\$ -	\$ 300.00	0.00%
R &M Miscellaneous	5240	\$ 8,000.00	\$ -	\$ 8,000.00	0.00%
R &M Office Equipment	5245	\$ 500.00	\$ -	\$ 500.00	0.00%
R &M Machine Repair Contract	5246	\$ 6,700.00	\$ 1,130.00	\$ 5,570.00	16.87%
Rentals - Misc Equipment	5275	\$ 250.00	\$ -	\$ 250.00	0.00%
Services - Data Processing	5305	\$ 40,000.00	\$ 28,630.37	\$ 11,369.63	71.58%
Professional Development	5307	\$ -	\$ -	\$ -	#DIV/0!
Communications - Telephone	5340	\$ 900.00	\$ -	\$ 900.00	0.00%
Postage	5341	\$ 1,200.00	\$ -	\$ 1,200.00	0.00%
Printing	5342	\$ 1.00	\$ -	\$ 1.00	0.00%
Advertising	5343	\$ 1.00	\$ -	\$ 1.00	0.00%
Office Supplies - General	5420	\$ 900.00	\$ -	\$ 900.00	0.00%
Office Supplies - Copy Machine	5421	\$ 700.00	\$ -	\$ 700.00	0.00%
Bldg/equip supplies-operational	5430	\$ 3,200.00	\$ -	\$ 3,200.00	0.00%
Bldg/equip supplies- other	5435	\$ 350.00	\$ -	\$ 350.00	0.00%
Custodial Supplies - Cleaning	5450	\$ 1,500.00	\$ -	\$ 1,500.00	0.00%
Other supplies - Bks 157.08 enc	5580	\$ 70,300.00	\$ 6,374.17	\$ 63,925.83	9.07%
Other supplies - Magazines	5581	\$ 7,250.00	\$ 393.28	\$ 6,856.72	5.42%
Other Supplies - Misc.	5595	\$ 450.00	\$ -	\$ 450.00	0.00%
Travel	5710	\$ 300.00	\$ -	\$ -	0.00%

				300.00	
Dues	5730	\$ 250.00	\$ -	\$ 250.00	0.00%
TOTAL EXPENSES		\$172,302.00	\$ 36,553.08	\$ 135,748.92	21.21%
	TOTAL	\$600,676.00	\$ 65,873.84	\$ 534,802.16	10.97%
		Start Balance	Expen. To date	Income to date	Account Bal
Revolving Fund	3534	\$ 6,404.48	\$ -	\$ 1,244.70	\$ 7,649.18
Library Gifts & Donations	4849	\$ 7,464.75	\$ 1,143.60	\$ 2,455.07	\$ 8,776.22
Lib Incentive & MIG Grant	3402	\$ 41,865.18	\$ 10,314.04	\$ -	\$ 31,551.14
Teens & Tweens ****	3463	\$ 7,500.00	\$ 3,051.94	\$ -	\$ 4,448.06
****Goes by Federal FY(Oct-Sep)					