

Agenda
Library Board of Trustees
Jonathan Bourne Public Library
Library Meeting room
Monday, June 23rd 2014 4:00pm

Restructuring of the Library Board of Trustees

Approval May 20th, 2014 Minutes

New Business

- Vote on CLAMS use by Wareham patrons
- Large Print rotating library program
- 5 Year Plan Strategy

Updates

- Little Free Library
- Director's Report
- Personnel
- Budget
- Building & Grounds (including flag volunteer)
- Friends of the Library

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 June 23, 2014 Trustees Meeting
Jonathan Public Library Meeting Room

Trustees Present

Heather DiPaolo
Joan Simpson
Kristine Maginness
Stephanie Kelly

Staff Present

Patrick Marshall

Trustees Absent

Kathryn Tura
Claudine Wrighter

Guest

Paul Gately, *The Bourne Courier*

Chair Person Heather DiPaola called the meeting to order at 4:14 pm.

Restructuring of the Library Board of Trustees – Tabled until the July trustees meeting.

Approval May 20th, 2014 Minutes -- Two amendments were made to the May 20, 2014 meeting minutes as indicated below:

Under the “Front Landscaping” section

- “CPC funds for painting” was amended to “CPC funds for weatherproofing.”
- P. Marshall clarified that the project will be put out to bid on 7/1/14 and, therefore, the work will not likely be started in July.

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

New Business –

- **Vote on CLAMS Use by Wareham Patrons** – P. Marshall reported that the Wareham Library budget override did not pass and their FY’15 budget is \$125,000. They have applied for a waiver from the Board of Library Commissioners. If the library closes due to lack of funding, it will result in automatic decertification. They are scheduled for a review in December so they will not lose certification until then as long as they manage to stay open. The question was presented as to whether we wish to serve Wareham residents if their library loses certification. After a discussion, it was decided to wait until the July trustees meeting to revisit this question to make a decision.
- **Large Print Rotating Library Program** – P. Marshall and K. Tura are working on the development of this program. Books would be loaned to and rotated among Bourne nursing and assisted living facilities. Books are ready for lending. P. Marshall will report on next steps at next trustees meeting.
- **Five Year Plan Strategy** – A discussion was held about whether the trustees want to retain Cheryl Bryan to assist with the plan. J. Simpson moved to retain Cheryl Bryan as the consultant for the five year plan. S. Kelly seconded the motion and it was carried by unanimous vote.

Updates –

- **Little Free Library** – The first round of painting was very successful with 25-30 people in attendance including steward members of all ages. H. DiPaolo indicated that plaques located on the LFLs will identify

the steward organizations and signs will identify the town at each location. H. DiPaolo has been in contact with Tom Guerino and a mid-July installation is planned.

- Director's Report – Attached. Also attached are listing of upcoming “Concerts on the Lawn 2014,” “Meet the Authors” events, and “Job Seekers Mondays” events.
- Personnel – H. DiPaolo read a note from a library patron commending Brian Meneses on his helpfulness.
- Budget – Attached.
- Building and Grounds – P. Marshall reported that the flag pole is not functional and that he has spoken with Billy at the DPW Facilities Department about replacing it during the next FY. With regard to the tree, P. Marshall reported that he hasn't heard back from the arborist but will contact Pat at the tree moving company.
- Friends of the Library – T. Maginness attended the Friends June meeting and reported that their taxes and accounting are completed and their newsletter went out. She also reported on the upcoming book sale on Thursday, June 26 - 9am - 8pm, Friday, June 27 - 9am - 8pm, and Saturday, June 28 - 9am - 3pm. The Friends decided to hold off on a canal celebration and expressed concerns about the flag and tree.

P. Marshall reported that he is working on the Memorandum of Understanding and will have it completed by the next trustees meeting.

New Business – J. Simpson announced that she is changing her state of residency to Texas in October and will not be able to continue as a JBPL trustee after that time. After offering to stay on until a replacement is found or to resign immediately, the trustees unanimously decided to welcome Joan to stay on until she is ready to step down.

Next Meeting Date and Agenda Items – August 12, 2014 at 5 pm. Agenda items include:

- CLAMS Wareham Patrons
- Five Year Plan
- Memorandum of Understanding with Friends of the JBPL
- Trustee Opening

Adjournment – K. Maginnis moved for adjournment. The motion was seconded by J. Simpson, carried unanimously and the meeting was adjourned at 5:18 p.m.

Respectfully submitted

Stephanie G. Kelly

Director's Report
June 23, 2014 Board of Trustees Meeting
(May/June Activity)

- 5/21/14 – Job Seekers Advisory Committee Meeting.
- 5/21/14 – Bonnie and Clyde program – Low attendance.
- 5/22/14 – Staff meeting
- 6/9/14 – Fix copier – Tray area not working.
- 6/11/14 – CLAMS Membership and Annual meeting.
- 6/11/14 – Genealogy 101 program – 29 people attending.
- 6/16/14 – Mass Library System Board meeting in Marlboro
- 6/17/14 – Alarm New England in to fix alarm battery.
- 6/18/14 – Genealogy 102 program – 17 people attending
- 6/20/14 – Summer newsletter done.

Upcoming

7/2/14 – Summer concerts beginning. We will be promoting the need for donations to continue this program.

7/8/14 – Author series beginning. Number of local authors lined up to come to Bourne.

6/24/14 – Summer Reading program kick off.

I have been asked to be on a MBLC committee that will be reviewing the State Certification program. This looks to be about a six month or so commitment.

Brian has updated most of the staff computers so that they are using Windows 7. These are all new computers as our current ones would not be able to handle the update. Current machines were running Windows XP.

We are looking to switchover our magazine subscriptions from Ebsco to a new vendor. Have quotes from three vendors (all below \$5,000) and will be choosing one soon. We have also added AtoZ Databases to our list of online resources. This is a business and people directory that will also provide career assistance and job searches.

Respectfully submitted,
Patrick W. Marshall

Budget Report
Jonathan Bourne Public Library
FY 14 (June 24, 2014)

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	\$ 14,483.63	\$ 2,016.37	87.78%
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	\$ 43,216.52	\$ 1,783.48	96.04%
Professional Development	5307	\$ -		\$ -	#DIV/0!
Communications - Telephone	5340	\$ 900.00	\$ 1,005.58	\$ (105.58)	111.73%
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	\$ 7,761.08	\$ (511.08)	107.05%
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	\$ 183,043.71	\$ 2,156.29	98.84%
***includes 4,000 from Oct TM	TOTAL	\$ 605,547.00	\$ 599,566.32	\$ 5,980.68	99.01%
		Start Balance	Expen. To date	Income to date	Account Bal
Revolving Fund	3534	\$ 9,620.56	\$ 19,793.11	\$ 12,643.23	\$ 2,470.68
Library Gifts & Donations	4849	\$ 12,238.64	\$ 4,816.58	\$ 7,546.99	\$ 14,969.05
Lib Incentive & MIG Grant	3402	\$ 37,795.07	\$ 29,603.92	\$ 17,175.82	\$ 25,366.97
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)					