

Agenda
Library Board of Trustees
Jonathan Bourne Public Library – 2nd floor conference room
Thursday, March 21, 2013 at 5:30pm

Approval February 28th 2013 Minutes

New Business

- Strategic Plan Subcommittees Goals
- Grant Review
- Western Observatory details
- Front Tree ideas

Updates

- Property Maintenance Plan
- 'Little Free Library' program
- Status of Dewey Classic
- Director's Report
- Personnel
- Building & Grounds
- Friends of the Library/Fundraisers
- Coffee station in 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 March 21, 2013 Trustees Meeting at the Jonathan Bourne Public Library

Trustees Present:

Heather DiPaolo
Kathryn Tura
Claudine Wrighter
Joan Simpson

Staff Present:

Patrick Marshall

Trustees Absent:

Stephanie Kelly

Guests:

Kristine Maginnis (Not yet sworn in)

Heather DiPaolo called the meeting to order at 5:37 p.m. Kristine Maginnis was welcomed to the Board. She will go the Town Clerk's Office to be sworn in.

Approval of February 28th Minutes: M. K.Tura S. C. Wrighter with the following corrections:

- a. Under Director's report, Lisa Bard was corrected to Lee Savard
- b. Under Director's report Western Observatory should be listed as the Weston Observatory.
- c. Under Director's Report, correction of the spelling of equipment.

Motion passed 4 Yes, 0 No

New Business:

1. Strategic Plan Subcommittees – Trustees discussed their goals. H. DiPaolo and K. Maginnis will work on Marketing and PR, K. Tura and C Wrighter will work on External Relationships and J. Simpson and S. Kelly will work on fundraising. Sub-groups will work on individual goals and objectives to bring back to the full Board for further discussion.
2. P. Marshall gave the group a quick update on the career mini-grant being applied for by the library. Application is due to the Board of Library Commissioners in April.
3. The Trustees would like P. Marshall to contact the school department to gage interest in partnering with the library on the Weston Observatory Seismograph.
4. Front tree (Christmas Evergreen) was removed by Highway Department. P. Marshall will organize getting interested parties together to discuss replacement. Ideas were suggested for possible garden updates and brick walkways. More discussion will be held at the April meeting.

Updates:

1. K. Tura provided information about the "Little Free Library" program. She will inquire at the Upper Cape what it would take to make the boxes. The price to register a box with the LFL

program is \$60.

2. Dewey Classic Mini-Golf is still tentatively set for April 28th.

3. Director's Report – Attached – P. Marshall also reminded Board members that the Massachusetts Conflict of Interest test must be taken by all board members by April 5th. He also reminded Board Members that anyone wishing to run for Trustee in the May town elections must pull papers by the end of March. The updated Open Meeting Law was quickly reviewed.

4. Fundraising – Discussion of working with the Friends of the JBPL to do a Pig Roast or Clam Bake. Board members would like to see what the costs of doing a Clam Bake would be. The Friends of the JBPL are interested in working on either activity. A late July/Early August date is desirable.

Next Meeting Date and Agenda:

The next meeting will be held on Tuesday, April 16th at 5:30 p.m.

Adjournment:

Meeting adjourned at 7:10 p.m. M. K Tura, S C. Wrighter.

Respectfully submitted,

Patrick W. Marshall
For Stephanie Kelley

Director's Report
March 21, 2013 Board of Trustees Meeting
(March Activity)

- 3/5/13 – Attend retirement function for MBLC Director Rob Maier.
- 3/7/13 – March/April Newsletter completed and distributed.
- 3/11/13 – Sherriff's Department in to work on closet in former periodicals room. Looking to make a small group meeting room. Closet will be for Children's storage.
- 3/13/13 – DVD and music order completed.
- 3/15/13 – EBooks ordered.
- 3/18/13 – Friends of the Library Board meeting.
- 3/18/13 – DPW Clears broken tree and debris from yard.
- 3/18/13 – Meeting with Finance Committee/Selectmen regarding FY 14 budget.

UPCOMING

- April – A number of programs are planned for April including Big Bourne Book Bash on the 5th and Irish Need Not Apply lecture on the 17th. There is a possibility of the Dewey Classic happening on the 28th too.
- Cupola leaks again. Will have company that repaired last time in to review it and see what's up. They have been booked solid and are trying to fit us in.

Respectfully submitted,
Patrick W. Marshall

Budget Report
Jonathan Bourne Public Library
FY 13 (as of Mar. 19, 2013)

Account	Acct #	Start Balance	Expen. to date	End Balance	% Spent
Salaries - Dept Heads	5111	\$ 87,828.00	\$ 64,172.88	\$ 23,655.12	73.07%
Salaries - Supervisors	5112	\$185,712.00	\$ 122,725.34	\$ 62,986.66	66.08%
Salaries - Clerical/ Secretary	5113	\$122,022.00	\$ 93,719.41	\$ 28,302.59	76.81%
Salaries - Hourly Employees	5117	\$ 29,369.00	\$ 15,263.62	\$ 14,105.38	51.97%
Salaries - Longevity	5141	\$ 1,643.00	\$ 1,661.00	\$ (18.00)	101.10%
Salaries - Differential Pay	5142	\$ 1,800.00	\$ 1,292.00	\$ 508.00	71.78%
TOTAL SALARY		\$428,374.00	\$ 298,834.25	\$ 129,539.75	69.76%
Electricity	5211	\$ 17,250.00	\$ 8,760.53	\$ 8,489.47	50.79%
Heating Fuel	5212	\$ 12,000.00	\$ 5,463.35	\$ 6,536.65	45.53%
Non Energy - Water	5230	\$ 300.00	\$ 255.50	\$ 44.50	85.17%
R &M Miscellaneous	5240	\$ 8,000.00	\$ 2,975.48	\$ 5,024.52	37.19%
R &M Office Equipment	5245	\$ 500.00	\$ -	\$ 500.00	0.00%
R &M Machine Repair Contract	5246	\$ 6,700.00	\$ 7,572.90	\$ (872.90)	113.03%
Rentals - Misc Equipment	5275	\$ 250.00	\$ -	\$ 250.00	0.00%
Services - Data Processing	5305	\$ 40,000.00	\$ 34,804.43	\$ 5,195.57	87.01%
Professional Development	5307	\$ -	\$ -	\$ -	#DIV/0!
Communications - Telephone	5340	\$ 900.00	\$ 588.28	\$ 311.72	65.36%
Postage	5341	\$ 1,200.00	\$ 540.00	\$ 660.00	45.00%
Printing	5342	\$ 1.00	\$ -	\$ 1.00	0.00%
Advertising	5343	\$ 1.00	\$ -	\$ 1.00	0.00%
Office Supplies - General	5420	\$ 900.00	\$ 298.12	\$ 601.88	33.12%
Office Supplies - Copy Machine	5421	\$ 700.00	\$ 218.67	\$ 481.33	31.24%
Bldg/equip supplies-operational	5430	\$ 3,200.00	\$ 3,045.88	\$ 154.12	95.18%
Bldg/equip supplies- other	5435	\$ 350.00	\$ 293.98	\$ 56.02	83.99%
Custodial Supplies - Cleaning	5450	\$ 1,500.00	\$ 1,328.63	\$ 171.37	88.58%

Other supplies - Books	5580	\$ 70,300.00	\$ 46,176.35	\$ 24,123.65	65.68%
Other supplies - Magazines	5581	\$ 7,250.00	\$ 6,301.02	\$ 948.98	86.91%
Other Supplies - Misc.	5595	\$ 450.00	\$ 303.58	\$ 146.42	67.46%
Travel	5710	\$ 300.00	\$ 136.40	\$ 163.60	45.47%
Dues	5730	\$ 250.00	\$ 230.00	\$ 20.00	92.00%
TOTAL EXPENSES		\$172,302.00	\$ 119,293.10	\$ 53,008.90	69.23%
	TOTAL	\$600,676.00	\$ 418,127.35	\$ 182,548.65	69.61%
		Start Balance	Expen. To date	Income to date	Account Bal
Revolving Fund	3534	\$ 6,404.48	\$ 9,350.84	\$ 11,500.57	\$ 8,554.21
Library Gifts & Donations	4849	\$ 7,464.75	\$ 2,345.63	\$ 8,209.54	\$ 13,328.66
Lib Incentive & MIG Grant	3402	\$ 41,865.18	\$ 20,675.83	\$ 8,150.35	\$ 29,339.70
Teens & Tweens **** (FY 12)	3463	\$ 7,500.00	\$ 7,500.00	\$ -	\$ -
Teens & Tweens **** (FY 13)		\$ 7,500.00	\$ 3,591.20	\$ -	\$ 3,908.80
****Goes by Federal FY(Oct-Sep)					