

Agenda
Library Board of Trustees
Jonathan Bourne Public Library – 2nd floor conference room
Tuesday, May 28th, 2013 at 5:30pm

Restructuring of the JBPL Board

Approval April 18th 2013 Minutes

New Business

- Property Maintenance Plan
- Front Tree ideas from Garden Club
- Internet Use Policy
- Subcommittee goal setting

Updates

- Seismograph progress
- Director's Report
- Personnel
- Building & Grounds
- Friends of the Library
- Pig Roast Fundraiser
- 'Little Free Library' program

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 May 28, 2013 Trustees Meeting at the Jonathan Bourne Public Library

Trustees Present:

Heather Dipaolo
Stephanie Kelly
Kristine Maginnis
Joan Simpson
Claudine Wrighter

Staff Present:

Patrick Marshall

Trustees Absent:

Kathryn Tura

Guests:

Paul Gately, Reporter,
The Bourne Courier
Barbara Berler, President
Friends of JBPL

Heather DiPaolo called the meeting to order at 5:35 p.m.

Minutes: Voting on the minutes from the April 12, 2013 meeting was tabled to the June 2013 trustees meeting.

Restructuring of the JBPL Board: This item was tabled to the June 2013 trustees meeting.

Property Maintenance Plan/Front Tree Ideas from Garden Club: There was a lengthy discussion regarding these topics including:

- The Friends have named Carol Lee Packard to head up fundraising efforts to purchase a tree to replace the one at the front of the JBPL that was lost during a storm this winter;
- Patrick Marshall reported that Seaside Arborists have offered a price of \$3,600 for a 25' tree or \$1,600 for a 15' tree. The quoted costs will include planting. The DPW will remove the old tree stump;
- Kathleen Sargent-O'Neill from KSO Fine Garden Design & Care has offered to assist in preparing a design plan. She provided a landscape design questionnaire (copy attached);
- Patrick indicated that the town will be responsible for mowing and raking but that the design should be one that requires minimal maintenance;
- Barbara reported that the Painted Ladies are offering hand-painted slates for sale and proceeds will be used toward funding the purchase of the new tree (flyer attached);
- Patrick indicated that his opinion is that the front garden (the area adjacent to the front of the building) is the area to concentrate on with regard to landscaping

- plans;
- Claudine Wrighter moved to approve the purchase of a 15' Norway Spruce tree the location of placement to be determined after consultation with KSO. Joan Simpson seconded the motion and motion was approved by unanimous vote.

Internet Use Policy: Patrick distributed the current Internet Use Policy from 2005 (copy attached) for review. Trustees will vote on the policy at the June 2013 meeting.

Patrick also indicated that he will have a Computer Use Policy in the future for review by the trustees.

Patrick distributed a proposed Scanning Policy (copy attached) for review. Trustees will vote on the policy at the June 2013 meeting.

Subcommittee Goal Setting: This item was tabled to the June 2013 trustees meeting.

Seismograph Progress: Joan Simpson moved that the JBPL purchase the seismograph equipment. Claudine Wrighter seconded the motion and it was carried by unanimous vote.

Director's Report: Attached

In addition, Patrick reported that the Town Administrator asked that Trustees and Friends go through Patrick when making requests to other department heads.

Budget: Attached

Pig Roast Fundraiser: A brief discussion was held including:

- Joan distributed the flyer and registration forms for the event and indicated that trustees should forward e-blasts to friends and colleagues as they are received from Stephanie and/or Joan;
- Joan has approached Cape Cod Winery and has not heard back as to whether they will sponsor the event;
- Barbara Berler reported that June Small and the Friends have several high ticket items for the event. Trustees discussed using them as silent auction items and using raffle baskets provided by Trustees as raffle items;
- Set prices for raffle tickets at 3 for \$10 or 7 for \$20;
- Claudine indicated that she has a popcorn machine and a hot dog steamer for use at the event.

'Little Free Library': This item was tabled to the June 2013 trustees meeting.

Coffee Station: Joan reported that the coffee is station is now making money.

Next Meeting Date: The following items were tabled to the June 2013 trustees meeting:

- Voting on the April, 2013 meeting minutes;
- Restructuring of the JBPL Board;
- Subcommittee goal setting;
- 'Free Little Library.'

Voting on the proposed Internet Use Policy and Scanning Policy will be held at the June, 2013 meeting.

Adjournment:

Joan moved and Kristine seconded the motion to adjourn the meeting at 7:10 p.m.

Respectfully submitted,

Stephanie Kelly

Director's Report
May 28, 2013 Board of Trustees Meeting
(April/May Activity)

- 4/19/13 –Ceiling tiles fall on customer. Patron is okay. Town Administrator has facilities manager call someone out to tie up tiles.
- 4/19/13 – Director's Roundtable in Worcester
- 4/22/13 – Friends executive board meeting.
- 4/23/13 – ALA President Maureen Sullivan talk at Falmouth Public Library.
- 4/24/13 – Department Head meeting.
- 4/26/13 – MLS Board meeting in Cambridge.
- 4/28/13 – Dewey Classic Tournament. \$850 raised for summer programs. No sponsors this year which is where money mostly comes from for this event.
- 5/5/13 – Alarm went off in building. Police on scene. No issues.
- 5/6/13 – Town Meeting
- 5/15/13 – Department head meeting.
- 5/15/13 – Director's Roundtable meeting in Middleboro.
- 5/20/13 – MLS Board meeting
- 5/21/13 – Meet with John Nelson (Facilities Manager) and George Sala (DPW Director) regarding grounds.

Assistant Director Diane Ranney will be out on medical leave for at least six weeks beginning May 30, 2013. Staff members are dividing up some of the more pressing duties. We are also looking at getting in a temporary employee from Bibliotemps to work on processing of library materials.

Seaside Arborists has worked on securing a new tree for out front. We are looking at a fall planting. DPW will take out stump when we are ready.

Respectfully submitted,
Patrick W. Marshall

**Jonathan Bourne Public Library
19 Sandwich Road
Bourne, MA 02532**

**Patrick W Marshall
Director**

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Internet Policy

The Jonathan Bourne Public Library is committed to providing access to informational, educational, recreational and cultural resources for library users of all ages and backgrounds. The library's computer system provides the opportunity to integrate electronic resources from information networks around the world with the library's other resources. The library's goal in providing Internet access is to enhance its existing collection in size and depth and to give anyone who wishes to use the Internet the chance to do so.

The Internet is a global network which provides access to a wide range of resource, many of which are not available in print. The Internet does not fall under the control or governance of any single agency, government or organization. The Library cannot control access points, which often change rapidly and unpredictably.

Internet access is available to users in grade 5 and above, and to younger patrons who are accompanied by a parent or caregiver.

Filtering: The Jonathan Bourne Public Library seeks to provide equal access to information for persons of all ages. With regard to the Internet, the library staff does not selectively choose (i.e. filter) which electronic resources to make available. Just as parents are encouraged to discuss appropriate use of other library materials, the library staff encourages parents to discuss with their children the appropriate use of electronic resources available through the Internet.

Legal Compliance: The library staff/trustees will not tolerate use of the computers and network in a way that violates local, state, or federal law.

It is not acceptable for a minor to receive any material that is deemed harmful under the Children's Internet Protection Act (CIPA) through a web site, email, chat room, or other direct electronic communication.

It is not acceptable to use Internet access for any purposes which violates federal or state laws. Examples of unacceptable use include, but are not limited to: harassment of library users or staff; libeling or slandering others; violation of computer security systems, unauthorized use of computer accounts, access codes, or network identification numbers assigned to others; destruction or damage to equipment, software or data belonging to the library or other users; disruption or unauthorized monitoring of electronic communications; unauthorized copying of copyright-protected materials.

Public Environment: Whether using a library computer, personal laptop or other device, patrons are expected to refrain from displaying graphics which are inappropriate for public viewing, or playing audio that could disturb other patrons.

Monitoring: Violations of this policy will result in loss of computer privileges and may result in the loss of library privileges. Illegal acts involving library computing resources may also be subject to prosecution by local, state, or federal authorities. The library does not routinely monitor public computers, but reserves the right to do so when a violation of this policy or illegal activity is suspected. Staff is authorized to take immediate action to protect the security of library computers and network. This includes confiscating any removable media, requiring a user to leave a computer or the premises, and contacting law enforcement authorities.

Saving Your Data and Files: If the computer you are using powers off for any reason, any stored information from your session is deleted. We encourage you to use a removable storage device, like a thumb drive, to store your data regularly while working in Microsoft Office and other applications.

Privacy: Although we do not keep any permanent record of the sites you visit or the files you create, we would caution that complete privacy on shared computers is not a realistic expectation. However, we do try to protect your privacy to the maximum extent possible.

Additional Information:

- Internet access is available whenever the library is open
- Users may log into the internet computers for up to 30 minutes. Users may continue to use computers at 30 minute increments as long as no one else is waiting. Users may schedule longer sessions (for test taking, job application, etc) with library staff.
- Users must sign in to use internet terminals at the circulation desk. A valid CLAMS library card or Drivers license may be asked for identification.
- Printing is available at \$0.15/page for black and white and \$0.35 for color.
- Users must cooperate with library staff as requested to insure equitable computer use and a safe computing environment. Failure to do so may result in loss of computer privileges.
- Users may plug any appropriate device into the front ports on our computers, but may not remove anything from the back of the computers.
- Use headphones when listening to audio content, and keep volume low so you do not disturb others.
- Do not gather around/stand behind computer users since doing so may obstruct or distract other patrons.
- Library staff is not available to provide Internet instruction beyond routine assistance in finding resources. The Library may, from time to time, offer classes for intensive Internet instruction or provide one on one instruction by appointment.
- Computers in the YA room are restricted to that age group.
- The library offers free wireless internet access throughout the building.
- All computers are shut down 15 minutes before closing.

Board of Trustees Approved: June 30, 2005, Modified __ _____

Budget Report
Jonathan Bourne Public Library
FY 13 (as of May 28, 2013)

Account	Acct #	Start Balance	Expen. to date	End Balance	% Spent
Salaries - Dept Heads	5111	\$ 87,828.00	\$ 81,060.48	\$ 6,767.52	92.29%
Salaries - Supervisors	5112	\$185,712.00	\$ 155,459.84	\$ 30,252.16	83.71%
Salaries - Clerical/ Secretary	5113	\$122,022.00	\$ 116,504.90	\$ 5,517.10	95.48%
Salaries - Hourly Employees	5117	\$ 29,369.00	\$ 18,852.52	\$ 10,516.48	64.19%
Salaries - Longevity	5141	\$ 1,643.00	\$ 1,661.00	\$ (18.00)	101.10%
Salaries - Differential Pay	5142	\$ 1,800.00	\$ 1,684.00	\$ 116.00	93.56%
TOTAL SALARY		\$428,374.00	\$ 375,222.74	\$ 53,151.26	87.59%
Electricity	5211	\$ 17,250.00	\$ 10,589.88	\$ 6,660.12	61.39%
Heating Fuel	5212	\$ 12,000.00	\$ 6,803.35	\$ 5,196.65	56.69%
Non Energy - Water	5230	\$ 300.00	\$ 255.50	\$ 44.50	85.17%
R & M Miscellaneous	5240	\$ 8,000.00	\$ 6,232.48	\$ 1,767.52	77.91%
R & M Office Equipment	5245	\$ 500.00	\$ 59.95	\$ 440.05	11.99%
R & M Machine Repair Contract	5246	\$ 6,700.00	\$ 7,572.90	\$ (872.90)	113.03%
Rentals - Misc Equipment	5275	\$ 250.00	\$ 224.00	\$ 26.00	89.60%
Services - Data Processing	5305	\$ 40,000.00	\$ 35,691.68	\$ 4,308.32	89.23%
Professional Development	5307	\$ -	\$ 95.00	\$ (95.00)	#DIV/0!
Communications - Telephone	5340	\$ 900.00	\$ 589.69	\$ 310.31	65.52%
Postage	5341	\$ 1,200.00	\$ 1,092.00	\$ 108.00	91.00%
Printing	5342	\$ 1.00	\$ -	\$ 1.00	0.00%
Advertising	5343	\$ 1.00	\$ -	\$ 1.00	0.00%
Office Supplies - General	5420	\$ 900.00	\$ 490.55	\$ 409.45	54.51%
Office Supplies - Copy Machine	5421	\$ 700.00	\$ 380.67	\$ 319.33	54.38%
Bldg/equip supplies-operational	5430	\$ 3,200.00	\$ 3,535.31	\$ (335.31)	110.48%
Bldg/equip supplies- other	5435	\$ 350.00	\$ 293.98	\$ 56.02	83.99%
Custodial Supplies - Cleaning	5450	\$ 1,500.00	\$ 1,607.96	\$ (107.96)	107.20%
Other supplies - Books	5580	\$	\$ 69,231.35	\$	98.48%

		70,300.00		1,068.65	
Other supplies - Magazines	5581	\$ 7,250.00	\$ 6,301.02	\$ 948.98	86.91%
Other Supplies - Misc.	5595	\$ 450.00	\$ 475.35	\$ (25.35)	105.63%
Travel	5710	\$ 300.00	\$ 136.40	\$ 163.60	45.47%
Dues	5730	\$ 250.00	\$ 330.00	\$ (80.00)	132.00%
TOTAL EXPENSES		\$172,302.00	\$ 151,989.02	\$ 20,312.98	88.21%
	TOTAL	\$600,676.00	\$ 527,211.76	\$ 73,464.24	87.77%
		Start Balance	Expen. To date	Income to date	Account Bal
Revolving Fund	3534	\$ 6,404.48	\$ 9,350.84	\$ 13,728.55	\$ 10,782.19
Library Gifts & Donations	4849	\$ 7,464.75	\$ 2,485.15	\$ 9,629.04	\$ 14,608.64
Lib Incentive & MIG Grant	3402	\$ 41,865.18	\$ 20,722.31	\$ 16,652.20	\$ 37,795.07
Teens & Tweens **** (FY 12)	3463	\$ 7,500.00	\$ 7,500.00	\$ -	\$ -
Teens & Tweens **** (FY 13)		\$ 7,500.00	\$ 5,052.33	\$ -	\$ 2,447.67
****Goes by Federal FY(Oct-Sep)					