JBPL Trustees meeting
September 25, 2025 minutes

Attendance: Todd Benedict, Chair; Amy Sharpe, Vice Chair; Irja Finn, Library Director; Trustees-Susan Schmidt, Kathy Fox Alfano, Elizabeth Balaschak; Trustee Kristina Prodouz attended via remote connection; Colleen Cunningham, Assistant Library Director; Anne Gregory, Friends of the JBPL representative.

Todd Benedict called the meeting to order at 3:02 pm.

The minutes of the August 28, 2025, meeting were reviewed.. A motion was made by S. Schmidt, seconded by Kathy Fox Alfano to approve the minutes; they were unanimously approved on a roll call vote of 6-0.

Facilities Working Group.Todd Benedict met with Assistant Town Administrator Liz Hartgrove regarding the priority items. He informed her that the Board did not think it was appropriate for the Trustees to comment on equipment specifications . She agreed and indicated that she will seek comments from the new facilities director when one is hired.

With respect to the fire panel, Todd reviewed the findings from the 2024 reports obtained by the Feasibility Committee. Because the current system is obsolete and has been for many years, a new system must be designed and installed but there appears to be confusion about who should approve such a system. Because of the critical safety aspect of the system, this item will remain a priority for the Working Group and they will continue to pursue answers.

The final critical item is the crack in the wall in the children's area. When inspection or repair was raised with Liz Hartgrove, she said there was no money. However, Irja Finn stated she is aware of funding resources and she asked for authority to pursue the matter with the Town Administrator's office. Amy Sharpe made a motion, seconded by Kathy Fox Alfano, for the Library Director, Irja Finn, to request that the Town Administrator obtain a full engineering study to determine the cause of the crack and determine the corrective actions needed to repair it. After discussion, a roll call vote was taken and the motion passed 6-0.

Updates on recommendations by the Commission on Disabilities. Amy Sharpe reported that she has reached out to the Commission regarding the recommendations received in an email from Lori Cooney dated June 27, 2025. She would like to have a detailed conversation with Ms. Cooney as the issue of the costs of the items and funding are unclear. Amy will follow up and invite Ms. Cooney to the next Facilities Working Group meeting.

Updates:
Library Foundation. We still have not received an opinion from Town Counsel on the legality of a foundation or the type of structure we could use for same. Elizabeth Balaschak reported on efforts to obtain more details about the Friends of the Library accounts and the possibility of using any of those monies for foundation creation, or other startup costs. At a meeting of the

Friends noone was able to provide any details other than estimated balances of the accounts. Anne Gregory reported that the Friends are a 501(c)(3)nonprofit. Tina Prodouz suggested that the Friends Treasurer and Nancy Selchan attend the next meeting so we can get more details. Elizabeth will continue to gather information and provide updates next month.

100/100 Stories. The event is this Sunday. If anyone can stay to assist with clean up, it would be appreciated. Also, someone with a good camera or phone camera is needed to take photo booth-style photos of participants.

Director and Staff Reports. I. Finn reported that the new website will go live tomorrow so any kinks can be resolved before the old site goes down on October 1, 2025. The Library Director, Assistant Director, and Trustees praised Nicholas Schiller for his oversight of the new website design and implementation as well as his work on the 100/100 event. The building carpets are scheduled for cleaning on October 11, 2025; the building will close early that day.

Library Building Committee update (taken out of order). Todd Benedict, Tina Prodouz, and Elizabeth Balaschak will meet to draft a summary of the Trustees' comments on the charge drafted by the Town Administrator and Select Board.

Friends of the Library Report. The Fall Book Sale raised approximately $1960.00. Once again they had many volunteers to help with the event. The annual Silent Auction will be held between November 17 and December 5, 2025. Donations drop off is November 15. Monies raised will only be used to support the library. The Friends Annual Meeting will be held at the Library on October 29, 2025, at 1:00pm. The Friends have purchased 10 new folding tables to be used for their events. Anne Gregory gave an overview of the Friends budget. They are trying to recruit more and younger members.

Future items. Because of holidays in the next few months, Todd Benedict proposed the following monthly meeting dates: October 23, 2025, November 20, 2025, and December 18, 2025. All will be at 3:00 pm in the Library.

K. Fox Alfano moved to adjourn and the meeting was adjourned at 4:30pm.

ATTACHMENTS:
Agenda
Sign in sheet
Director & staff reports

APPROVED: OCTOBER 23, 2025
E K BALASCHAK, Secretary

Meeting Notice and Agenda

Jonathan Bourne Public Library - Board of Trustees

19 Sandwich Road, Bourne, MA 02532

508-759-0600 x 6302

September 25, 2025, at 3:00 PM EDT in Library Program Room

If anyone from the public wishes to access the meeting remotely, they can do so by utilizing the ZOOM link or by calling the following conference line: 1-929-205-6099

https://us02web.zoom.us/j/6281263605?pwd=wAcUcmROvfKAxkxoPs4awUiuwTktyU.1&omn=82954462429

Zoom Meeting ID: 628 126 3605 Password: LIBRARY

All items within the meeting agenda are subject to deliberation and votes by the trustees.

3 p.m. Call the meeting to Order

1. Minutes of August 28, 2025, meeting
2. Report from facilities working group
   - Chiller
   - Fire alarm panel
   - Crack in children's room
3. Discussion of recommendations by Commission on Disabilities
4. Updates:
   - Formation of a library foundation
   - 100 Years/100 Stories update
5. Discussion of Library Building Committee and charge
6. Director's and staff reports
7. Friends of the Library report
8. Set future agenda items and meeting dates for remainder of year
9. Adjourn

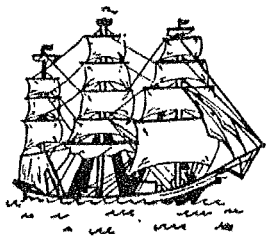
Reasonable accommodations for people with disabilities are available upon request. Include a description of the accommodation you will need, including as much detail as you can and include a way we can contact you if we need more information. Please allow advance notice. Send an email to kthut@townofbourne.com or call the Town Administrator's Office at 508-759-0600 x1503.

MEETING SIGN IN

~~PROJECT~~: Monthly Trustees Meeting **MEETING DATE:** September 25, 2025

BOARD: BOURNE LIBRARY TRUSTEES **LOCATION:** JBPL

NAME		~~EMAIL~~ title or email or role
Amy Sharpe		vice chair
Anne Gregory		Friends President
Colleen Cunningham		Assitant Director
K Fx Algar		Trustee
Todd Beckit		TRUSTEE
Susan Schmidt		Trustee
Irja Finn		Library Director



Jonathan Bourne Public Library

Director's Report for August 2025

BUDGETS

The FY26 budget is 18% expended as of August 31. Collective bargaining for Liuna A and BEA units is still not complete, both group's CBA's expired on June 30, 2025. To date, only Liuna B is ratified and reflected in the FY26 budget.

STAFF & PROFESSIONAL DEVELOPMENT

- Library Assistant Kathleen Haynes notified the Town of her intention to retire on September 30th.
- The Technical Services function falls under the Assistant Director, so Colleen will assume initial cataloging responsibilities with an eye towards cross training other staff and/or volunteers until a replacement is hired. Library Assistant Judy Santangelo will assume physical audio/visual cataloging and processing, roughly 3 hours per week.
- John Leoy finished up with us, as he returned to Bourne High School as their librarian. He was a fantastic addition to the summer staff.
- As of October 1 we will have two open part-time positions. The biggest gap in the schedule will be Saturday mornings. Existing staff were offered additional hours to bridge those times. The Human Resources Department will begin recruiting right before Fall Town Meeting.
- The Human Resources Director and the Town Administrator's office have been performing notary services at the library on Thursday mornings. This service is appreciated by our patrons. A current staff member is in the process of getting her Commonwealth of MA notary.

FACILITIES

- The railing to the Children's Garden is installed and looks great.
- The interior doors from the back hall into the library have been removed, as they were deemed not necessary by code. A Facilities ticket was opened to repaint the back entry, to freshen up that area. There have been no positive or negative comments about the doors being gone.
- Temperatures remained pleasant and comfortable except AGAIN the Program Room which continues to be in the low 60s. We continue to advise patrons to wear a sweater or open the door to the parking lot.
- Three carpet cleaning vendors came through to measure and provide a quote to the Facilities Department. No selection has been made as yet. Target date for carpet cleaning is October.

TECHNOLOGY

- New website launch is approaching fast, with a go live date of October 1.
- The ongoing public printing, or lack thereof, situation is close to resolution. There are a few details that need to be ironed out with Barnstable County IT as it relates to networking the public computers to the print release station and the upgraded coin box.

OTHER

- As noted in the Assistant Director's report, physical item Circulation bumped up in August over last year. I recognize one month does not create a trend, but I am hopeful.
- Bourne remains #5 in the e-content rankings within CLAMS. The holds list for digital content is still well into the 60–75-day waiting time. Often the print version wait times, even in large rint, are shorter. Go figure!
- To increase adult foot traffic, especially in the evenings, we will be offering "Staff Crafts" in the fall and early winter. If the feedback and attendance are positive this may remain part of our programming tool belt. Staff Crafts will be led by library staff, featuring easy to complete projects, in a 90 minute window, with little if any previous experience needed! We are NOT guaranteeing perfection, we are guaranteeing FUN and a sense of community.

Respectfully submitted,

Irja Finn

Jonathan Bourne Public Library

Assistant Director's Report for August 2025

CIRCULATION

FY26	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
CKO	11773	11837										
FY25												
CKO	12273	11476	9773	9471	8869	9109	8722	8490	9959	9424	8726	8951
FY24												
CKO	11904	12630	10320	9850	9137	9062	9697	9019	10625	9731	10324	9068

Room Usage

FY26	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Door												
Study Room	0	0										
Community Room	9	10										
Conference Room	15	18										
FY 25												
Study Room	0	11	12	17	21	11	5	9				
Community Room	9	5	11	10	7	8	8	5	7	14	17	5
Conference Room	14	12	13	19	9	6	6	4	16	5	8	6
FY24												
Door	4279	2864	1293	4312	3929	4100	4369	4041	4678			
Study Room									21	9	0	0

Community Room									11	12	13	7
Conference Room									0	12	23	17

September and April are partial counts due to battery errors. Door Counter not working (April – 2024)

Study Room was blocked off for March, April, June

NOTARY – 3

PROGRAMS

Programs onsite

Programs												
FY26	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Offered	14	15										
Attended	120	106										
FY25												
Offered	18	10	11	10	14	7	10	11	14	8	5	8
Attended	174	103	127	159	112	109	132	113	160	81	70	123
5FY24												
Offered	14	9	4	14	9	10	11	15	15	11	14	10
Attended	84	81	25	133	46	59	95	88	155	204	87	56

FY26	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Number of Days Open	22	21										
Number of Saturdays Open	0	0										
Number	0	0										

of Hours Saturday												
Hours after 5pm	47	40										
Computer Usage	89	89										
Volunteer Hours	48.5	48										

OUTREACH

Town Hall Drop-off of Books -5

Notes:

Library of Things – 19 items checked out
Museum Passes – 69 checked out

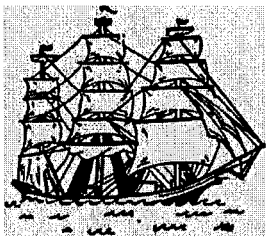
In August we finished our Summer Bingo Reader Challenge for adults with 12 participants. Winner received a Gray Gables gift card. Our last 2 summer concerts in August were well attended – with 24 for Irish Shanties and 28 in attendance for Richard Amir and Broadway tunes. Our award-winning non-fiction book club just completed 1 year and is going strong. We all enjoyed having John Leroy work with us this summer, he was a big help with a dvd project. We had 3 teens volunteer this summer, with one teen continuing with us for the school year.

Respectfully submitted,

Colleen Cunningham, Assistant Director

Jonathan Bourne Public Library

Technical Services Report for August 2025



ITEMS ADDED TO THE COLLECTION

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
FY 2026													
Added	429	303											732
FY 2025													
Added	324	324	267	356	316	343	226	238	292	279	268	482	3715
FY 2024													
Added	305	502	291	545	503	312	459	208	312	384	304	338	4463

ITEMS WITHDRAW FROM THE COLLECTION

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
FY 2026													
Withdrawn	388	365											753
FY 2025													
Withdrawn	200	1372	180	211	120	408	226	92	286	326	508	371	4300
FY 2024													
Withdrawn				27	105	115	129	115	65	105	217	115	993

Sincerely,

Kathleen Haynes

Children's Department ~August 2025

Summer reading was a success!! All programs were well attended.

The Summer Eats program has been well received by our community. This summer we served 477 lunches.

We will continue working with the Cape Cod YMCA throughout the year, providing meals during school vacations and in-service days. Our Exact plans will be confirmed soon.

The 100 Years 100 Stories plans are progressing nicely!

The Early Learning Play Space was booked 7 times in August.

Respectfully submitted,
Terry Johnson
Children's Librarian

FY26 – Children's & YA Program Attendance

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June
Offer	42	22										
Attend	1625	857										

FY25 – Children's & YA Program Attendance

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June
Offer	32	15	10	27	18	8	24	28	17	23	30	12
Attend	736	600	127	506	312	173	348	566	345	483	480	334

FY26- Children's and YA Circulation

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June
check out	2947	2024										
renewal	2557	2738										

FY25 - Children's and YA Circulation

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June
Check out	2131	1504	1149	1171	1124	924	1241	1297	1402	1532	1092	1576
renewal	1960	2146	1499	1513	1442	1392	1346	1456	1915	1639	1528	1455