Jonathan Bourne Public Library Board of Trustees Meeting Minutes

MEETING DATE: January 22, 2026

Attendance: Todd Benedict, Chair; Amy Sharpe, Vice Chair; Trustees- Tina Prodouz, Susan Schmidt, Elizabeth Balaschak; Trustee Kathy Fox Alfano and Friends Representative Anne Gregory appeared via remote connection; Colleen Cunningham, Assistant Library Director; Terry Johnson, Children's Librarian. Irja Finn, Library Director, was absent.

Todd Benedict called the meeting to order at 3:00pm.

The minutes of the December 18, 2025, meeting were approved by a 6-0/unanimous roll call vote on a motion by Amy Sharpe, seconded by Todd Benedict.

Discussion of possible library foundation. Because of his concerns about the role of the Trustees in any foundation, Todd Benedict asked who would be the driver of a foundation if it is decided to move forward with one. Amy Sharpe spoke of her conversation with the President of the Cape Cod Foundation(CCF). Because of the complicated process of raising such a large amount of funds, the interrelationship between the foundation, the Trustees, and the town, CCF responded that it would require a determination of a lead organization. CCF would determine their costs and duties after a thorough review of the foundation formational documents and structure. Kathy Fox Alfano stated that her idea has been to form a private foundation, perhaps including a member of the Trustees and Library Friends on a small management committee. Tina Prodouz is concerned that the committee would have to have a clear strategic plan and not be tied to the trustees. Elizabeth Balaschak expressed concerns about liability due to the complicated accounting, reporting, and tax issues. Kathy Fox Alfano reported she will begin gathering details regarding a more specific amount to be raised and will report back.

Discussion of Public Engagement plans. Todd Benedict continues working on an outline and detailed plans to ensure that all participants are presenting the same information when we begin approaching other groups in town. He will continue to report on his progress.

Discussion of Trustees' annual report for the Town Report. Amy Sharpe drafted a summary of Trustee actions for FY 25. After a review of same, Elizabeth Balaschak made a motion to approve the document and authorize submission to the Town; it was seconded by Tina Prodouz. The motion was approved by a 6-0/unanimous roll call vote. The report will be put in final form and submitted for inclusion in the Town Report. Board members thanked Amy for her detailed submission.

Discussion of Trustees' roles in the FY26 Action Plan. Tina Prodouz broke out the actions in which the Trustees have a role and made note of what has been completed and what is outstanding. Building accessibility issues are being addressed in conjunction with the facilities department. Many of the marketing goals overlap with the public engagement plans previously discussed and will be tracked. We will continue to work on a communication plan with the Town.

We could do more to develop a "community center" at the library in conjunction with other town and village groups. Working on electronic signage needs more attention. It was decided that a working group, consisting of Todd Benedict, Tina Prodouz, and Susan Schmidt will meet to formalize our approach to unfinished items. Board members thanked Tina for her thorough review.

Todd Benedict took the Friends of the Library Report out of order. Anne Gregory again reported on the successful silent auction and book sale over the holidays. A new Friends Board member was appointed: Cathy Kert. The next major event is the spring book sale.

Updates:
Maintenance/facilities issues. Two staff members took quick action to prevent a flood due to a clogged toilet recently which almost was unnoticed as the building was about to close for the evening. The water line was turned off with some effort, a work order submitted, and facilities followed up the following morning. Our staff go above and beyond to protect our building. A long term problem with lamp posts along the front drive remains a concern.

Library Building Committee. The newly-appointed committee had its first meeting on Tuesday, January 20. Because two members were unable to attend, no actions were taken. The Town Administrator provided a few details of expected actions in the coming year. She stated that we have approximately $200k to hire an OPM. We will need an architect to prepare some schematics and should target the Fall, 2026 STM for that funding. It is expected that full project funding will be requested at the 2028 ATM.

Charter Review Committee. There is nothing new to report.

Director and staff reports. Because Irja Finn was unable to attend, the Trustees relied upon the data in the reports provided by email.

The next meeting will be February 26, 2026 at 3:00pm.

Amy Sharpe made a motion to adjourn which was seconded by Elizabeth Balaschak and approved 5-0 on a roll call vote; Kathy Fox Alfano had been excused prior to adjournment.

The meeting adjourned at 4:25pm.

ATTACHMENTS:
Agenda
Sign in sheet
Draft Trustees Report to Select Board for fiscal 25
December Director's Report
Public Services Librarian Report for December 2025
Assistant Director's Report for December 2025
Children's Department Report for December 2025

Commonwealth Catalog Report for December 2025

APPROVED: March 26, 2026
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

Jan. 22, 2026, at 3:00 PM EDT in Library Program Room

Staff @ Bourne Public Library is inviting you to a scheduled Zoom meeting.

Topic: Board of Library Trustees Monthly Meeting
Time: Jan 22, 2026 03:00 PM Eastern Time (US and Canada)
Join Zoom Meeting
https://us02web.zoom.us/j/6281263605?pwd=wAcUcmROvfKAxkxoPs4awUiuwTktyU.1&omn=83806562903

Meeting ID: 628 126 3605 Passcode: LIBRARY

One tap mobile
+13126266799,,6281263605# US (Chicago)
+16469313860,,6281263605# US

Join instructions
https://us02web.zoom.us/meetings/83806562903/invitations?signature=Nk7dlK_nx9gO1HXlQpOC4wcnJwjuxMKGDCKOPztvkjk

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 Dec. 18, 2025, meeting
2. Discussion of possible library foundation
3. Discussion of public engagement Trustees/Friends
4. Discussion of report in annual Town Report on trustees' actions on care and custody of building and plans for a new library
5. Discussion of trustees' role in FY26 Action Plan
6. Updates:
   - Maintenance/facilities issues
   - Library Building Committee
   - Charter review process
6. Director's and staff reports
7. Friends of the Library report
8. Set future agenda items – next meeting date Feb. 26
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 meeting **MEETING DATE:** 1/22/26

BOARD: BOURNE LIBRARY TRUSTEES **LOCATION:** Library

NAME		EMAIL
Terry Johnson		tjohnson@bournelibrary.org
✓ EK Balaschak		
✓ TODD BENEDICT		
✓ Amy Sharpe		
✓ Tina Prodouz		Kprodouz@gmail.com
Colleen Cunningham		CCunningham@bourncl.brary.com
✓ Susan Schmidt		susan.novahsmom@gmail.com
Anne Gregory		
Kathy FOX Alfano	ZOOM	

Library trustees report for fiscal 2025

To the Honorable Select Board

And the Citizens of the Town of Bourne

For the Trustees of the Jonathan Bourne Public Library, the highlights of fiscal 2025 occurred in May: The trustees accepted the report from Johnson-Roberts architects and the recommendation of the Library Feasibility Study Committee (LFSC) for a new library at 19 Sandwich Road. Annual town meeting voted 259 to 55 to appropriate $150,000 for the purpose of schematic designs and securing an Owners Project Manager for a new library. The vote would also trigger the establishment of a library building committee. The trustees thank town meeting voters for their support.

Earlier in the fiscal year, on September 26, the trustees appointed the Library Feasibility Study Committee and tasked it with working with Johnson-Roberts on a robust public process to achieve the goals and objectives outlined in the project's scope, which had been approved in May 2023.

The trustees thank Todd R. Benedict, Kristina Prodouz, Kathy Fox Alfano, M. Elizabeth Brown, Lori E. Cooney, Jean Hills, Anne-Marie Siroonian and Margaret Song for their service on the LFSC.

The LFSC created a robust Public Participation Plan outlining strategic methods for engaging the public through the entire process. Those methods included a survey, which received over 407 responses, and a public engagement meeting for the Library Building Feasibility Study in January that attracted more than 50 people.

In March the trustees and select board held a joint meeting at the library, which included a tour of the building. Several members of the Friends of the Jonathan Bourne Public Library joined the tour, and subsequent tours were offered to members of the public.

Trustees also established a working group to focus on building and maintenance issues with the current building. Concerning issues were roof leaks in the upstairs conference, fluctuating temperatures, loose ceiling panels near the children's room, and a

crack in the ceiling in the children's room. The group began meeting in June and eventually moved from meeting monthly to an as-needed basis. Issues were documented and shared with the town administrator's office and/or the facilities department.

Throughout the year, trustees continued discussion about better access for people with disabilities, focusing on entrances and parking. The trustees also began serious discussion in May about the possibility of forming a foundation to raise funds for a new library.

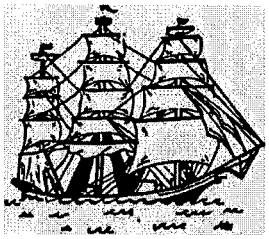
In other action, trustees voted to allow Bourne-Sandwich Rotary Club to place a peace pole on the library grounds to promote their mission of making the world a better place and permitted the placement of Narcan boxes in building. The trustees also supported library staff with the 100 Years 100 Stories project.

After the May town election, Elizabeth Balaschak replaced Perry Davis, who was appointed trustee in 2021, elected in 2022 and did not seek re-election in 2025.

Respectfully submitted,
Kathy Fox Alfano
Elizabeth Balaschak
Todd Benedict
Kristina Prodouz
Susan Schmidt
Amy Sharpe

Jonathan Bourne Public Library

Director's Report for December 2025



BUDGET

Halfway through the fiscal year and we are 49% expended. Of note, is the ebook/e-audio budget for Libby, Hoopla, Kanopy content is heavily used, and the line item is 70.28% expended. I anticipate using our semi-annual state aid grsant to cover any shortfall in this line come May/June, as we have done in previous years. Our total budget appropriation is $68,250 for Fy26. Last year we paid almost $82,000 for ebook content.

The initial FY27 budget review from the Town Administrator saw her proposed two $500 cuts in periodicals and supplies.

STAFF & PROFESSIONAL DEVELOPMENT

- Grace Mattaliano and Morgan Elliott joined us in early December as our newest Library Assistants. They bring a breadth of experience, not just in library science. Morgan is already scheduling a monthly foreign film series, as her degree is in digital filmmaking. Grace is knowledgeable in book repair and mending, that will breathe new life into many best sellers.
- In keeping with our Strategic Plan Action Plan, all staff are on track to attend at least one Continuing Education event in the third quarter of FY26. Between Summer Reading and Fall staff shortages we did not meet the goal for first half.

FACILITIES

- The decluttering/ declaring surplus of the old furniture in the Staff Room is under way. The Friends graciously paid the deposit for the new couches. We hope to take delivery of them in February. I have requested the Facilities Department paint the staff room as well.
- December is usually slower at the library, providing the staff a chance to aggressively weed collections, shift collections and reevaluate the use of shelving space. The Childrens Room shift is about halfway complete. We are waiting to relocate the Large Print collection to the end of Fiction, which requires moving Refence, before we bring out Non-Fiction Juvenile.
- Again, in December, temperatures have been acceptable in most spaces.

TECHNOLOGY

- New all in one workstations have arrived for the YA Area. They will be for teen use only. These new workstations replaced 5-year-old machines, that were hand me downs from the Police Department.
- Colleen is close to finalizing the purchase and installation of a wireless cloud based door/people counter which will be critical for tracking library usage.

OTHER

- Christmas in Olde Bourne Village was a great success despite the VERY cold temperatures this year. Other holiday programming was well attended in both Adults and Childrens.
- Three Staff Presentations are now behind us – the patron response is positive. We will continue to offer programs led by staff if the attendance continues to support it.
- The Little Free Library continues to be used and receive non-perishable donations.

Respectfully submitted,

Irja Finn

Public Services Librarian Report -- December 2025

Total Database Activity	December 2025	November 2025	December 2024
	9402	9549	*1304

Notes about Databases:

Use strong and consistent. Loss of MBLC dropped subscriptions not really noticable.

* reporting broken for major db vendor in 12/24

Technology Assistance	December 2025	November 2025	December 2024
Scheduled one-on-one appointments	7	2	
Drop-ins	15	12	

Notes about Tech Assistance:

Slow in November, picked up after Christmas

Public Workstations

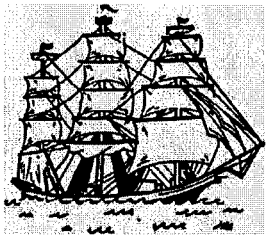
3 new workstations have been purchased. These will replace 3 public stations while the 2 units purchased recently will be repurposed as replacements for the teen units, which have been down since Covid.

Printing/Copy/Scan

In November and December the problem of sourcing a server to run the Papercut software was solved. A new issue with how to pay for the service arose, but was also dealt with. Papercut is installed on the server and the next issue is programming firewall rules to allow the remote server to communicate with the local paystation and printing clients.

Collection Development ytd:

Weeding projects were undertaken in Biography and the 300s. Roughly 18 new books are purchased in adult non-fiction each week.



Jonathan Bourne Public Library

Assistant Director's Report for December 2025

CIRCULATION

FY26	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun e
CKO	11773	11837	9580	11201	8654	8649						
FY25												
CKO	12273	11476	9773	9471	8869	9109	8722	849 0	9959	942 4	8726	895 1
FY24												
CKO	11904	12630	1032 0	9850	9137	9062	9697	901 9	1062 5	973 1	1032 4	906 8

Room Usage

FY26	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Door												
Study Room	0	0	0	0	8	4						
Communit y Room	9	10	17	11	11	11						
Conferenc e Room	15	18	18	9	7	9						
FY 25												
Study Room	0	11	12	17	21	11	5	9				
Communit y Room	9	5	11	10	7	8	8	5	7	14	17	5
Conferenc e Room	14	12	13	19	9	6	6	4	16	5	8	6
FY24												
Door	427 9	286 4	129 3	431 2	392 9	410 0	436 9	404 1	467 8			
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

Cataloging

Items added – 486
Items deleted - 1291

PROGRAMS

Programs onsite

Programs												
FY26	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Offered	14	15	7	7	9	12						
Attended	120	106	70	103	100	105						
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	25	26	22	25.5						
Number of Saturdays Open	0	0	4	4	5	4						
Number	0	0	28	32	40	40						

of Hours Saturday												
Hours after 5pm	47	40	43	45	36	40						
Computer Usage	89	89	93	86	38	58						
Volunteer Hours	48.5	48	44	50	48	61						

OUTREACH

Town Hall Drop-off of Books -2

Notes:

Library of Things – 13 items checked out
Museum Passes – 35 checked out

New program was started in December, a Mahjong learning workshop. We had 3 workshops for beginning Mahjong players. We are starting an open play Mahjong on Jan. 23 and will continue weekly on Fridays from 1-3pm. The art exhibit in December was very successful; the artists sold 8 paintings and made a $100.00 donation to the library. The Upper Cape Photography Club will show their work "Villages of Bourne" beginning Jan. 1st. The Upper Cape Naturalist meets once a month in the Community Room and have made a $45.00 donation to the library.

For the 250th celebration of USA this year, we will have a few programs during the year. We have scheduled 3 Winter concerts – Feb., March and April., first concert Valentine's Day – 3pm.

We are in the process of training staff on tech processing procedures.

Respectfully submitted,

Colleen Cunningham, Assistant Director

Children's Department ~ December 2025

Happy New Year! December was filled with fun!!

Christmas in Old Bourne Village was a success! The Friends silent auction, Matt York and the New England Ballet Theater provided something for everyone! The cookies and cupcakes purchased by the Friends from the Upper Cape Tech were delicious and quickly devoured. And most importantly the tree lit without incident!!

The Early Learning Play Space was booked 27 times in December.

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	29	48	18	8						
Attend	1625	857	590	512	235	344						

FY25 – Children's & YA Program Attendance

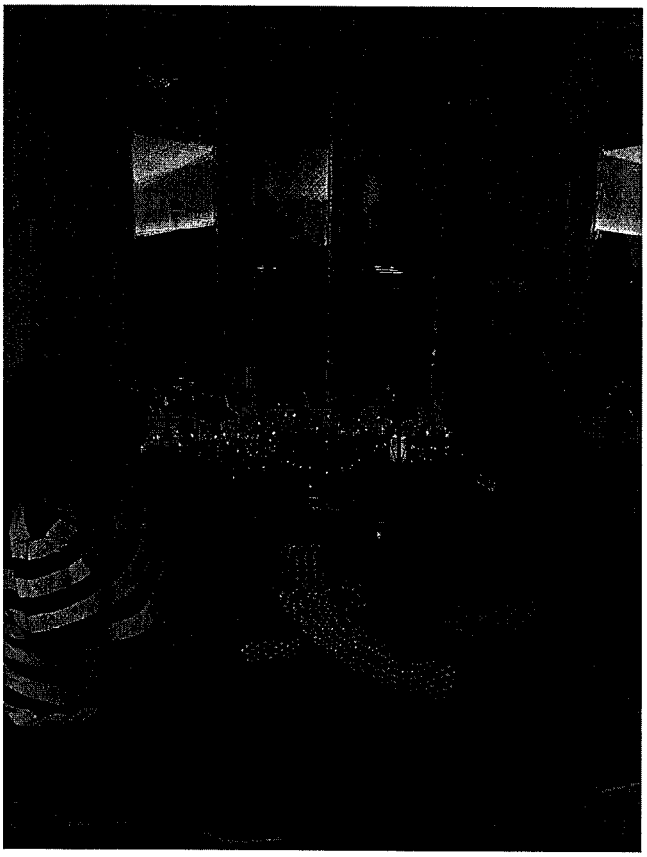
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June
Offer	32	15	10	27	18	8	24	28	17	23	30	12
Attend	736	600	127	506	312	173	348	566	345	483	480	334

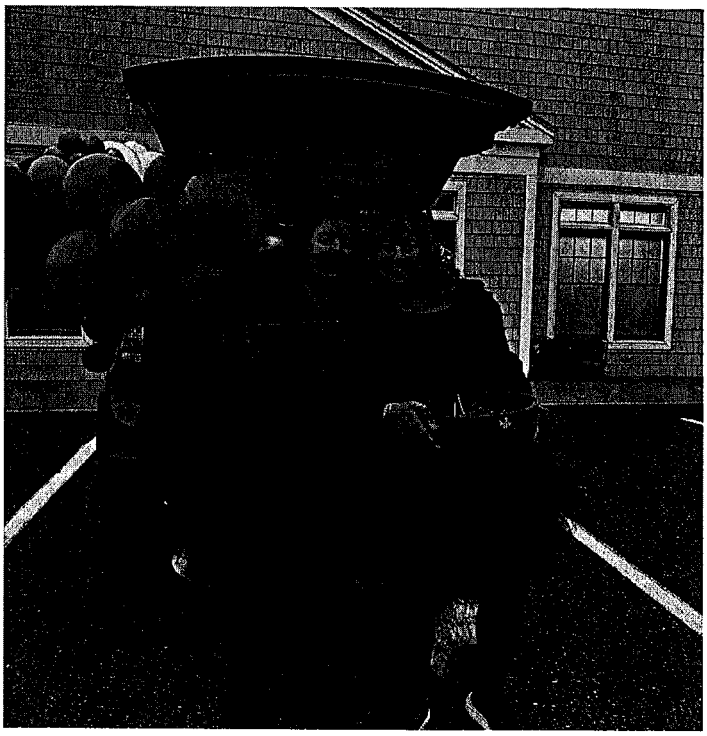
FY26- Children's and YA Circulation

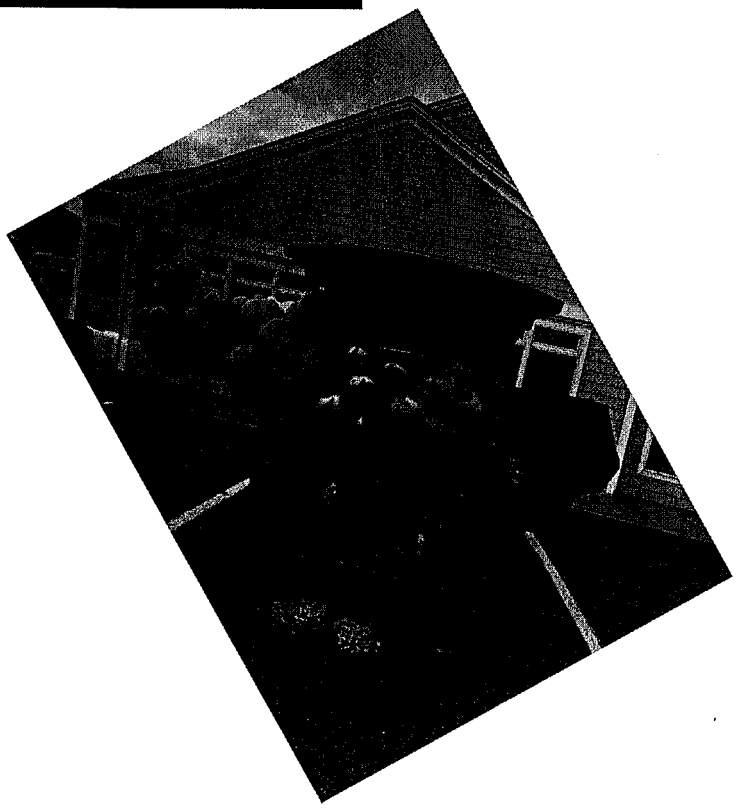
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June
check out	2947	2024	1450	1809	1619	1487						
renewal	2557	2738	1900	1752	1777	1923						

FY25 - Children's and YA Circulation

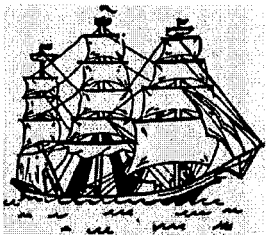
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June
Check out	2131	1504	1149	1171	1124	924	1241	1297	1402	1532	1092	1576
renewal	1960	2146	1499	1513	1442	1392	1346	1456	1915	1639	1528	1455







Jonathan Bourne Public Library



Commonwealth Catalog – December 2025

January 2026

Library Board of Trustees:

This report covers Commonwealth Catalog up to Dec. 31, 2025.

These are the total requests filled.

FY26	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Borrowed	33	40	30	46	49	43						
Lent	20	10	15	14	9	13						
FY25												
Borrowed	48	40	35	45	33	29	51	43	42	38	36	60
Lent	15	16	17	15	14	16	18	15	16	18	7	15
FY24												
Borrowed	45	55	35	21	33	40	39	51	42	43	58	38
Lent	13	19	20	18	15	15	11	15	19	9	7	11

Respectfully submitted,

Falon Williams

Circulation Assistant

01/07/2026