

Agenda
Library Board of Trustees
Jonathan Bourne Public Library
Library Meeting room
Wednesday, April 30th 2014 5:00pm

Approval March 18th, 2014 Minutes

Approval April 15th, 2014 Notes

Updates

Long term planning schedule

Little Free Library

Personnel

Building & Grounds

Friends of the Library

future joint plans - Friends, Trustees, Staff

working relationship

fundraiser schedule and possible projects

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 April 30, 2014 Trustees Meeting
Jonathan Public Library Meeting Room

Trustees Present

Heather DiPaolo
Joan Simpson
Kathryn Tura
Claudine Wrighter
Kristine Maginnis
Stephanie Kelly

Staff Present

Patrick Marshall
Diane Ranney

JBPL "Friends" Present

Barbara Berler
Fran Bogden
Rosemarie Chenard
Joy Dalton
June Small
Carol Melli
Jackie Brown

Chair Person Heather DiPaolo called the meeting to order at 5:08 pm.

Discussion- H.DiPaolo opened the meeting by tabling approval of minutes and updates in order to start a discussion with the Friends regarding possible future joint projects, and working relationships and responsibilities. K.Tura started the conversation stating "by defining roles and commitments we can do amazing things going forward". Handouts were reviewed entitled "Working Together : Roles and Responsibilities Guidelines", "Fact Sheet #26 for Friends and Foundations", "Fact Sheet #10 Role of Friends' Board" and "Fact Sheet #11 Role of Library Trustees". C.Wrighter expressed having a renewed commitment for a liaison from each group to attend one another's meetings. K.Tura noted the trustees will be formulating a new five year planning process. H.DiPaolo stated Trustees would be seeking the Friends' and the community's input during this process. P.Marshall stated "it is the Trustees who set goals and policies" for the JBPL. Space to house books stored for the book sale was discussed and H.DiPaolo will contact Bourne Middle School for "BLAST" group volunteers to help J.Brown prepare. A possible future fundraiser at the Buzzards Bay Park was suggested by J.Simpson.

Minutes – J.Simpson moved that the March 18th minutes and April 15th, 2014 notes be approved. K.Tura seconded. Motion was carried by unanimous vote.

Long Range Planning – P. Marshall confirmed the deadline date for the five year strategic plan was October, 2015. K.Tura and H.DiPaolo stated they would like to use a hybrid of the plans which were presented by Cheryl Bryan of Cheryl Bryan Consultants.

Little Free Library – H. DiPaolo stated supplies have been delivered to the Upper Cape Technical School to build the libraries. All agreed we should plan for a July 4th installation deadline. K.Tura reported that in speaking with the Monument Beach Civic Association, they plan on putting a bench next to their LFL unit. Trustees need to contact all stewards to get commitments by May 30th. A painting party at the library was suggested. Plaques need to be registered with the LFL main website and a plaque showing the name of each steward for each unit need to be procured.

Director's Report – See attached.

Personnel – The Information Systems Librarian position has been filled by Brian Meneses.

Building and Grounds – P. Marshall stated the library's request for CPC funds for painting and rot repair is up for vote at May Town Meeting.

Updates– P.Marshall hopes to provide books to area nursing homes from "weeding" out of the large print circulation. The library would send out a batch, take back what is returned, and rotate out another batch. Upcoming programs include A Family Game Night ran in conjunction with the recreation dept., a lecture by Christopher Daly on "Bonnie and Clyde", and a lecture on Genealogy. The summer concerts are being lined up. Thermostats are back online and working. New chairs in the meeting room were donated from the Osterville Library.

Next Meeting Date – May 20, 2014 (third Tuesday) at 5 pm

Future Agenda Items- Fundraiser, LFL Update, and Front Landscaping.

Adjournment – Motion, K. Tura, seconded by K.Maginnis to adjourn at 7:40 pm

Respectfully submitted
Kristine Maginnis
For Stephanie Kelly (Clerk)

Budget Report
Jonathan Bourne Public Library
FY 14 (April 30, 2014)

Account	Acct #	Start Balance	Expen. to date	End Balance	% Spent
Salaries - Dept Heads	5111	\$ 92,950.00	\$ 78,349.48	\$ 14,600.52	84.29%
Salaries - Supervisors	5112	\$176,450.00	\$ 143,145.40	\$ 33,304.60	81.13%
Salaries - Clerical/ Secretary	5113	\$121,782.00	\$ 107,935.46	\$ 13,846.54	88.63%
Salaries - Hourly Employees	5117	\$ 25,254.00	\$ 16,450.72	\$ 8,803.28	65.14%
Salaries - Longevity	5141	\$ 2,111.00	\$ 1,490.00	\$ 621.00	70.58%
Salaries - Differential Pay	5142	\$ 1,800.00	\$ 1,628.00	\$ 172.00	90.44%
TOTAL SALARY		\$420,347.00	\$ 348,999.06	\$ 71,347.94	83.03%
Electricity	5211	\$ 16,500.00	\$ 12,031.46	\$ 4,468.54	72.92%
Heating Fuel	5212	\$ 11,000.00	\$ 8,184.01	\$ 2,815.99	74.40%
Non Energy - Water	5230	\$ 300.00	\$ 314.25	\$ (14.25)	104.75%
R &M Miscellaneous	5240	\$ 8,000.00	\$ 6,931.42	\$ 1,068.58	86.64%
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	\$ -	\$ 250.00	0.00%
Services - Data Processing	5305	\$ 45,000.00	\$ 36,726.27	\$ 8,273.73	81.61%
Professional Development	5307	\$ -		\$ -	#DIV/0!
Communications - Telephone	5340	\$ 900.00	\$ 825.97	\$ 74.03	91.77%
Postage	5341	\$ 750.00	\$ 460.65	\$ 289.35	61.42%
Printing	5342	\$ -	\$ -	\$ -	#DIV/0!
Advertising	5343	\$ -	\$ -	\$ -	#DIV/0!
Office Supplies - General	5420	\$ 900.00	\$ 455.84	\$ 444.16	50.65%
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	\$ 1,654.24	\$ 345.76	82.71%
Other supplies - Books ***	5580	\$ 79,000.00	\$ 75,869.36	\$ 3,130.64	96.04%

Other supplies - Magazines	5581	\$ 7,250.00	\$ 7,666.08	\$ (416.08)	105.74%
Other Supplies - Misc.	5595	\$ 300.00	\$ 306.71	\$ (6.71)	102.24%
Travel	5710	\$ 400.00	\$ 77.55	\$ 322.45	19.39%
Dues	5730	\$ 250.00	\$ 335.00	\$ (85.00)	134.00%
TOTAL EXPENSES		\$185,200.00	163,601.03	\$ 21,598.97	88.34%
***includes 4,000 from Oct TM	TOTAL	\$605,547.00	512,600.09	\$ 92,946.91	84.65%
		Start Balance	Expen. To date	Income to date	Account Bal
Revolving Fund	3534	\$ 9,620.56	\$ 13,894.67	\$ 10,795.66	\$ 6,521.55
Library Gifts & Donations	4849	\$ 12,238.64	\$ 4,259.17	\$ 6,978.14	\$ 14,957.61
Lib Incentive & MIG Grant	3402	\$ 37,795.07	\$ 27,678.80	\$ 17,175.82	\$ 27,292.09
Job Seekers *** (FY 14)	3496	\$ 4,000.00	\$ 4,381.30	\$ 3,500.00	\$ 3,118.70
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)					