

**Agenda**  
**Library Board of Trustees**  
Jonathan Bourne Public Library – 2<sup>nd</sup> floor conference room  
**Tuesday, August 20th, 2013 at 5:30pm**

Approval July 16<sup>th</sup> 2013 Minutes

New Business

Potential Hoxie School Library Project  
Presented by: Mrs. Barbara Fitzmaurice  
Mrs. Liz Henry  
'Little Free Library' placement ideas  
Front Landscaping  
Friends Pig Roast volunteer opportunities

Updates

Seismograph progress  
Director's Report  
Personnel  
Building & Grounds  
Friends of the 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 August 20, 2013 Trustees Meeting at the Jonathan Bourne Public Library

**Trustees Present:**

Heather DiPaolo  
Stephanie Kelly  
Kristine Maginnis  
Joan Simpson  
Kathryn Tura

**Staff Present:**

Patrick Marshall

**Trustees Absent:**

Claudine Wrighter

**Guests:**

Paul Gately, Reporter,  
*The Bourne Courier*  
Barbara Fitzmaurice and  
Liz Henry, Hoxie Center for Art,  
Science, Education and Culture, Inc.

Heather DiPaolo called the meeting to order at 5:32 p.m.

**Minutes:** Katherine moved and Joan seconded the motion to accept the July minutes as presented. The motion was carried by unanimous vote.

**Potential Hoxie School Library Project:** Barbara Fitzmaurice and Liz Henry presented on proposed uses for the former Hoxie School. A copy of the information is attached. Barbara and Liz asked for suggestions for use of the property in a collaborative way with the library. The following points were discussed:

- Possible use for classes, as a library extension, event/conference venue
- The need for the center to be self-sustaining
- Barbara suggested a reading room for young adults and children. It would be for on-site use only (no lending) and could be “manned” by volunteers and would not need library staffing)
- Patrick remarked that he could envision using the center for events and functions, i.e. winter concerts
- A potential book return site in addition to the current ones
- Katherine suggested a “field trip” to see the space

**Little Free Library:** The following points were discussed:

- Katherine reported that she had visited the Oak Bluffs Little Free Library and that the daily turnover is 20-30 books and that no incidences of vandalism had been reported
- Heather indicated that she had spoken to Nolan Leroy at the Upper Cape Tech and that

they had agreed to constructing 10 units and he asked whether we had approval to put them on public property

- Discussion about who would fill them, how to get books without competing with the Friends book sales, could school kids volunteer to restock and sort books at the library in Jackie Brown's absence during the winter
- Katherine asked trustees to give suggestions on possible locations throughout Bourne. Using these suggestions, she will compile a list so that the Trustees can bring requests to the town to install them on town property
- Katherine moved to ask the construction department at the Upper Cape Tech to build a prototype to show the town when requesting permission to locate them on town property. Kristine seconded the motion and it was carried by unanimous vote

**Landscaping:** Joan made a motion to locate the tree in the middle of the front lawn (in the location of the previous tree). Kristina seconded the motion and it was carried by a 4-1 vote.

**Pig Roast Fundraiser:** Joan and Stephanie reported on progress for the pig roast and final preparations for the event were resolved and assignments delegated to the trustees.

**Seismograph Progress:** Patrick reported that he and Stephanie had met to discuss the preparation of a grant request to submit to the Cape Cod Foundation. Deadline for submission of the grant application is October 1, 2013. Stephanie will write the grant for Patrick's review and submission to the Cape Cod Foundation.

**Director's Report:** In addition to those items included in the attached report, Patrick indicated:

- that he has proposed a 16 hour position to the Town Administrator due to Missy's resignation and the fact that there has been no use of subs. This individual would work in the back room processing materials.
- The public internet server is being replaced.
- The Eagle Scout program is completed with the installation of two computers for games for children.
- Copy service is working well.

**Budget:** Report is attached.

**Next Meeting Date:** The next meeting will be held on September 17, 2013 at 5:30 p.m.

Katherine moved and Kiki seconded the motion to adjourn the meeting at 6:45 p.m.

Respectfully submitted,

***Stephanie Kelly***

**Director's Report**  
**August 20, 2013 Board of Trustees Meeting**  
**(July/August Activity)**

- 6/13 – Library awarded the John D Fox award from the Bourne Food Pantry for our efforts helping them out throughout the year and for our summer concert series donations.
- 7/1/13 – Staff members Kathleen Haynes and Terry Johnson worked to trim and clean up the Memorial Garden on the side of the building. They did a great job and it has looked great for the concerts and other outdoor programs.
- 7/9/13 – Gravestone Girls Program – 43 people attended this program about the history and of gravestones in the Bourne community.
- 6/26 – 8/14/13 – Concerts on the Lawn. Tough year as it rained on 3 of the 7 evenings. Attendance was about level with last year. All but one show filmed by Bourne Cable and will be airing on the local channel.
- 7/15/13 – Attend Friends of the Library Board meeting.
- 7/22/13 – MLS Board meeting in Whately
- 7/30/13 – Mandatory harassment training by the Town. All department heads attend this session with all employees attending sessions in early August.
- 8/1/13 – Attend MBLC meeting in Boston.
- 8/5/13 – Begin to discover issue of man hanging out in Memorial Garden around midnight. Stolen bike discovered in area, video signs burned, place trashed. Police traced suspect in part from our cameras and make an arrest.
- 8/10/13 – Man found unconscious in men's room. Overdose on Heroin suspected. EMT's called. I'm told staff did a great job with the situation and a big thank you to the patron who found the man and helped staff.
- 8/12/13 – alarm Company in for evaluation of 2 new cameras as well as some training for staff.
- 8/13/13 – Robin Miller program – Rhythms of a Faithful Journey.
- 8/14/13 – Party for Missy as she resigns from the library due to move to a new location. Patrons and staff wish her well all week. Position has been posted and will be filled this fall.
- 8/19/13 – MLS Board meeting in Marlboro.

Library has been plagued this month with some urban library drug issues. Police have arrested one person and another person was taken to hospital for an overdose. No trespassing orders are being issued on both suspects.

Staffing is extremely tight with Diane Ranney only back part time from her medical leave and Melissa Chase resigning. We are desperately trying to keep the library staffing where it needs to be but some days are proving very difficult.

We have been using a temp worker from Bibliotemps (a library employee temporary placement service from MLS) to fill in gaps with work in the back room. With all the absences this summer, this person has helped tremendously in our ability to get new materials processed and out to the public.

Respectfully submitted,  
Patrick W. Marshall

Budget Report  
Jonathan Bourne Public Library  
FY 14 (Aug 20, 2013)

Account	Acct #	Start Balance	Expen. to date	End Balance	% Spent
Salaries - Dept Heads	5111	\$ 92,950.00	\$ 14,245.36	\$ 78,704.64	15.33%
Salaries - Supervisors	5112	\$176,450.00	\$ 27,043.84	\$ 149,406.16	15.33%
Salaries - Clerical/ Secretary	5113	\$121,782.00	\$ 22,060.00	\$ 99,722.00	18.11%
Salaries - Hourly Employees	5117	\$ 25,254.00	\$ 2,991.04	\$ 22,262.96	11.84%
Salaries - Longevity	5141	\$ 2,111.00	\$ 256.00	\$ 1,855.00	12.13%
Salaries - Differential Pay	5142	\$ 1,800.00	\$ 264.00	\$ 1,536.00	14.67%
<b>TOTAL SALARY</b>		<b>\$420,347.00</b>	<b>\$ 66,860.24</b>	<b>\$ 353,486.76</b>	<b>15.91%</b>
Electricity	5211	\$ 16,500.00	\$ -	\$ 16,500.00	0.00%
Heating Fuel	5212	\$ 11,000.00	\$ 23.77	\$ 10,976.23	0.22%
Non Energy - Water	5230	\$ 300.00	\$ -	\$ 300.00	0.00%
R &M Miscellaneous	5240	\$ 8,000.00	\$ 1,082.10	\$ 6,917.90	13.53%
R &M Office Equipment	5245	\$ 500.00	\$ 306.00	\$ 194.00	61.20%
R &M Machine Repair Contract	5246	\$ 6,700.00	\$ 2,669.00	\$ 4,031.00	39.84%
Rentals - Misc Equipment	5275	\$ 250.00	\$ -	\$ 250.00	0.00%
Services - Data Processing	5305	\$ 45,000.00	\$ 31,952.78	\$ 13,047.22	71.01%
Professional Development	5307	\$ -		\$ -	#DIV/0!
Communications - Telephone	5340	\$ 900.00		\$ 900.00	0.00%
Postage	5341	\$ 750.00		\$ 750.00	0.00%
Printing	5342	\$ -	\$ -	\$ -	#DIV/0!
Advertising	5343	\$ -	\$ -	\$ -	#DIV/0!
Office Supplies - General	5420	\$ 900.00	\$ -	\$ 900.00	0.00%
Office Supplies - Copy Machine	5421	\$ 700.00	\$ 250.30	\$ 449.70	35.76%
Bldg/equip supplies-operational	5430	\$ 4,000.00	\$ 222.27	\$ 3,777.73	5.56%
Bldg/equip supplies- other	5435	\$ 500.00	\$ -	\$ 500.00	0.00%
Custodial Supplies - Cleaning	5450	\$ 2,000.00	\$ 558.41	\$ 1,441.59	27.92%
Other supplies - Books	5580	\$ 75,000.00	\$ 17,745.17	\$ 57,254.83	23.66%

Other supplies - Magazines	5581	\$ 7,250.00	\$ 647.06	\$ 6,602.94	8.92%
Other Supplies - Misc.	5595	\$ 300.00	\$ 17.26	\$ 282.74	5.75%
Travel	5710	\$ 400.00	\$ -	\$ 400.00	0.00%
Dues	5730	\$ 250.00	\$ 150.00	\$ 100.00	60.00%
<b>TOTAL EXPENSES</b>		\$181,200.00	\$ 55,624.12	\$ 125,575.88	30.70%
	<b>TOTAL</b>	\$601,547.00	\$ 122,484.36	\$ 479,062.64	20.36%
		Start Balance	Expen. To date	Income to date	Account Bal
Revolving Fund	3534	\$ 9,620.56	\$ 1,060.23	\$ 2,096.48	\$ 10,656.81
Library Gifts & Donations	4849	\$ 12,238.64	\$ 1,700.77	\$ 2,738.46	\$ 13,276.33
Lib Incentive & MIG Grant	3402	\$ 37,795.07	\$ 7,936.04	\$ -	\$ 29,859.03
Teens & Tweens **** (FY 12)	3463	\$ 7,500.00	\$ 7,500.00	\$ -	\$ -
Teens & Tweens **** (FY 13)		\$ 7,500.00	\$ 7,002.51	\$ -	\$ 497.49
****Goes by Federal FY(Oct-Sep)					