

TRUSTEES OF THE JONATHAN BOURNE PUBLIC LIBRARY  
19 Sandwich Road  
Bourne, Massachusetts 02532

Minutes of the February 16th, 2011 Trustees Meeting at the Jonathan Bourne Public Library

**Trustees Present:**

Heather Dipaolo  
Penny Myers  
Stephanie Kelly  
Diane Flynn  
Linda Zuern  
Joan Simpson

**Staff Present:**

Patrick Marshall

**Trustees Absent:**

None

**Guests:**

None

Heather DiPaolo called the meeting to order at 5:30 p.m.

**Minutes:** Penny Myers moved to approve the minutes from the January 12, 2012 meeting. Joan Simpson seconded the motion and the minutes were approved by unanimous vote.

**Director's Report (see attached):**

- Director led a brief discussion on the new Freading e-book program
- There will be an Intro to Geneology workshop by Linda Ames in April
- Monthly budget report is attached

**Personnel:**

- Short staffing remains difficult. Director hopes the budget will pass with the inclusion of the Information/Technology Librarian

and the Library Assistant positions

**Friends of JBPL:**

- Friends of the JBPL are working on ideas for the 19<sup>th</sup> hole at the Dewey Classic – perhaps a hotdog machine
- The Friends will be paying for the library’s portion of the bullying workshop and for the Linda Ames genealogy event
- Joan Simpson reported that the Friends are planning a dinner/dance fundraiser at the Coonamessett Inn possibly in May

**FY13 Budget:**

- Director’s handouts are attached.
- A short discussion occurred about the FY13 budget. Director indicated that we will know more he presents the library’s budget at the February 27<sup>th</sup> Town Meeting.

**Trustee Elections:**

- The terms for Linda Zuern and Penny Myers are up and they have both indicated that they will not seek re-election.
- Director will ask Town Clerk to post the vacancies in his weekly newspaper notice

**Trustee Training Meeting:**

Director has been in contact with the Board of Library Commissioners and they will conduct a training for JBPL Trustees about our role which will be combined with the trustees of the Wareham Library. Director suggested that the training be scheduled for after the election since there will be two new trustees.

**Next Meeting Date:** March 15, 2012 at 5:30 p.m.

Joan Simpson moved and Linda Zuern seconded the motion to adjourn the meeting at 6:45 p.m.

**Director's Report**  
**February 16, 2012 Board of Trustees Meeting**  
**(Jan/Feb Activity)**

- 1/12/12 – Trustees Meeting
- 1/18/12 – E-Book Support group session
- 1/18/12 – Old oil burner dismantled. No going back now.
- 1/20/12 – Meeting with L. Carr and S. Quick to go over Bullying workshop.
- 1/21/12 – Library closes at 1:30 for snow.

- 1/23/12 – Attend Town Administrator’s budget address to Selectmen
- 1/24/12 – Interview with Sean Corcoran from NPR.
- 1/25/12 – Water department in to replace water connection.
- 1/30/12 – Mass Library System Board Meeting in Marlboro.
- 2/3/12 – Launch Freading EBook service.
- 2/3/12 – Power blip causes server to go down.
- 2/13/12 – Attend Friends Executive Board Meeting
- 2/15/12 – Overview of JBPL Databases workshop.

#### Upcoming

- 2/27/12 – Budget Presentation to joint meeting of Finance Committee and Board of Selectmen at 7:00.
- 3/3/12 – Teen Night Out - Night of golf and pizza for teens and tweens.
- 3/4/12 – 4<sup>th</sup> Annual Dewey Classic 10-4
- 3/6/12 – MLS meeting in Whateley
- 3/7/12 – Bourne Against Bullying Seminar 7:00 at the library.

Children’s Department has been very busy with implementing the Teens and Tweens Grant. Kathy Gattoni has been tapped to be the Teen Coordinator with the funding provided by the grant. An opening meeting of the Teen Advisory Group yielded 24 teenagers and provided the children’s staff some great ideas for upcoming programs and materials. The meeting also showed the unbelievable capacity of teenagers to devour pizza faster than the speed of light.

Budget presentation will be on Monday, February 27, 2012. I believe the time to be 7:00 p.m. I will be pushing for the technology librarian position as well as the part time library assistant. The need has never been greater for these positions and the time has come for them to be added to the library staff. Diane and I have both spent a number of hours at the circulation desk, preventing us from doing a lot of library activities.

The Finance Committee transferred \$5,000 to our database processing line item. This brought our FY 12 cut, when compared to the rest of the town, down from just over to just under 10%. The result is that we were granted a waiver by the Massachusetts Board of Library Commissioners and are certified for FY 12.

Respectfully submitted,

Patrick W. Marshall

Budget Report  
Jonathan Bourne Public Library  
FY 12 (as of Feb 15,2012)

Account	Acct #	Start Balance	Expen. to date	End Balance	% Spent
Salaries - Dept Heads	5111	\$ 82,507.00	\$ 52,324.05	\$ 30,182.95	63.42%
Salaries - Supervisors	5112	\$137,284.00	\$ 77,742.60	\$ 59,541.40	56.63%
Salaries - Clerical/ Secretary	5113	\$102,500.00	\$ 65,348.69	\$ 37,151.31	63.75%
Salaries - Hourly Employees	5117	\$ 19,999.00	\$ 20,975.68	\$ (976.68)	104.88%
Salaries - Longevity	5141	\$ 1,643.00	\$ 1,420.00	\$ 223.00	86.43%
Salaries - Differential Pay	5142	\$ 1,800.00	\$ 848.00	\$ 952.00	47.11%
<b>TOTAL SALARY</b>		<b>\$345,733.00</b>	<b>\$ 218,659.02</b>	<b>\$ 127,073.98</b>	<b>63.25%</b>
Electricity (Fy10 1,661.41)	5211	\$ 17,250.00	\$ 8,147.85	\$ 9,102.15	47.23%
Heating Fuel (fy10 538.61)	5212	\$ 16,000.00	\$ 7,761.43	\$ 8,238.57	48.51%
Non Energy - Water	5230	\$ 300.00	\$ 131.50	\$ 168.50	43.83%
R &M Miscellaneous	5240	\$ 6,000.00	\$ 2,517.47	\$ 3,482.53	41.96%
R &M Office Equipment	5245	\$ 400.00	\$ 174.00	\$ 226.00	43.50%
R &M Machine Repair Contract	5246	\$ 5,000.00	\$ 4,373.75	\$ 626.25	87.48%

Rentals - Misc Equipment	5275	\$ 250.00	\$ -	\$ 250.00	0.00%
Services - Data Processing ***	5305	\$ 40,000.00	\$ 34,431.47	\$ 5,568.53	86.08%
Professional Development	5307	\$ 200.00	\$ -	\$ 200.00	0.00%
Communications - Telephone	5340	\$ 1,000.00	\$ 501.58	\$ 498.42	50.16%
Postage (FY 10 72.89 phone)	5341	\$ 1,400.00	\$ 507.76	\$ 892.24	36.27%
Printing	5342	\$ 1.00	\$ -	\$ 1.00	0.00%
Advertising	5343	\$ 1.00	\$ -	\$ 1.00	0.00%
Office Supplies - General	5420	\$ 900.00	\$ 502.38	\$ 397.62	55.82%
Office Supplies - Copy Machine	5421	\$ 700.00	\$ 282.02	\$ 417.98	40.29%
Bldg/equip supplies-operational	5430	\$ 3,000.00	\$ 1,657.03	\$ 1,342.97	55.23%
Bldg/equip supplies- other	5435	\$ 350.00	\$ 481.24	\$ (131.24)	137.50%
Custodial Supplies - Cleaning	5450	\$ 1,600.00	\$ 1,135.22	\$ 464.78	70.95%
Other supplies - Bks 157.08 enc	5580	\$ 52,715.08	\$ 40,253.17	\$ 12,461.91	76.36%
Other supplies - Magazines	5581	\$ 7,250.00	\$ 7,379.82	\$ (129.82)	101.79%
Other Supplies - Misc.	5595	\$ 450.00	\$ 126.56	\$ 323.44	28.12%
Travel	5710	\$ 300.00	\$ 116.55	\$ 183.45	38.85%
Dues	5730	\$ 250.00	\$ 225.00	\$ 25.00	90.00%
<b>TOTAL EXPENSES</b>		\$155,317.08	\$ 110,705.80	\$ 44,611.28	71.28%

	<b>TOTAL</b>	\$501,050.08	\$ 329,364.82	\$ 171,685.26	65.73%
		Start Balance	Expen. To date	Income to date	Account Bal
Revolving Fund	3534	\$ 3,239.52	\$ 2,557.69	\$ 10,688.04	\$ 11,369.87
Library Gifts & Donations	4849	\$ 10,255.91	\$ 8,509.85	\$ 7,430.74	\$ 9,176.80
Lib Incentive & MIG Grant	3402	\$ 35,426.89	\$ 2,694.13	\$ -	\$ 32,732.76
*** Note includes \$5,000 rred to acct from fin com to meet MAR					

**Budget Request Worksheet  
Jonathan Bourne Public Library  
Town Administrator Feb 12**

**\$5,000 Red  
Oct TM**

Account	Acct #	FY 06 Expen	FY 07 Expen	FY 08 Expen	Fy 09 Expen	FY 10 Expen	FY 11 Expen	FY 12 App	FY 13 TA
Salaries - Dept Heads	5111	\$ 60,201.00	\$ 58,960.00	\$ 69,723.00	\$ 74,555.00	\$ 79,680.00	\$ 80,975.00	\$ 82,507.00	\$ 85,378.00
Salaries - Supervisors	5112	\$167,850.00	\$163,258.00	\$162,906.00	\$170,878.00	\$177,572.00	\$179,829.00	\$137,284.00	\$168,712.00
Salaries - Clerical/ Secretary	5113	\$ 89,396.00	\$ 94,693.00	\$103,522.00	\$108,007.00	\$115,025.00	\$116,514.00	\$102,500.00	\$122,022.00
Salaries - Hourly Employees	5117	\$ 22,238.00	\$ 19,165.00	\$ 18,976.00	\$ 18,917.00	\$ 19,431.00	\$ 19,880.00	\$ 19,999.00	\$ 29,369.00
Salaries - Longevity	5141	\$ 1,701.00	\$ 1,639.00	\$ 1,201.00	\$ 1,201.00	\$ 1,251.00	\$ 1,651.00	\$ 1,643.00	\$ 1,643.00
Salaries - Differential Pay	5142	\$ 1,774.00	\$ 1,740.00	\$ 1,616.00	\$ 1,556.00	\$ 1,672.00	\$ 1,648.00	\$ 1,800.00	\$ 1,800.00
<b>Total</b>		\$343,160.00	\$339,455.00	\$357,944.00	\$375,114.00	\$394,631.00	\$400,497.00	\$345,733.00	\$408,924.00
Electricity	5211	\$ 17,366.00	\$ 16,595.00	\$ 16,195.00	\$ 18,526.00	\$ 14,377.00	\$ 16,117.00	\$ 17,250.00	\$ 17,250.00
Heating Fuel	5212	\$ 9,077.00	\$ 13,295.00	\$ 11,611.00	\$ 21,387.00	\$ 13,836.00	\$ 12,064.00	\$ 16,000.00	\$ 12,000.00
Non Energy - Water	5230	\$ 395.00	\$ 210.00	\$ 244.00	\$ 241.00	\$ 276.00	\$ 246.00	\$ 300.00	\$ 300.00
R &M Miscellaneous	5240	\$ 5,005.00	\$ 7,120.00	\$ 4,739.00	\$ 19,113.00	\$ 9,583.00	\$ 11,293.00	\$ 6,000.00	\$ 8,000.00
R &M Office Equipment	5245	\$ 254.00	\$ 613.00	\$ -	\$ 586.00	\$ 104.00	\$ 1,295.00	\$ 400.00	\$ 500.00
R &M Machine Repair Contract	5246	\$ 4,205.00	\$ 3,276.00	\$ 4,477.00	\$ 4,140.00	\$ 5,338.00	\$ 5,275.00	\$ 5,000.00	\$ 6,700.00



Rentals - Misc Equipment	5275	\$ 398.00	\$ 396.00	\$ 396.00	\$ 262.00	\$ -	\$ -	\$ 250.00	\$ 250.00
Services - Data Processing	5305	\$ 36,950.00	\$ 35,994.00	\$ 36,742.00	\$ 38,725.00	\$ 40,649.00	\$ 39,132.00	\$ 35,000.00	\$ 40,000.00
Professional Development	5307	\$ -	\$ 275.00	\$ 140.00	\$ 125.00	\$ -	\$ -	\$ 200.00	\$ -
Communications - Telephone	5340	\$ 1,074.00	\$ 1,072.00	\$ 741.00	\$ 971.00	\$ 805.00	\$ 808.00	\$ 1,000.00	\$ 900.00
Postage	5341	\$ 1,077.00	\$ 1,675.00	\$ 2,685.00	\$ 1,073.00	\$ 1,400.00	\$ 1,012.00	\$ 1,400.00	\$ 1,200.00
Printing	5342	\$ -	\$ -	\$ 111.00	\$ 41.00	\$ -	\$ -	\$ 1.00	\$ 1.00
Advertising	5343	\$ 902.00	\$ 173.00	\$ 138.00	\$ 121.00	\$ 51.00	\$ -	\$ 1.00	\$ 1.00
<b>Total</b>		\$ 76,703.00	\$ 80,694.00	\$ 78,219.00	\$ 105,311.00	\$ 86,419.00	\$ 87,242.00	\$ 82,802.00	\$ 87,102.00
Office Supplies - General	5420	\$ 526.00	\$ 872.00	\$ 975.00	\$ 425.00	\$ 1,203.00	\$ 449.00	\$ 900.00	\$ 900.00
Office Supplies - Copy Machine	5421	\$ 706.00	\$ 393.00	\$ 700.00	\$ 479.00	\$ 435.00	\$ 605.00	\$ 700.00	\$ 700.00
Bldg/equip supplies-operational	5430	\$ 3,849.00	\$ 1,781.00	\$ 3,284.00	\$ 2,519.00	\$ 2,674.00	\$ 3,434.00	\$ 3,000.00	\$ 3,200.00
Bldg/equip supplies- other	5435	\$ 263.00	\$ 636.00	\$ 332.00	\$ 403.00	\$ 340.00	\$ 33.00	\$ 350.00	\$ 350.00
Custodial Supplies - Cleaning	5450	\$ 1,327.00	\$ 1,591.00	\$ 1,646.00	\$ 2,132.00	\$ 1,475.00	\$ 1,231.00	\$ 1,600.00	\$ 1,500.00
Other supplies - Books	5580	\$ 65,175.00	\$ 62,753.00	\$ 72,699.00	\$ 68,310.00	\$ 72,307.00	\$ 69,505.00	\$ 52,558.00	\$ 70,300.00
Other supplies - Magazines	5581	\$ 6,312.00	\$ 7,701.00	\$ 8,338.00	\$ 3,670.00	\$ 8,472.00	\$ 7,193.00	\$ 7,250.00	\$ 7,250.00
Other Supplies - Misc.	5595	\$ 1,012.00	\$ 795.00	\$ 868.00	\$ 279.00	\$ 113.00	\$ 353.00	\$ 450.00	\$ 450.00
<b>Total</b>		\$ 79,170.00	\$ 76,522.00	\$ 88,842.00	\$ 78,217.00	\$ 87,019.00	\$ 82,803.00	\$ 66,808.00	\$ 84,650.00
Travel	5710	\$ 292.00	\$ 445.00	\$ 820.00	\$ 839.00	\$ 403.00	\$ 324.00	\$ 300.00	\$ 300.00

Dues	5730	\$ 551.00	\$ 500.00	\$ 280.00	\$ 455.00	\$ 215.00	\$ 170.00	\$ 250.00	\$ 250.00
<b>Total</b>		\$ 843.00	\$ 945.00	\$ 1,100.00	\$ 1,294.00	\$ 618.00	\$ 494.00	\$ 550.00	\$ 550.00
<b>BUDGET TOTAL</b>		\$499,876.00	\$497,616.00	\$526,105.00	\$559,936.00	\$568,687.00	\$571,036.00	\$495,893.00	\$581,226.00
<b>Expense Total</b>		\$156,716.00	\$158,161.00	\$168,161.00	\$184,822.00	\$174,056.00	\$170,539.00	\$150,160.00	\$172,302.00