

Agenda
Library Board of Trustees

Jonathan Bourne Public Library – 2nd floor conference room
Thursday, February 28th, 2013 at 5:00pm

Approval January 15th, 2012 Minutes

New Business

- Vote: Print Management with Kenmark
- Vote: Kindle Circulation Policy
- Vote: Policy on Library closures after Monday holidays
- Property Maintenance Plan
- Set-up subcommittees for Strategic Plan Goals
- Receptacles for free book program

Updates

- Open position on JBPL board
- Status of Dewey Classic
- Director's Report
- Personnel
- Building & Grounds
- Friends of the Library
- Coffee station in library
- Building Fund Monies

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 February 28, 2013, Trustees Meeting
Jonathan Public Library Meeting Room

Trustees Present

H. DiPaolo
J. Simpson
K. Tura
S. Kelly

Staff Present

P. Marshall
D. Ranney

Trustees Absent

C. Wrighter

Guests

P. Gately, Reporter
The Bourne Courier
K. Maginnis

H. DiPaolo called the meeting to order at 5:40 pm.

We welcomed K.Maginnis as an observer. She has submitted her letter to the Selectmen to be appointed to the Board for the remainder of D.Flynn's position.

Minutes – There were three corrections to the minutes. Date should be 2013 instead of 2012; we will refer to Kiki Tura as Kathryn Tura; typo with the spelling of H. DiPaolo's name. With these corrections in place, motion by K. Tura, seconded by S. Kelly, to accept the minutes – passed.

New Business

Vote: Print Management with Kenmark : motion made by K. Tura, seconded by J. Simpson to amend the policy increasing the price of black and white copies to 15 cents and color copies to 35 cents in accordance with Kenmark's price structure. Passed

Vote: Kindle Circulation Policy: motion made by K. Tura, seconded by H. DiPaolo to accept the e-reader policy as drafted.

A question was raised as to why we are including e-readers in our circulation, demand, and help. D. Ranney and P Marshall said the state is pushing e-readers across the state and 3 major publishers will not sell to Overdrive to libraries.

Motion passed.

Vote: Policy on Library Closures after Monday holidays: By a motion by S. Kelly, seconded by j. Simpson to rescind the vote of the previous Board of Trustee to close the library on the Tuesday following a Monday holiday.

P. Marshall said the staffing of the library no longer need to close on Tuesdays following Monday holidays as he has enough people to keep open

Motion passed

Property Maintenance Plan – Discussion ensued regarding how to implement a beautification plan; care for the gardens, and enhance the outside of the building. K. Tura felt it is not realistic to have the C.C. Senior

Residence people maintain any of the gardens because of transportation to library and amount of work that has to be done.

P. Marshall will report back on landscapers who may donate their time in exchange for a sign acknowledging their work.

Tree – the tree in front of the library was decimated in the last snow storm. Numerous people have inquired offering their help i.e., buy a new tree; remove the down tree; use the wood from tree to make “something” to sell; memorial – leave stump. Lions of Sandwich and Bourn have offered help and Bourne Garden Club offered to take over the flagpole garden. P. Marshall will pull these ideas and efforts together and report at the next meeting.

Strategic Plan SubCommittees – Marketing – H DiPaolo and K. Maginnis; External Partnerships – K. Tura and C. Wrighter; Fund Raising – J. Simpson and S. Kelly.

Discussion will continue on these subcommittees and their expectations at the next meeting.

Free Book Program – K. Tura is continuing to investigate the possibilities of implementing “Little Free Libraries” around town. She will talk with Upper Cape Tech School regarding building the boxes. K. Tura will report back at the next meeting.

UPDATES

Open Position on JBPL Board - March 17 at 7:15, there will be a joint meeting with Trustee and Selectmen to officially appoint a replacement person for the remaining term. H. DiPaolo will let Selectmen know who is attending.

Dewey Classic – Saturday, April 27, is the date for this event. The organizer for the event is donating his time and services, and asked if he could use the set-up as a demo for his new employees in exchange. This year’s Dewey Classic will be very low key. P. Marshall believes he has enough money for the summer concerts with the sale of the calendars, donations, and residual from last year’s Dewey Classic.

Director’s Report – attached

Kathleen Haynes was hired to replace Randy Mason, February 2, 2013.

Lisa Bard is out on disability through March 11, 2013.

Letter from patron complementing Melissa Chase for help.

P. Marshall will attend the Legislative Breakfast on March 15 at 8:30 am. Trustees are invited.

Cupola is leaking again. P. Marshall is working with repair company and town to repair.

P. Marshall received a letter inquiring if there was any interest in working with Western Observatory to have seismograph equipment installed at library. Cost to purchase equipment - \$10,000. Discussion ensued regarding how this project would enhance PR and involve teens. S. Kelly is looking into the possibility of a grant to purchase equipment. Further discussion at next meeting.

Web Page – D. DeJonker-Berry will move the Building Project to a different part of the web site.

Buildings and Grounds – see Property Maintenance Plan above.

Friends of the Library – The Friends have not had a meeting due to inclement weather. Their next meeting is March 18. J. Simpson will attend this meeting. D. Ranney will also be there as the staff has come up with numerous ideas for fund raisers.

Ideas included:

May 1 and 8 – “Price It” web site and classes

May 11 – “Appraisal Day” – get a professional appraiser and patrons pay a fee for an appraisal

May 22 – “Stage Your Yard Sale” – talk by a professional

May 26 – “Giant Yard Sale” – on library grounds – library will have a table with item for sale that have been donated by patrons; outsiders may have a table also at no charge. Asking for a donation from these tables.

6 Months Later – Used Jewelry Sale – donate jewelry to library for re-sale

D. Ranney reported on the Bourne Book Bash. 42 people attended and they would to have a Book Bash every month with a Pot Luck and an author.

D. Ranney reported that there will be a number of Technology Seminars during April on topics such as “Advanced E-books”; “Digital Photography” “Gardening Resources” and “Online Health Resources”

These ideas will be published in the monthly newsletter, as they firm up.

Coffee Station – The coffee station is just about at break even. Staff is going to put in chits for their beverage, and we’ll see at the end of the month if we generated enough money for the staff to drink free – that is the goal!

Building Fund Monies – Nothing to report

Agenda Items for Next Meeting – SubCommittees; Property Maintenance Plan; Little Free Library; Western Observatory

Next Meeting Date – March 21 – time to be determined

Motion by J, Tura; Seconded by S. Kelly to adjourn

Respectfully submitted

Joan Simpson

Director's Report

February 28, 2013 Board of Trustees Meeting

(Jan/Feb Activity)

- 1/13 – Rough draft of job descriptions given to HR Dept. Town is investing in updating all job descriptions and getting them in line with where they should be. This is the first update since the late 1990s.
 - 2/1/13 – Big Bourne Book Bash with MaryAnne O'Hara. 41 People attended this pot luck/book talk. Fun evening.
 - 2/4-2/13 – Director on unexpectedly extended vacation in Caribbean thus missing the great blizzard of 2013.
 - 2/8-2/9/13 – Library closed at 1 on the 8th and closed all day Saturday for the blizzard.
 - 2/11/13 – Library used by Town as a warming shelter. Diane and Deb advertise via Facebook. 12 people came in to use the library for that purpose. Sherriff's Department comes in to shovel the snow off the flat roof out back.
 - 2/12/13 – Diane falls in parking lot. A lot of black ice formed in area. Library is closed at 5 today as staffing is very difficult.
 - 2/20/13 – Attend Selectmen's meeting regarding town FY 14 budget shortfall of roughly \$200,000
 - 2/21/13 – Attend Director's Roundtable in Pittsfield as Mass Library System representative.
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- UPCOMING
 - 3/11/13 – Rescheduled Finance Committee meeting to discuss FY 14 Budget.
 - 3/19/13 – Joint meeting with Board of Selectmen for appointment to fill open seat on board
 - Application for Career Services grants to be submitted in April.

Respectfully submitted,

Patrick W. Marshall

Budget Report
Jonathan Bourne Public Library
FY 13 (as of Feb 28, 2013)

Account	Acct #	Start Balance	Expen. to date	End Balance	% Spent
Salaries - Dept Heads	5111	\$ 87,828.00	\$ 59,106.60	\$ 28,721.40	67.30%
Salaries - Supervisors	5112	\$185,712.00	\$ 112,904.99	\$ 72,807.01	60.80%
Salaries - Clerical/ Secretary	5113	\$122,022.00	\$ 87,047.83	\$ 34,974.17	71.34%
Salaries - Hourly Employees	5117	\$ 29,369.00	\$ 14,200.15	\$ 15,168.85	48.35%
Salaries - Longevity	5141	\$ 1,643.00	\$ 1,661.00	\$ (18.00)	101.10%
Salaries - Differential Pay	5142	\$ 1,800.00	\$ 1,184.00	\$ 616.00	65.78%
TOTAL SALARY		\$428,374.00	\$ 276,104.57	\$ 152,269.43	64.45%
Electricity	5211	\$ 17,250.00	\$ 7,788.56	\$ 9,461.44	45.15%
Heating Fuel	5212	\$ 12,000.00	\$ 4,062.43	\$ 7,937.57	33.85%
Non Energy - Water	5230	\$ 300.00	\$ 129.00	\$ 171.00	43.00%
R &M Miscellaneous	5240	\$ 8,000.00	\$ 2,975.48	\$ 5,024.52	37.19%
R &M Office Equipment	5245	\$ 500.00	\$ -	\$ 500.00	0.00%
R &M Machine Repair Contract	5246	\$ 6,700.00	\$ 7,572.90	\$ (872.90)	113.03%
Rentals - Misc Equipment	5275	\$ 250.00	\$ -	\$ 250.00	0.00%
Services - Data Processing	5305	\$ 40,000.00	\$ 34,025.18	\$ 5,974.82	85.06%
Professional Development	5307	\$ -	\$ -	\$ -	#DIV/0!
Communications - Telephone	5340	\$ 900.00	\$ 443.37	\$ 456.63	49.26%
Postage	5341	\$ 1,200.00	\$ 540.00	\$ 660.00	45.00%
Printing	5342	\$ 1.00	\$ -	\$ 1.00	0.00%
Advertising	5343	\$ 1.00	\$ -	\$ 1.00	0.00%
Office Supplies - General	5420	\$ 900.00	\$ 298.12	\$ 601.88	33.12%
Office Supplies - Copy Machine	5421	\$ 700.00	\$ 138.04	\$ 561.96	19.72%
Bldg/equip supplies-operational	5430	\$ 3,200.00	\$ 2,873.14	\$ 326.86	89.79%
Bldg/equip supplies- other	5435	\$ 350.00	\$ 293.98	\$ 56.02	83.99%

Custodial Supplies - Cleaning	5450	\$ 1,500.00	\$ 1,099.86	\$ 400.14	73.32%
Other supplies - Books	5580	\$ 70,300.00	\$ 40,531.80	\$ 29,768.20	57.66%
Other supplies - Magazines	5581	\$ 7,250.00	\$ 6,301.02	\$ 948.98	86.91%
Other Supplies - Misc.	5595	\$ 450.00	\$ 303.58	\$ 146.42	67.46%
Travel	5710	\$ 300.00	\$ 136.40	\$ 163.60	45.47%
Dues	5730	\$ 250.00	\$ 230.00	\$ 20.00	92.00%
TOTAL EXPENSES		\$172,302.00	\$ 109,742.86	\$ 62,559.14	63.69%
	TOTAL	\$600,676.00	\$ 385,847.43	\$ 214,828.57	64.24%
		Start Balance	Expen. To date	Income to date	Account Bal
Revolving Fund	3534	\$ 6,404.48	\$ 9,350.84	\$ 10,646.19	\$ 7,699.83
Library Gifts & Donations	4849	\$ 7,464.75	\$ 2,345.63	\$ 8,445.69	\$ 13,564.81
Lib Incentive & MIG Grant	3402	\$ 41,865.18	\$ 20,675.83	\$ 8,150.35	\$ 29,339.70
Teens & Tweens **** (FY 12)	3463	\$ 7,500.00	\$ 7,500.00	\$ -	\$ -
Teens & Tweens **** (FY 13)		\$ 7,500.00	\$ 2,871.20	\$ -	\$ 4,628.80
****Goes by Federal FY(Oct-Sep)					