

Agenda
Library Board of Trustees
Jonathan Bourne Public Library – 2nd floor conference room
Tuesday, January 15th, 2013 at 5:00pm

Approval December 18th, 2012 Minutes

New Business

- Review Strategic Plan
- Summer Concert Revenue Stream ideas – Steph, grant work?
- Holiday Closures in January and February
- Kindle circulation
- Open position on JBPL board

Updates

- Director's Report
- Personnel
- Building & Grounds
- Friends of the Library
- Coffee station in library
- Worksheet discussion follow-up

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 January 15, 2013 Trustees Meeting
Jonathan Public Library Meeting Room

Trustees Present

Heather DiPaolo
Joan Simpson
~~Kiki Katherine~~ Tura
Claudine Wrighter

Staff Present

Patrick Marshall
Debra DeJonker-Berry

Trustees Absent

Stephanie Kelly

Guests

Paul Gately, Reporter
The Bourne Courier

Diana Barth – Bourne Enterprise

Heather DiPaola called the meeting to order at 5:13 pm.

Minutes – K. Tura moved that the December meeting minutes be approved; C. Wrighter seconded. Motion was carried by unanimous vote.

Review Strategic Plan – We reviewed the goals that we agreed upon at the January 15 meeting. The three areas we prioritized are

Marketing and Public Relations
External Partnerships
Fundraising

An alternate area is Training and Staff Development.

J. Simpson will attend the Friends February meeting to discuss their ideas, and see how the Trustees can help.

At the February 12 meeting the Trustees will set up subcommittees to focus on Marketing and External Partnerships.

Summer Concerts – P. Marshall indicated that is enough in reserve along with the R. Manz Calendar sales to cover the summer concerts in 2013.

Dewey Classic – The Dewey Classic has been the major fundraiser for the summer concerts. It will not be held this March. No volunteers stepped forward to chair the event. We will revisit this fundraiser next month.

Holiday Closures – The current policy is that the Library will be closed on the Tuesday following a Monday holiday. This policy was put in place when staffing was cut. Now that staffing is increased, this policy should be rescinded. By a motion of C. Wrighter seconded by J. Simpson the issue will be on the February 15 agenda.

Page two

Kindle Circulation – D. DeJonker-Berry made a presentation to the Board about e-readers, and kindles. Two Kindles have been bought with proceeds from the Wine Tasting Event that will be available to lend to patrons. D. DeJonker-Berry worked with the Sunderland, MA, Library and MA – MLS to get her information as how to proceed with the program at JBPL.

This will be a pilot program and the Board will be continually updated. P. Marshall and D. DeJonker-Berry will also attend a meeting at the Council on Aging, as they want to institute an e-reader program.

The state has also set up a state-wide task force to help libraries in areas of hosting the server; purchasing e-books and operating the overall program.

The Trustees were very excited to hear about these details. D. DeJonker-Berry drafted a policy that will be on the Board's agenda for the Feb 15 meeting.

Print Management System – D. DeJonker-Berry made a presentation regarding the printer system we currently have in place for public printing and copying, and gave us her insight for a new system which will be installed and maintained by KenMark Co. D. DeJonker-Berry has worked with this company before. This type of system will relieve staff of trying to maintain machines, and interfacing with patrons regarding their printing and copying issues – it will be done by KenMark Co.

The Board will take this issue up at the next meeting on February 15

Open Position – D. Flynn submitted her letter of resignation to the Board of Selectmen. Library Board will submit a letter requesting a temporary replacement until the May elections. A letter will also be sent to the Board of Selectmen asking them to post the opening. Tina McGinnis has expressed interest in the position.

Director's Report - attached

Zinio is up and running – the on-line magazine service

Personnel – R. Mason retired Dec. 31. P. Marshall is interviewing for his replacement

Building and Grounds – nothing to report

Friends of the Library – P. Marshall didn't have the final numbers from the Book Sale, but thought they may have been down a bit.

Coffee Station - J. Simpson reported revenue is almost at "break even". Patrons are increasingly using the coffee machine.

Work Sheet Discussion – tabled until the Feb. 15 meeting

Page three

Future Agenda Items –

- Strategic Plan
- Dewey Classic
- Holiday Closures
- Kindle Policy
- Print Management System
- Building Fund Monies – J Simpson
- Work Sheet Discussions

Next Meeting Date – February 15, 2013, (Tuesday) at 5 pm

Adjournment – Motion, K. Tura, seconded by C. Wrighter to adjourn at 6:30 pm

Respectfully submitted

Joan Simpson

Director's Report
January 15, 2013 Board of Trustees Meeting
(Dec/Jan Activity)

- 12/19/12 – Zinio installed on library website. Patrons can now access online magazines (Library subscribes to 74). Zinio is also a magazine subscription site so patrons can purchase their own subscriptions if they choose.
- 12/19/12 – Plumber in to fix urinal in men's bathroom. Has been leaking for a while but leak could not be located. Sam finally found where it was coming from (top pipe near flushing lever).
- 12/29/12 – Randy Mason's last day.
- 1/2/13 – Trane in to look at heat. Temperature never gets above 62 degrees. Discovered that water temp was set to go no higher than 135 – 140 degrees and is should be able to go up to 195. Also, no outside air sensor put in as well as boilers not communicating with each other. Guys will be back to finish.
- 1/3/13 – January/February newsletter done up and sent.
- 1/8 – 1/10/13 – Interviews for circulation assistant position conducted.
- 1/11/13 – Meeting with Town administrator regarding FY 14 budget. Currently standing at 602,547. Still very fluid and more changes are expected.
- 1/14/13 – Representatives from KenMark in to install new copier and print management station.

UPCOMING

- 1/17/13 – Meeting with COA (with Deb) regarding joint project on E-Readers.
- 2/1/13 – Big Bourne Book Bash – Come enjoy Pot Luck Dinner at 6:30 and talk at 7:00. MaryAnne O'Hara (author of Cascade) on hand.

Respectfully submitted,
Patrick W. Marshall

Budget Report
Jonathan Bourne Public Library
FY 13 (as of Jan 11, 2013)

Account	Acct #	Start Balance	Expen. to date	End Balance	% Spent
Salaries - Dept Heads	5111	\$ 87,828.00	\$ 47,285.28	\$ 40,542.72	53.84%
Salaries - Supervisors	5112	\$185,712.00	\$ 89,990.84	\$ 95,721.16	48.46%
Salaries - Clerical/ Secretary	5113	\$122,022.00	\$ 73,065.83	\$ 48,956.17	59.88%
Salaries - Hourly Employees	5117	\$ 29,369.00	\$ 11,471.22	\$ 17,897.78	39.06%
Salaries - Longevity	5141	\$ 1,643.00	\$ 1,661.00	\$ (18.00)	101.10%
Salaries - Differential Pay	5142	\$ 1,800.00	\$ 956.00	\$ 844.00	53.11%
TOTAL SALARY		\$428,374.00	\$ 224,430.17	\$ 203,943.83	52.39%
Electricity	5211	\$ 17,250.00	\$ 6,866.61	\$ 10,383.39	39.81%
Heating Fuel	5212	\$ 12,000.00	\$ 1,376.91	\$ 10,623.09	11.47%
Non Energy - Water	5230	\$ 300.00	\$ 129.00	\$ 171.00	43.00%
R & M Miscellaneous	5240	\$ 8,000.00	\$ 1,628.69	\$ 6,371.31	20.36%
R & M Office Equipment	5245	\$ 500.00	\$ -	\$ 500.00	0.00%
R & M Machine Repair Contract	5246	\$ 6,700.00	\$ 5,157.90	\$ 1,542.10	76.98%
Rentals - Misc Equipment	5275	\$ 250.00	\$ -	\$ 250.00	0.00%
Services - Data Processing	5305	\$ 40,000.00	\$ 31,373.93	\$ 8,626.07	78.43%
Professional Development	5307	\$ -	\$ -	\$ -	#DIV/0!
Communications - Telephone	5340	\$ 900.00	\$ 362.08	\$ 537.92	40.23%
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	\$ 98.36	\$ 801.64	10.93%
Office Supplies - Copy Machine	5421	\$ 700.00	\$ 138.04	\$ 561.96	19.72%
Bldg/equip supplies-operational	5430	\$ 3,200.00	\$ 2,857.10	\$ 342.90	89.28%
Bldg/equip supplies- other	5435	\$ 350.00	\$ 293.98	\$ 56.02	83.99%
Custodial Supplies - Cleaning	5450	\$ 1,500.00	\$ 859.83	\$ 640.17	57.32%
Other supplies - Books	5580	\$ 70,300.00	\$ 33,503.20	\$ 36,796.80	47.66%

Other supplies - Magazines	5581	\$ 7,250.00	\$ 6,301.02	\$ 948.98	86.91%
Other Supplies - Misc.	5595	\$ 450.00	\$ 290.59	\$ 159.41	64.58%
Travel	5710	\$ 300.00	\$ 136.40	\$ 163.60	45.47%
Dues	5730	\$ 250.00	\$ 50.00	\$ 200.00	20.00%
TOTAL EXPENSES		\$172,302.00	\$ 91,963.64	\$ 80,338.36	53.37%
	TOTAL	\$600,676.00	\$ 316,393.81	\$ 284,282.19	52.67%
		Start Balance	Expen. To date	Income to date	Account Bal
Revolving Fund	3534	\$ 6,404.48	\$ 4,732.87	\$ 8,756.64	\$ 10,428.25
Library Gifts & Donations	4849	\$ 7,464.75	\$ 2,122.48	\$ 8,243.59	\$ 13,585.86
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	\$ 1,482.62	\$ -	\$ 6,017.38
****Goes by Federal FY(Oct-Sep)					