

Agenda

Library Board of Trustees

Jonathan Bourne Public Library – 2nd floor conference room

Tuesday, June 18th, 2013 at 5:30pm

Restructuring of the JBPL Board

Approval May 28^h 2013 Minutes

New Business

- Public Scanning Policy
- Internet Use Policy
- Front Tree specifics

Updates

- Seismograph progress
- Director's Report
- Personnel
- Building & Grounds
- Friends of the Library
- 'Little Free Library' program

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 June 18, 2013 Trustees Meeting at the Jonathan Bourne Public Library

Trustees Present:

Heather DiPaolo
Stephanie Kelly
Kristine Maginnis
Kathryn Tura

Staff Present:

Patrick Marshall

Trustees Absent:

Claudine Wrighter
Joan Simpson

Guests:

None

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

Minutes: Stephanie Kelly moved to accept the April minutes. Kathryn Tura seconded the motion and it was carried by unanimous vote.

Restructuring of the JBPL Board: A brief discussion was held with regard to restructuring the officers of the JBPL Board of Trustees. Kathryn moved to accept the following slate of officers:

Heather DiPaolo, Chairman
Kathryn Tura, Vice Chairman
Stephanie Kelly, Clerk

Kristine seconded the motion and it was carried by unanimous vote.

Internet Use Policy: Kathryn moved to accept the Public Scanning Policy as presented by Patrick Marshall at the May Trustees meeting. Heather seconded the motion and it was carried by unanimously vote.

Kathryn moved to accept the Internet Policy as presented by Patrick Marshall at the May Trustees meeting. Heather seconded the motion and it was carried by unanimously vote.

Replacement of Tree: There was a lengthy discussion regarding this topic including:

- Heather reported feedback from Kathleen Sargent-O'Neill of KSO about the tree. KSO indicated that a 15' Norway Spruce is not a good choice because of drought and disease issues. She suggested a White Fir, Honico Cypress or Japanese Cedar. Based on hardiness, climate, etc., Trustees narrowed the choice down to a White Fir;
- Patrick reported that Seaside Arborist' quote for the Norway Spruce and planting

- represents an approximate 50% discount on the tree;
- Paul Gately specifically indicated that a Norway Spruce would be planted;
- Garden Club will fund \$1000 for a Norway Spruce; \$500 for another type of tree;
- Patrick will contact Seaside Arborists to get a quote for purchasing and planting a similar size White Fir;
- Heather reported that the Friends would like to have the basin located in the front lawn filled but seemed happy about having the DPW install stairs. They also would like to consider adding a wheelchair ramp for easier accessibility;
- With regard to having a brick walkway around the tree in front and Patrick suggested looking at the memorial garden located on the side of the library as an appropriate location for a memorial brick program.

Seismograph Progress: Heather, Patrick and Susan Quick met to discuss fundraising ideas to purchase the equipment. The Friends were excited about this project and felt that it would work well with their mission of getting speakers for events at the library. The Friends also agreed that a portion of the pig roast fundraiser could be used toward the purchase of the equipment. JBPL needs \$5,100 (half of the cost for the equipment) by August so that the project could be implemented by January, 2014. Stephanie and Patrick will meet this week to discuss grant funding options.

Director's Report: Attached

In addition, Patrick reported:

- Patrick will be accepting an award from the Bourne Council on Aging for the library's support of the Bourne Food Pantry through donations received at JBPL-sponsored summer concert series;
- Diane Ranney is doing well and improving;
- Bibliotemps person has started and is working out fine.
- Summer reading programs start tomorrow;
- Summer concert series starts next week;
- "Grave Stone Girls" will be presenting a program in July;
- August program will feature an author from NYC;
- Work on upgrading library network has started with the wifi server.

Budget: Attached

JBPL Friends: Heather reported:

- The Friends book sale is coming up next week;
- Painted ladies have hand-painted slates up for bid to raise funds for the purchase of the tree;
- They have agreed to use a silent auction for the items they have for the pig roast;
- They suggested that the library use the Sheriff's Department for painting and landscaping. Patrick responded that the JBPL is not on the Sheriff's Department

list for painting any longer because they are so backed up with requests.

Pig Roast Fundraiser: Heather reported:

- Joan has received \$250 from Eastern Bank;
- Liquor license will be \$550;
- Joan has approached Cape Cod Winery and has not heard back as to whether they will sponsor the event;
- Barbara Berler reported that June Small and the Friends have several high ticket items for the event. Trustees discussed using them as silent auction items and using raffle baskets provided by Trustees as raffle items;
- Set prices for raffle tickets at 3 for \$10 or 7 for \$20;
- Claudine indicated that she has a popcorn machine and a hot dog steamer for use at the event.

'Little Free Library': Kathryn reported that Oak Bluffs just installed three 'Little Free Libraries' and she will contact them to find out how they were funded. The cost for one is approximately \$600. Kathryn will report at the next JBPL Trustees meeting.

Next Meeting Date: The next Trustees meeting is scheduled for July 16, 2013 at 5:30 p.m.

Voting on the acceptance of the April, 2013 minutes was tabled until the July 16 meeting.

Adjournment:

Kathryn moved to adjourn the meeting and Heather seconded the motion. The meeting was adjourned at 6:32 p.m.

Respectfully submitted,

Stephanie Kelly

Public Scanning Policy

Scanning is a personalized service requiring one-on-one staff time. Scanning will be done on demand when library staff is available. Library patrons are strongly encouraged to call ahead to make an appointment with the Technology.

The Library has two scanners; each require staff support and are not self-service.

The fees for scanning are as follows:

\$1.00 for each photo/image scanned.

\$ 1.00 for each PDF file up to 10 pages. Each additional page is \$0.15.

Patrons are required to have their own flash drives to save files. The library staff will not e-mail files to patrons. Scanned files will not be saved on library computers.

Board of Trustees Approved **June 18, 2013**

Director's Report
June 18, 2013 Board of Trustees Meeting
(May/June Activity)

- 5/30/13 –Tour of the Wellesley ILL Center. This is one of two centers (Quincy being the other) that coordinates all library requests for materials that are from out of state or not on Virtual Catalog. This service is part of the Massachusetts Library System and is being brought in house to MLS beginning FY 15.
- 6/6/13 – Electrician in to look at wiring for tree, sign and lamp posts. Areas have been marked and outside wiring will be repaired shortly.
- 6/12/13 – CLAMS Membership meeting and Annual Meeting attended in Hyannis. Novelist has been added to the online catalog where individuals looking for an item can see read alike, and suggestions for other authors. Clams has also added Frontline service to Overdrive where individuals with issues can contact Overdrive directly. Advantage has also been added where libraries are able to purchase materials for their libraries only.
- 6/13/13 – Making Change Conference in Worcester. Key note speakers were from the Pew Research Center and Ping Fu, Author of Bend Not Break.
- 6/14/13 – Summer concert calendar is set up. 7 shows are scheduled and begin on June 26th.
- 6/15/13 – Lock on the delivery door is coming apart. Staff members are using side entrance until repairs can be made later this week.
- 6/17/13 – MLS Board meeting in Marlboro.

Respectfully submitted,
Patrick W. Marshall

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

Account	Acct #	Start Balance	Expen. to date	End Balance	% Spent
Salaries - Dept Heads	5111	\$ 87,828.00	\$ 84,438.00	\$ 3,390.00	96.14%
Salaries - Supervisors	5112	\$185,712.00	\$ 162,006.74	\$ 23,705.26	87.24%
Salaries - Clerical/ Secretary	5113	\$122,022.00	\$ 121,084.10	\$ 937.90	99.23%
Salaries - Hourly Employees	5117	\$ 29,369.00	\$ 19,561.50	\$ 9,807.50	66.61%
Salaries - Longevity	5141	\$ 1,643.00	\$ 1,661.00	\$ (18.00)	101.10%
Salaries - Differential Pay	5142	\$ 1,800.00	\$ 1,748.00	\$ 52.00	97.11%
TOTAL SALARY		\$428,374.00	\$ 390,499.34	\$ 37,874.66	91.16%
Electricity	5211	\$ 17,250.00	\$ 10,589.88	\$ 6,660.12	61.39%
Heating Fuel	5212	\$ 12,000.00	\$ 6,803.35	\$ 5,196.65	56.69%
Non Energy - Water	5230	\$ 300.00	\$ 255.50	\$ 44.50	85.17%
R & M Miscellaneous	5240	\$ 8,000.00	\$ 6,321.67	\$ 1,678.33	79.02%
R & M Office Equipment	5245	\$ 500.00	\$ 59.95	\$ 440.05	11.99%
R & M Machine Repair Contract	5246	\$ 6,700.00	\$ 7,572.90	\$ (872.90)	113.03%
Rentals - Misc Equipment	5275	\$ 250.00	\$ 224.00	\$ 26.00	89.60%
Services - Data Processing	5305	\$ 40,000.00	\$ 35,759.18	\$ 4,240.82	89.40%
Professional Development	5307	\$ -	\$ 95.00	\$ (95.00)	#DIV/0!
Communications - Telephone	5340	\$ 900.00	\$ 589.69	\$ 310.31	65.52%
Postage	5341	\$ 1,200.00	\$ 1,092.00	\$ 108.00	91.00%
Printing	5342	\$ 1.00	\$ -	\$ 1.00	0.00%
Advertising	5343	\$ 1.00	\$ -	\$ 1.00	0.00%
Office Supplies - General	5420	\$ 900.00	\$ 588.55	\$ 311.45	65.39%
Office Supplies - Copy Machine	5421	\$ 700.00	\$ 380.67	\$ 319.33	54.38%
Bldg/equip supplies-operational	5430	\$ 3,200.00	\$ 4,530.51	\$ (1,330.51)	141.58%
Bldg/equip supplies- other	5435	\$ 350.00	\$ 767.98	\$ (417.98)	219.42%
Custodial Supplies - Cleaning	5450	\$ 1,500.00	\$ 1,607.96	\$ (107.96)	107.20%
Other supplies - Books	5580	\$	\$ 72,068.47	\$	102.52%

		70,300.00		(1,768.47)	
Other supplies - Magazines	5581	\$ 7,250.00	\$ 6,301.02	\$ 948.98	86.91%
Other Supplies - Misc.	5595	\$ 450.00	\$ 490.35	\$ (40.35)	108.97%
Travel	5710	\$ 300.00	\$ 136.40	\$ 163.60	45.47%
Dues	5730	\$ 250.00	\$ 330.00	\$ (80.00)	132.00%
TOTAL EXPENSES		\$172,302.00	\$ 156,565.03	\$ 15,736.97	90.87%
	TOTAL	\$600,676.00	\$ 547,064.37	\$ 53,611.63	91.07%
		Start Balance	Expen. To date	Income to date	Account Bal
Revolving Fund	3534	\$ 6,404.48	\$ 11,414.38	\$ 14,197.63	\$ 9,187.73
Library Gifts & Donations	4849	\$ 7,464.75	\$ 4,660.15	\$ 9,734.04	\$ 12,538.64
Lib Incentive & MIG Grant	3402	\$ 41,865.18	\$ 20,722.31	\$ 16,652.20	\$ 37,795.07
Teens & Tweens **** (FY 12)	3463	\$ 7,500.00	\$ 7,500.00	\$ -	\$ -
Teens & Tweens **** (FY 13)		\$ 7,500.00	\$ 5,787.33	\$ -	\$ 1,712.67
****Goes by Federal FY(Oct-Sep)					