

**Agenda**  
**Library Board of Trustees**  
Jonathan Bourne Public Library  
Library Meeting room  
**Tuesday, March 18th 2014 5:00pm**

Approval February 25th, 2014 Minutes

New Business

Snap shot Day  
Long term planning

Updates

Little Free Library  
FY 2015 Budget  
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, MA 02532

**Minutes of the March 18, 2014 Trustees Meeting**  
Jonathan Public Library Meeting Room

**Trustees Present**

Heather DiPaolo  
Joan Simpson  
Kathryn Tura  
Claudine Wrighter  
Kristine Maginnis

**Staff Present**

Patrick Marshall

**Trustees Absent**

Stephanie Kelly

Chair Person Heather DiPaola called the meeting to order at 5:05 pm.

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

**Snapshot Day** – Discussion occurred about the Massachusetts Library Associations' Snapshot Day. Libraries are asked to take photos of various activities during the week of April 7-12, 2014 to show the library through pictures. Question of where do the pictures go and how to organize them. J Simpson suggests that each trustee be responsible for 6 photos that week. K. Tura says she will gather and form a collage of sorts to send to the MLA Flickr Account. It will be hard to have just one day done so Trustees will try to photograph a representation of how our library is used during that week.

**Long Range Planning** – P. Marshall discussed how Massachusetts Library System can help us as we prepare to start our next 5 year strategic plan. The trustees are interested in seeing what it would cost to have a consultant assist us with the plan with the idea being that a neutral party may be able to help us get more comments from the community on where the library should go. MLS will supply a consultant for one meeting and phone and e-mail support. P. Marshall will look into consultants and costs.

**Little Free Library** – Currently in a holding pattern. H DiPaolo is waiting to hear back from Town officials regarding installation and the Upper Cape Tech for billing information.

**FY 15 Budget** – Discussions continue between the Finance Committee and Selectmen regarding the overall budget for next year. As of now, no change from the mostly level funded level proposed.

**Director's Report** – See attached.

**Personnel** – Interviews are being conducted for the Information Systems Librarian position. It is hoped a successful candidate will be announced soon.

**Building and Grounds** – P. Marshall will attend CPC meeting later this evening to go over library request for funds at Town Meeting. The Facilities Director has added in masonry to the painting and rot repair already requested. Total amount is estimated at \$180,000.

**Friends of the Library** – H. DiPaolo plans to attend the next Friends meeting to begin discussions on how best Friends and Trustees can work together and how best to develop future projects.

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

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

Respectfully submitted  
Patrick W. Marshall  
For Stephanie Kelly (Clerk)

**Director's Report**  
**March 18, 2014 Board of Trustees Meeting**  
**(March Activity)**

- 2/26/14 – Author Jeanie Coco in to discuss her book Rocks Through My Windows.
- 3/3-3/7/14 – Director away on vacation.
- 3/4/14 – Rough day at library as staffing very short. With the Information Systems Librarian position vacant, staff member out sick, filling the staffing needs was very difficult. D Ranney filled in most of the day.
- 3/12/14 – Facilities dept in to continue work on the heating system.
- 3/13/14 – Wage meeting at Community Building to discuss wage and classification study conducted by the Town.

Upcoming

4/8/14 - Ron Lasko will be in to discuss his Cape Cod Flyfishing book.

Interviews for Information Systems Librarian will take place week of March 17-21.

Working on programs for late spring and summer of 2014.

Respectfully submitted,  
Patrick W. Marshall

Budget Report  
Jonathan Bourne Public Library  
FY 14 (March 14, 2014)

Account	Acct #	Start Balance	Expen. to date	End Balance	% Spent
Salaries - Dept Heads	5111	\$ 92,950.00	\$ 65,884.79	\$ 27,065.21	70.88%
Salaries - Supervisors	5112	\$176,450.00	\$ 123,220.59	\$ 53,229.41	69.83%
Salaries - Clerical/ Secretary	5113	\$121,782.00	\$ 89,541.56	\$ 32,240.44	73.53%
Salaries - Hourly Employees	5117	\$ 25,254.00	\$ 13,833.56	\$ 11,420.44	54.78%
Salaries - Longevity	5141	\$ 2,111.00	\$ 1,490.00	\$ 621.00	70.58%
Salaries - Differential Pay	5142	\$ 1,800.00	\$ 1,320.00	\$ 480.00	73.33%
<b>TOTAL SALARY</b>		<b>\$420,347.00</b>	<b>\$ 295,290.50</b>	<b>\$ 125,056.50</b>	<b>70.25%</b>
Electricity	5211	\$ 16,500.00	\$ 10,303.05	\$ 6,196.95	62.44%
Heating Fuel	5212	\$ 11,000.00	\$ 5,338.94	\$ 5,661.06	48.54%
Non Energy - Water	5230	\$ 300.00	\$ 166.75	\$ 133.25	55.58%
R &M Miscellaneous	5240	\$ 8,000.00	\$ 6,931.42	\$ 1,068.58	86.64%
R &M Office Equipment	5245	\$ 500.00	\$ 674.00	\$ (174.00)	134.80%
R &M Machine Repair Contract	5246	\$ 6,700.00	\$ 5,019.00	\$ 1,681.00	74.91%
Rentals - Misc Equipment	5275	\$ 250.00	\$ -	\$ 250.00	0.00%
Services - Data Processing	5305	\$ 45,000.00	\$ 35,947.27	\$ 9,052.73	79.88%
Professional Development	5307	\$ -		\$ -	#DIV/0!
Communications - Telephone	5340	\$ 900.00	\$ 554.97	\$ 345.03	61.66%
Postage	5341	\$ 750.00	\$ 460.65	\$ 289.35	61.42%
Printing	5342	\$ -	\$ -	\$ -	#DIV/0!
Advertising	5343	\$ -	\$ -	\$ -	#DIV/0!
Office Supplies - General	5420	\$ 900.00	\$ 455.84	\$ 444.16	50.65%
Office Supplies - Copy Machine	5421	\$ 700.00	\$ 420.30	\$ 279.70	60.04%
Bldg/equip supplies-operational	5430	\$ 4,000.00	\$ 3,402.40	\$ 597.60	85.06%
Bldg/equip supplies- other	5435	\$ 500.00	\$ 379.55	\$ 120.45	75.91%
Custodial Supplies - Cleaning	5450	\$ 2,000.00	\$ 1,507.08	\$ 492.92	75.35%
Other supplies - Books ***	5580	\$ 79,000.00	\$ 64,538.34	\$ 14,461.66	81.69%

Other supplies - Magazines	5581	\$ 7,250.00	\$ 7,604.08	\$ (354.08)	104.88%
Other Supplies - Misc.	5595	\$ 300.00	\$ 306.71	\$ (6.71)	102.24%
Travel	5710	\$ 400.00	\$ 77.55	\$ 322.45	19.39%
Dues	5730	\$ 250.00	\$ 335.00	\$ (85.00)	134.00%
<b>TOTAL EXPENSES</b>		\$185,200.00	144,422.90	\$ 40,777.10	77.98%
<b>***includes 4,000 from Oct TM</b>	<b>TOTAL</b>	\$605,547.00	\$ 439,713.40	\$ 165,833.60	72.61%
		Start Balance	Expen. To date	Income to date	Account Bal
Revolving Fund	3534	\$ 9,620.56	\$ 13,894.67	\$ 9,008.47	\$ 4,734.36
Library Gifts & Donations	4849	\$ 12,238.64	\$ 3,285.79	\$ 6,787.99	\$ 15,740.84
Lib Incentive & MIG Grant	3402	\$ 37,795.07	\$ 27,484.82	\$ 8,430.44	\$ 18,740.69
Job Seekers *** (FY 14)	3496	\$ 4,000.00	\$ 4,381.30	\$ 3,500.00	\$ 3,118.70
Teens & Tweens **** (FY 12)	3463	\$ 7,500.00	\$ 7,500.00	\$ -	\$ -
Teens & Tweens **** (FY 13)		\$ 7,500.00	\$ 7,500.00	\$ -	\$ -
****Goes by Federal FY(Oct-Sep)					