

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

Minutes of the March 15th, 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:** Joan Simpson moved to approve the minutes from the February 16, 2012 meeting. Linda Zuern seconded the motion and the minutes were approved by unanimous vote.

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

Additional information provided by Director:

- Blue "library" signs have been installed by the Department of Public Works;
- The Dewey Classic grossed \$3,066.75.

**Personnel:**

No report

**Building and Grounds:**

Oil to gas conversation has been completed and approved.

**Friends of JBPL:**

The Friends have not met but have scheduled a dinner/dance fundraiser for June 2, 2012.

### **Trustee Elections:**

Kiki Tura and Claudine Wrighter have pulled papers to run for open library trustee positions.

### **FY13 Budget:**

- Selectman raised salary amount for new technology librarian position by \$17,000;
- Eighteen hour part time clerical position was not supported by the Board of Selectman;
- Director reports that the current proposed budget is only approximately \$10,000 from being amount necessary for recertification.

### **Art Display Policy:**

Tabled until next meeting.

**Next Meeting Date:** April 19, 2012 at 5:30 p.m.

Stephanie Kelly moved and Joan Simpson seconded the motion to adjourn the meeting at 6:10 p.m.

## Director's Report

### March 15, 2012 Board of Trustees Meeting

#### (Feb/Mar Activity)

- 2/17/12 – MBLC Focus Group on Library Directory in Marlboro
- 2/23/12 – Work continues on oil to gas conversion – Contractor had some last minute things to finish before Plumbing Inspector would pass the new furnace. Work completed.
- 2/24/12 – March/April Newsletter completed.
- 2/27/12 – Mass Library System Board Meeting in Wellesley
- 2/27/12 – Budget presentation to joint Finance Committee/ Board of Selectmen Meeting.
- 3/3/12 – Dewey Classic Mini-Golf set up and teen night. 13 Teens and Tweens attend first mini-golf and pizza party evening.
- 3/4/12 – 4<sup>th</sup> Annual Dewey Classic Miniature Golf Tournament – Great day for everyone that attended. Money raised was less than in years past but still program continued to be a success.
- 3/6/12 – Mass Library System meeting in Whately
- 3/6 – 3/7/12 – CLAMS down as major hardware failure occurs.
- 3/7/12 – Bullying program with Council on Aging, Bourne Schools and Bourne Police.
- 3/8/12 – Bourne Department Head meeting
- 3/8/12 – Clams Finance Committee Meeting.
- 3/13/12 – Attend Selectmen's meeting regarding FY 13 budget. Technology position endorsed.

Upcoming

3/21/12 – Session on using library card catalog 7:00

3/26/12 – MLS Board Meeting

4/4/12 – Genealogy program at the library 7:00

4/5/12 – Mass Municipal Association 6 week Supervisory Leadership Development

Trustee orientation from the Mass Board of Library Commissioners will be on Thursday, May 31 at 6:00 at the Wareham Free Library. This will be a joint meeting between the two boards.

Selectmen have endorsed the Technology Librarian position for FY 13. If passed at Town Meeting, this will be a major help for the library in providing services to Bourne residents.

First State Aid payment has been received. It totals a little over \$8,000. A second payment of about equal amount will arrive later in the spring.

Respectfully submitted,

Patrick W. Marshall

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

Account	Acct #	Start Balance	Expen. to date	End Balance	% Spent
Salaries - Dept Heads	5111	\$ 82,507.00	\$ 58,678.09	\$ 23,828.91	71.12%
Salaries - Supervisors	5112	\$137,284.00	\$ 87,147.72	\$ 50,136.28	63.48%
Salaries - Clerical/ Secretary	5113	\$102,500.00	\$ 73,216.09	\$ 29,283.91	71.43%
Salaries - Hourly Employees	5117	\$ 19,999.00	\$ 23,427.08	\$ (3,428.08)	117.14%
Salaries - Longevity	5141	\$ 1,643.00	\$ 1,420.00	\$ 223.00	86.43%
Salaries - Differential Pay	5142	\$ 1,800.00	\$ 948.00	\$ 852.00	52.67%
<b>TOTAL SALARY</b>		<b>\$345,733.00</b>	<b>\$ 244,836.98</b>	<b>\$ 100,896.02</b>	<b>70.82%</b>
Electricity (Fy10 1,661.41)	5211	\$ 17,250.00	\$ 8,940.26	\$ 8,309.74	51.83%
Heating Fuel (fy10 538.61)	5212	\$ 16,000.00	\$ 8,937.02	\$ 7,062.98	55.86%
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	\$ 473.25	\$ (73.25)	118.31%
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	\$ 34,532.72	\$ 5,467.28	86.33%
Professional Development	5307	\$ 200.00	\$ -	\$ 200.00	0.00%
Communications - Telephone	5340	\$ 1,000.00	\$ 571.64	\$ 428.36	57.16%
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	\$ 395.99	\$ 304.01	56.57%
Bldg/equip supplies-operational	5430	\$ 3,000.00	\$ 1,880.63	\$ 1,119.37	62.69%
Bldg/equip supplies- other	5435	\$ 350.00	\$ 481.24	\$ (131.24)	137.50%
Custodial Supplies - Cleaning	5450	\$ 1,600.00	\$ -	\$ -	80.71%

			1,291.41	308.59	
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	\$ 113,638.12	\$ 41,678.96	73.17%
	<b>TOTAL</b>	\$501,050.08	\$ 358,475.10	\$ 142,574.98	71.54%
		Start Balance	Expen. To date	Income to date	Account Bal
Revolving Fund	3534	\$ 3,239.52	\$ 7,258.52	\$ 11,817.88	\$ 7,798.88
Library Gifts & Donations	4849	\$ 10,255.91	\$ 9,434.85	\$ 7,515.74	\$ 8,336.80
Lib Incentive & MIG Grant	3402	\$ 35,426.89	\$ 2,694.13	\$ 8,142.17	\$ 40,874.93
Teens & Tweens	3463	\$ 7,500.00	\$ 56.25	\$ -	\$ 7,443.75
*** Note includes \$5,000 transfe	rred to acct	from fin com	to meet MAR		