

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

Minutes of the May 17th, 2012 Trustees Meeting at the Jonathan Bourne Public Library

**Trustees Present:**

Heather DiPaolo  
Joan Simpson  
Stephanie Kelly  
Diane Flynn  
Kiki Tura  
Claudine Wrighter

**Staff Present:**

Patrick Marshall

**Trustees Absent:**

None

**Guests:**

Paul Gately, Reporter,  
*The Bourne Courier*

Heather DiPaolo called the meeting to order at 5:30 p.m. and welcomed new board members, Kiki Tura and Claudine Wrighter.

**Eagle Scout Project:** Patrick Marshall introduced Thomas Evangelista who presented a proposal for his Eagle Scout project. Thomas would like to obtain and refurbish a computer for the children's library. He would like to work with the new tech staff person to implement this community service project which would allow him to attain Eagle Scout status. He would maintain the computer (either a laptop or desktop depending upon what is available). He would also build a station for it if space can be found for it. He would also be willing to reach out to the schools to find out what types of learning software would be appropriate. Joan Simpson moved that the board approve Thomas' proposal. Claudine Wrighter seconded the motion and it was approved by unanimous vote.

**Minutes:** Heather DiPaolo moved to approve the minutes from the April 12, 2012 meeting. Joan Simpson seconded the motion and the minutes were approved by unanimous vote.

**Slate of Officers:** Heather DiPaolo presented the slate of officers as follows:

Heather DiPaolo, Chair  
Diane Flynn, Vice Chair  
Stephanie Kelly, Clerk

Diane Flynn moved to accept the slate of officers as presented. Joan Simpson seconded the motion and it was approved by unanimous vote.

**Building and Grounds:** Heather DiPaolo reported that Bourne Hospice would like to create a memorial garden for the community to use as a place for reflection and contemplation. They will provide a proposal for the garden and maintenance when they attend the next meeting of the

board of trustees.

Another discussion was held with regard to maintenance of the library gardens and flower pots located next to the front door. Volunteers from the Garden Club do the pots in the front of the library and a small amount of work on the gardens. The Town cuts the grass. Kiki Tura mentioned two possibilities:

- Getting local landscapers to maintain them in exchange for a small advertising sign,
- Cape Cod Senior Residence residents volunteering to maintain them.

**Director's Report:** Attached

In addition, Patrick reported:

- that he is working on an employee handbook for staff and trustees
- provided a copy of a recent article in *The Falmouth Enterprise* about the board of trustees for the Falmouth Library (copy of article is attached)

**Budget:** Attached

**Children's Department Report:** Attached

**Joint Trustees' Meeting:** Patrick Marshall reminded that a joint meeting of the Bourne and Wareham Library Trustees is scheduled for May 31, 2012 at the Wareham Free Library and will be hosted by the MA Board of Library Commissioners.

**Friends of JBPL:**

The Friends have cancelled the dinner/dance fundraiser for June 2, 2012 due to poor ticket sales.

**Coffee Station:** Joan Simpson has been in touch with W.B. Mason about setting up a coffee station in the library lobby. However, they require a long contract and Joan has been trying to work with them to get a 3 month trial period. The Friends have agreed to fund it at \$120 per month for a 3 month trial period. Kiki Tura suggested contacting Cape Java for a Keurig donation. Kiki will provide Joan with contact information.

**Next Meeting Date:** A discussion was held with regard to scheduling future meetings now that there are two new board members. It was decided by unanimous decision to schedule future meetings on the third Thursday of the month at 5:00 p.m. There will be no meeting in June. The next meeting is scheduled for July 17, 2012 at 5:00 p.m.

**Adjournment:**

Stephanie Kelly moved and Claudine Wrighter seconded the motion to adjourn the meeting at 6:40 p.m.

Respectfully submitted,

***Stephanie Kelly***

**Director's Report**  
**May 17, 2012 Board of Trustees Meeting**  
**(Apr/May Activity)**

- 4/25/12 – Begin work on Library staff handbook. Book will contain all the policies and procedures of the library as well as Town policies and procedures.
- 4/27/12 – Bourne Employees Association meeting with Town Administrator. I have been selected as the President of this group for discussions with the Town Administrator/Selectmen
- 4/28/12 – Internet down all day – Problem with Comcast. Back up on Tuesday, May 1<sup>st</sup> thanks to Terry Johnson working with IMedia.
- 4/28/12 – Sandy Cortese's last day at the library.
- 4/30/12 – Massachusetts Library System Executive Board Meeting in Marlboro
- 5/2/12 – DVD order completed.
- 5/2/12 – Town Administrator reports that Selectmen have had a complaint about customer service at the library. No details given. Memo sent to staff reminding of customer service procedures here at the library.
- 5/2/12 – Melissa Chase selected to fill 30 hour circulation assistant position vacated by Sandy Cortese. Her start date is set for May 29, 2012.
- 5/3/12 – Mass Municipal Association workshop #4 of 6.
- 5/7-5/8/12 – Town meeting
- 5/10/12 – MMA workshop #5 of 6.
- 5/11 – 5/15/12 – Director away.
- 5/17/12 – MMA workshop last of series.

Upcoming

- 5/31/12 – Joint Trustees meeting with Wareham at Wareham Free Library at 6:30 p.m.
- 6/2/12 – Friends dinner dance has been cancelled.

Most of May has been spent with any and all remaining survivors ...errr, I mean staff, working the circulation desk. Previously scheduled vacations and position vacancy have left staffing very thin. Our substitute budget is being spent a great deal and I'm certain we will be over in salaries at the end of FY 12.

Town Meeting approved the budget for FY 13 which means that our Information Technology Librarian as well as an 18 circulation assistant will be funded. The HR Director has begun the process of advertising these positions and we hope to have both on board in July.

Respectfully submitted,

Patrick W. Marshall

Budget Report  
Jonathan Bourne Public Library  
FY 12 (as of May 16,2012)

Account	Acct #	Start Balance	Expen. to date	End Balance	% Spent
Salaries - Dept Heads	5111	\$ 82,507.00	\$ 72,974.68	\$ 9,532.32	88.45%
Salaries - Supervisors	5112	\$137,284.00	\$ 108,309.24	\$ 28,974.76	78.89%
Salaries - Clerical/ Secretary	5113	\$102,500.00	\$ 93,596.98	\$ 8,903.02	91.31%
Salaries - Hourly Employees	5117	\$ 19,999.00	\$ 29,585.50	\$ (9,586.50)	147.93%
Salaries - Longevity	5141	\$ 1,643.00	\$ 1,534.68	\$ 108.32	93.41%
Salaries - Differential Pay	5142	\$ 1,800.00	\$ 1,164.00	\$ 636.00	64.67%
<b>TOTAL SALARY</b>		<b>\$345,733.00</b>	<b>\$ 307,165.08</b>	<b>\$ 38,567.92</b>	<b>88.84%</b>
Electricity (Fy10 1,661.41)	5211	\$ 17,250.00	\$ 10,637.81	\$ 6,612.19	61.67%
Heating Fuel (fy10 538.61)	5212	\$ 16,000.00	\$ 9,831.34	\$ 6,168.66	61.45%
Non Energy - Water	5230	\$ 300.00	\$ 243.00	\$ 57.00	81.00%
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	\$ 5,450.25	\$ (450.25)	109.01%
Rentals - Misc Equipment	5275	\$ 250.00	\$ -	\$ 250.00	0.00%
Services - Data Processing ***	5305	\$ 40,000.00	\$ 34,567.72	\$ 5,432.28	86.42%
Professional Development	5307	\$ 200.00	\$ -	\$ 200.00	0.00%
Communications - Telephone	5340	\$ 1,000.00	\$ 715.34	\$ 284.66	71.53%
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	\$ 2,692.49	\$ 307.51	89.75%
Bldg/equip supplies- other	5435	\$ 350.00	\$ 481.24	\$ (131.24)	137.50%
Custodial Supplies - Cleaning	5450	\$ 1,600.00	\$ -	\$ -	90.83%

			1,453.22	146.78	
Other supplies - Bks 157.08 enc	5580	\$ 52,715.08	\$ 41,964.56	\$ 10,750.52	79.61%
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	\$ 232.55	\$ 67.45	77.52%
Dues	5730	\$ 250.00	\$ 225.00	\$ 25.00	90.00%
<b>TOTAL EXPENSES</b>		\$155,317.08	\$ 120,397.75	\$ 34,919.33	77.52%
	<b>TOTAL</b>	\$501,050.08	\$ 427,562.83	\$ 73,487.25	85.33%
		Start Balance	Expen. To date	Income to date	Account Bal
Revolving Fund	3534	\$ 3,239.52	\$ 9,801.18	\$ 14,170.93	\$ 7,609.27
Library Gifts & Donations	4849	\$ 10,255.91	\$ 9,434.85	\$ 7,636.84	\$ 8,457.90
Lib Incentive & MIG Grant	3402	\$ 35,426.89	\$ 10,458.06	\$ 16,752.33	\$ 41,721.16
Teens & Tweens	3463	\$ 7,500.00	\$ 892.49	\$ -	\$ 6,607.51
*** Note includes \$5,000 transfe	rred to acct	from fin com	to meet MAR		
Goes by Federal FY					

## Children's Department May 17, 2012

- Spring fling drop-in groups will continue until June 8<sup>th</sup>
- On Saturday, May 26<sup>th</sup>, we are hosting a Star Wars Symposium, which will include a costume competition, a brief history of Star Wars, trivia, video games and more!
- We will be working with the Bourne CPC to host a Teddy Bear Picnic on June 22<sup>nd</sup>. Local pre-schools will be on hand to share their fall program information.
- Teen Tuesday attendance continues to be steady, 8-10 teens per week. The bus from the school is working out nicely. We have added Teen programming to our summer reading schedule; the teens have chosen some great programs.
- I am putting the final touches summer schedule, The Summer Reading Kick Off Dance Party will be on Friday, June 29<sup>th</sup>. Summer reading kick off for teens will be on Thursday, June 28<sup>th</sup>.
- We are working with the Bourne CPC to offer programming at the Community Building in the fall, including an intergenerational group with the Adult Day Program.

Terry Johnson  
Children's Librarian