

TRUSTEES OF THE JONATHAN BOURNE PUBLIC LIBRARY

19 Sandwich Road
Bourne, MA 02532

Minutes of the May 20, 2014 Trustees Meeting
Jonathan Bourne Public Library Meeting Room

Trustees Present

Heather DiPaolo

Joan Simpson

Kathryn Tura

Claudine Wrighter

Kristine Maginnis

Staff Present

Patrick Marshall

Friends of JBPL Guest

Joy Dalton

Chair Person H. DiPaolo called the meeting to order at 5:10 pm.

Minutes – J. Simpson moved that the April 30th, 2014 minutes be approved with the following corrections in the updates section: the correct spelling of the lecture should be genealogy; and new chairs were purchased, not donated, from the Osterville Library. K. Tura seconded. Motion was carried by unanimous vote.

Fundraiser with Friends – J. Simpson stated the possible future fundraiser of a James Taylor type concert using the Beachmoor building at Massachusetts Maritime Academy could not feasibly be planned now due to the tight schedule of MMA Admiral Guernon. A discussion followed regarding other venues and ideas; including Buzzards Bay Park and/or a summer solstice celebration on the field behind the library. All in attendance agreed that due to the Canal Centennial Celebrations occurring this year, it would be best to table fundraising plans for now.

Front Landscaping– P. Marshall stated that he has contacted Seaside Arborists regarding the need to straighten the newly installed evergreen tree. H. DiPaolo raised the concern of needing care and fertilization instruction from them as well. P. Marshall told trustees that the approval of CPC funds for painting at town meeting means that work on the building will hopefully start in July. C. Wrighter motioned to hold off any decisions on further front landscaping ideas until after painting is done. J. Simpson seconded. H. DiPaolo suggested working with the Garden Club at a later date for ideas.

Little Free Library – Trustees reported on addressing contacts of village organizations in regards to stewardships. K. Tura spoke with Monument Beach Civic Association who is wholeheartedly on board. She is waiting to hear back from contacts in Grey Gables. H. DiPaolo has a yes from the Pocasset Village Association and is waiting to hear back from the Buzzards Bay Beautification group. K. Maginnis has a yes from the Hoxie Center group in Sagamore Beach and the K-Kids at the Bournedale location. J. Simpson has a yes from the Bridgeview School in Sagamore and will speak with the Aptuxcet Garden Club regarding Bourne Village after their next meeting. C. Wrighter will get back with us regarding Cataumet Civic associates. She will also speak to “On Cape Time” about making village name signs for each LFL unit. Dates and times were set for priming and painting the units; 6/8/14 from 2 to 4pm. at H. DiPaolo’s home and 6/22/14 from 3 to 5pm. at the library for steward groups to paint and personalize.

Director’s Report – See attached.

Personnel – Information Systems Librarian Brian Meneses has been learning the “library side” and doing a great job according to P. Marshall. Staff PC’s are being updated from XP to Windows 7 operating systems.

Friends of the Library– H. DiPaolo plans to attend next Friends’ meeting on June 9th. She stated she gave “Blast” volunteer group contact information to them in order to help them prepare for upcoming book sale. J. Dalton questioned why the JBPL does not have the American flag flying out front. P. Marshall stated the pole is broken and also staffing is too tight to allow for employees to raise and lower it daily. K. Tura called for trustees to look into this; if we make sure the flag is lit at dusk, we can put it up and leave it up. P. Marshall will start researching broken pole and lighting issue.

Next Meeting Date - Thursday June 19, 2014 at 5pm. (as H. DiPaolo is unavailable on normal meeting date of third Tuesday this month).

Future Agenda Items- Restructuring of board, LFL Updates, Large Print rotations and strategy for Long Range Plan.

Adjournment – Motion, J. Simpson, seconded by K. Tura to adjourn at 6:04 pm

Respectfully submitted
Kristine Maginnis
For Stephanie Kelly (Clerk)

Director's Report
May 20, 2014 Board of Trustees Meeting
(April/May Activity)

- 5/1/14 – Attended Clams Public Services Committee meeting. I filled their agenda with topics for discussion including, lowering the fine threshold for blocked cards from \$25, Blocking patrons with billed items, limiting the number of holds a patron can place at one time, and limiting the number of checkouts.
- 5/5-5/6/14 – Town Meeting – Budget for FY 15 passed as proposed as did the CPC funding for the historic preservation/weatherproofing of the building.
- 5/8/14 – Family Game Night – Combined program with Bourne Recreation Department. 16 people came out for Twister, Bingo, Uno and other fun games.
- 5/8/14 – Town Department Head meeting
- 5/12/14 – CLAMS in to switch network lines to Cape Compact from Comcast. Full switchover to take place on May 19th.
- 5/13/14 – Marlene Heroux from the MBLC came to get an update on where we were with the Job Seekers grant. Funding is mainly left for programming.
- 5/19/14 – Attend the MLS Board meeting in Marlboro.

Upcoming

5/21/14 – Christopher Daley in for his talk on Bonnie & Clyde

5/21/14 – Job Seekers advisory group meeting – Where do we go from here?

6/11/14 – CLAMS Membership and Annual Meeting (By default I will be the new Treasurer for CLAMS in FY 15)

6/11/14 – Genealogy workshop – 2 week session begins.

Respectfully submitted,
Patrick W. Marshall

Budget Report
Jonathan Bourne Public Library
FY 14 (May 16, 2014)

Account	Acct #	Start Balance	Expen. to date	End Balance	% Spent
Salaries - Dept Heads	5111	\$ 92,950.00	\$ 81,910.82	\$ 11,039.18	88.12%
Salaries - Supervisors	5112	\$ 176,450.00	\$ 149,831.36	\$ 26,618.64	84.91%
Salaries - Clerical/ Secretary	5113	\$ 121,782.00	\$ 113,572.56	\$ 8,209.44	93.26%
Salaries - Hourly Employees	5117	\$ 25,254.00	\$ 17,198.48	\$ 8,055.52	68.10%
Salaries - Longevity	5141	\$ 2,111.00	\$ 1,490.00	\$ 621.00	70.58%
Salaries - Differential Pay	5142	\$ 1,800.00	\$ 1,716.00	\$ 84.00	95.33%
TOTAL SALARY		\$ 420,347.00	\$ 365,719.22	\$ 54,627.78	87.00%
Electricity	5211	\$ 16,500.00	\$ 12,765.71	\$ 3,734.29	77.37%
Heating Fuel	5212	\$ 11,000.00	\$ 8,184.01	\$ 2,815.99	74.40%
Non Energy - Water	5230	\$ 300.00	\$ 314.25	\$ (14.25)	104.75%
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	\$ 6,194.00	\$ 506.00	92.45%
Rentals - Misc Equipment	5275	\$ 250.00	\$ -	\$ 250.00	0.00%
Services - Data Processing	5305	\$ 45,000.00	\$ 36,870.27	\$ 8,129.73	81.93%
Professional Development	5307	\$ -		\$ -	#DIV/0!
Communications - Telephone	5340	\$ 900.00	\$ 916.25	\$ (16.25)	101.81%
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	\$ 744.52	\$ (44.52)	106.36%
Bldg/equip supplies-operational	5430	\$ 4,000.00	\$ 3,648.21	\$ 351.79	91.21%
Bldg/equip supplies- other	5435	\$ 500.00	\$ 501.49	\$ (1.49)	100.30%
Custodial Supplies - Cleaning	5450	\$ 2,000.00	\$ 1,654.24	\$ 345.76	82.71%
Other supplies - Books ***	5580	\$ 79,000.00	\$ 78,287.24	\$ 712.76	99.10%
Other supplies - Magazines	5581	\$ 7,250.00	\$ 7,728.08	\$ (478.08)	106.59%
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%
TOTAL EXPENSES		\$ 185,200.00	\$ 167,049.44	\$ 18,150.56	90.20%
***includes 4,000 from Oct TM	TOTAL	\$ 605,547.00	\$ 532,768.66	\$ 72,778.34	87.98%
		Start Balance	Expen. To date	Income to date	Account Bal
Revolving Fund	3534	\$ 9,620.56	\$ 13,894.67	\$ 11,371.38	\$ 7,097.27
Library Gifts & Donations	4849	\$ 12,238.64	\$ 4,443.17	\$ 6,978.14	\$ 14,773.61
Lib Incentive & MIG Grant	3402	\$ 37,795.07	\$ 27,678.80	\$ 17,175.82	\$ 27,292.09
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)					