

Agenda
Library Board of Trustees
Jonathan Bourne Public Library
Library Meeting room
Tuesday, November 19th, 2013 at 5:00pm

Approval October 15th, 2013 Minutes

New Business

FY14 Budget
Little Free Library Selectmen mtg

Updates

'Tree' party planning
Director's Report
Personnel
Building & Grounds
Coffee station report
Friends of the Library

Next Meeting

Set future agenda items
Set date-holiday themed?

Adjournment

Jonathan Bourne Public Library

Board of Trustees

Meeting Date: November 19, 2013

Date of Approval _____

Call to Order:

A regular meeting of the JBPL Trustees was held at the Jonathan Bourne Public Library, in Bourne, MA, on November 19, 2013. The meeting convened at 5:10 P.M. Chairman Heather DiPaolo presiding, Claudine Wrighter, stand in Secretary. Members of the Board in attendance were Joan Simpson, Kristine Maginnis and Kathryn Tura. Not in attendance: Stephanie Kelly and Patrick Marshall, Library **Director**.

Guest: Paul Gately

Approval of Minutes:

Minutes of the October 15, 2013 approved.

New Business:

- FY14 Budget: The trustees reviewed the budget noting it was "fairly flat".

***Note to ask Patrick about office equipment expenditures.**

- Little Free Library Selectmen Meeting - Trustees to propose Little Free Library locations to the selectman on Tuesday December 3, 2013.

Updates:

- Discussed the tree planning party scheduled for Friday December 6, 2013 - 6p.m. Tree saplings will be handed as favors to attendees (1 per family). Discussed music by Lisa Fournier Donnelly with the Bourne High chorus & chorale band. Cocoa & cookies will be inside and is being organized by the Friends. Jack MacDonald will act as the town crier for the evening. There will be a bowl placed in the library, leading up to the event, asking public to submit "tree memories". Some of these memories will be shared at the event and placed on the board in the lobby.
- Tree is scheduled to be planted on Friday November 22, 2013.

New Business:

- Review of Director's Report...
Should we vote for Bourne Historical Society to use the JBPL parking lot on 07/26/14 for their event?
*See attached report.
- Buildings & Grounds....Heather DiPaolo & Kristine Maginnis have volunteered on 12/01 to "spruce up" the grounds/urns for the event.
- Coffee Station report...status quo and does not need to be listed on future agendas.
- Friends annual Holiday lunch 12/16, 11 a.m. @ The Pilot House in Sandwich.

Next Meeting:

- Long term planning
- Revisit subcommittees in conjunction with the Little Free Library

Adjournment:

The November 19, 2013 meeting was adjourned at 5:59 P.M. The next meeting is scheduled for Tuesday January 21st, 2014 at 5:00 pm at the Jonathan Bourne Public Library.

Secretary - Claudine Wrighter

Date of Approval

Director's Report
November 19, 2013 Board of Trustees Meeting
(Oct/Nov Activity)

- 10/16/13 – Court date for person with multiple overdue DVD's.
- 10/18/13 – Tish Adams Concert
- 10/21/13 – Oil drained from tank out back. Fall Town Meeting.
- 10/22/13 – Town Department Heads meeting.
- 10/23/13 – Friends of the JBPL, Inc. Annual Meeting. Deb DeJonker-Berry was speaker.
- 10/25/13 – CLAMS down most of the day. Hardware error.
- 10/28/13 – Meet with Facilities Director to go over new heating system software.
- 10/30/13 – Attend Recreation Department's Trunk or Treat with T Johnson.
- 11/4/13 – Mass Library System Annual Meeting at College of the Holy Cross.
- 11/5-6/13 – CLAMS down again. Hardware issue again. Server upgrade is coming later this month with an upgrade to the new Sierra platform in December.
- 11/13/13 – Attend Legislative meeting in Boston for MLS.

Rise engineering has been working in the library to put in controls to make the HVAC system more energy efficient. This project is through the Bourne Energy Coordinator. The project has created more issues which the Facilities Manager has been addressing. This includes the replacement of the valves in the heating system. For the time being, system seems to be working. Thermostats are now controlled online. It continues to be a work in progress.

Preliminary FY 15 Budget is due by the end of the month. The Town Administrator has requested level funded expenses from all departments. We continue to look at our operating costs in conjunction with the certification requirements as the budget is developed.

Bourne Society for Historic Preservation, Inc. has requested use of the library parking lot on Saturday, July 26th, 2014 for a Cape Cod Canal Centennial Music Fest they will be holding. They are expecting a large turnout for this event.

Partial funding for the job seekers grant has arrived and Deb has begun working on the programs and ordering of materials. The first workshops are being held this month, including resume writing skills and succeeding at the job interview.

The tree is scheduled to arrive on Friday, November 22nd. An inquiry has been placed with the DPW to see if they have any lights to string on it and/or if they would be able to place lights on the tree once it is planted.

D. Ranney is back on a full time schedule. We are excited to have her back.

Christmas in Olde Bourne Village is Friday, December 6th and will include the tree dedication, caroling, tree lighting and the art show on the mezzanine. Breakfast with Santa and a cookie swap are on Saturday the 7th with Aine Minogue playing on Monday the 9th at 7:00 p.m.

Respectfully submitted,
Patrick W. Marshall

Budget Report
Jonathan Bourne Public Library
FY 14 (Nov 19, 2013)

Account	Acct #	Start Balance	Expen. to date	End Balance	% Spent
Salaries - Dept Heads	5111	\$ 92,950.00	\$ 37,394.07	\$ 55,555.93	40.23%
Salaries - Supervisors	5112	\$176,450.00	\$ 70,990.08	\$ 105,459.92	40.23%
Salaries - Clerical/ Secretary	5113	\$121,782.00	\$ 49,556.68	\$ 72,225.32	40.69%
Salaries - Hourly Employees	5117	\$ 25,254.00	\$ 7,851.48	\$ 17,402.52	31.09%
Salaries - Longevity	5141	\$ 2,111.00	\$ 256.00	\$ 1,855.00	12.13%
Salaries - Differential Pay	5142	\$ 1,800.00	\$ 724.00	\$ 1,076.00	40.22%
TOTAL SALARY		\$420,347.00	\$ 166,772.31	\$ 253,574.69	39.67%
Electricity	5211	\$ 16,500.00	\$ 4,978.97	\$ 11,521.03	30.18%
Heating Fuel	5212	\$ 11,000.00	\$ 467.17	\$ 10,532.83	4.25%
Non Energy - Water	5230	\$ 300.00	\$ 166.75	\$ 133.25	55.58%
R &M Miscellaneous	5240	\$ 8,000.00	\$ 3,168.63	\$ 4,831.37	39.61%
R &M Office Equipment	5245	\$ 500.00	\$ 674.00	\$ (174.00)	134.80%
R &M Machine Repair Contract	5246	\$ 6,700.00	\$ 3,844.00	\$ 2,856.00	57.37%
Rentals - Misc Equipment	5275	\$ 250.00	\$ -	\$ 250.00	0.00%
Services - Data Processing	5305	\$ 45,000.00	\$ 32,406.53	\$ 12,593.47	72.01%
Professional Development	5307	\$ -	\$ -	\$ -	#DIV/0!
Communications - Telephone	5340	\$ 900.00	\$ 405.45	\$ 494.55	45.05%
Postage	5341	\$ 750.00	\$ 0.65	\$ 749.35	0.09%
Printing	5342	\$ -	\$ -	\$ -	#DIV/0!
Advertising	5343	\$ -	\$ -	\$ -	#DIV/0!
Office Supplies - General	5420	\$ 900.00	\$ -	\$ 900.00	0.00%
Office Supplies - Copy Machine	5421	\$ 700.00	\$ 250.30	\$ 449.70	35.76%
Bldg/equip supplies-operational	5430	\$ 4,000.00	\$ 1,603.97	\$ 2,396.03	40.10%
Bldg/equip supplies- other	5435	\$ 500.00	\$ 379.55	\$ 120.45	75.91%
Custodial Supplies - Cleaning	5450	\$ 2,000.00	\$ 922.38	\$ 1,077.62	46.12%
Other supplies - Books	5580	\$ 75,000.00	\$ 35,736.37	\$ 39,263.63	47.65%

Other supplies - Magazines	5581	\$ 7,250.00	\$ 6,852.28	\$ 397.72	94.51%
Other Supplies - Misc.	5595	\$ 300.00	\$ 306.71	\$ (6.71)	102.24%
Travel	5710	\$ 400.00	\$ -	\$ 400.00	0.00%
Dues	5730	\$ 250.00	\$ 150.00	\$ 100.00	60.00%
TOTAL EXPENSES		\$181,200.00	\$ 92,313.71	\$ 88,886.29	50.95%
	TOTAL	\$601,547.00	\$ 259,086.02	\$ 342,460.98	43.07%
		Start Balance	Expen. To date	Income to date	Account Bal
Revolving Fund	3534	\$ 9,620.56	\$ 10,579.88	\$ 5,292.84	\$ 4,333.52
Library Gifts & Donations	4849	\$ 12,238.64	\$ 3,248.98	\$ 2,686.02	\$ 11,675.68
Lib Incentive & MIG Grant	3402	\$ 37,795.07	\$ 25,572.07	\$ -	\$ 12,223.00
Job Seekers *** (FY 14)	3496	\$ 4,000.00	\$ 1,369.83	\$ -	\$ 2,630.17
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)					