

Agenda
Library Board of Trustees
Jonathan Bourne Public Library
Library Meeting room
Tuesday, October 15th, 2013 at 5:00pm

Approval September 17th 2013 Minutes

Approval May 31st, 2012 Minutes

New Business

ebooks

'Tree' party planning

Little Free Library placement ideas

Updates

Seismograph grant information

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, Massachusetts 02532

Minutes of the October 15, 2013 Trustees Meeting at the Jonathan Bourne Public Library

Trustees Present:

Heather Dipaolo
Stephanie Kelly
Kristine Maginnis
Claudine Wrighter
Kathryn (Kiki) Tura
Joan Simpson

Staff Present:

Patrick Marshall

Trustees Absent:

None

Guests:

Paul Gately, Reporter,
The Bourne Courier

Heather DiPaolo called the meeting to order at 5:00 p.m.

Minutes: Kiki moved and Joan seconded the motion to accept the May 31, 2012 and September 17, 2013 minutes as presented. The motion was carried by unanimous vote.

Building and Grounds: A discussion was held with regard planting the tree on the front lawn of the library and a dedication ceremony. Patrick has contacted the landscaper who will be planting the tree to let him know that the library is ready to move forward.

Further discussion included:

- Joan expressed concern about whether the Trustees could move forward with plans without the Friends' involvement/approval;
- Patrick suggested incorporating the tree dedication ceremony into the tree lighting ceremony on December 6, 2013;
- Kiki and Claudine will work with Terry about a program for children;
- Heather and Kristine will be in contact with the Friends about the event.

Little Free Library: Kiki reported on the feedback she received about the placement of the Little Free Libraries that she received from the Trustees as follows:

- Sagamore Beach – Clark Field – good parking, foot traffic, may be subject to vandalism but there is a neighborhood association;
- Sagamore – Keith Field – possibility for good foot traffic, less likelihood of vandalism because of proximity of to post office;
- Bournedale – Bournedale Elementary School—good parking;
- Buzzards Bay – Gazebo – question as to where the Corps of Engineers/town line is located;

- Bourne Village – Peebles Elementary/Bourne Middle School complex – good parking, good foot traffic;
- Monument Beach – Marina – good parking, year round foot traffic;
- Pocasset – Baseball Field/Fire Station/Tennis Court complex – lots of parking, lots of foot traffic, attendees at AA meetings might provide some level of “supervision” which might deter vandalism;
- Cataumet – Train Station/Playground/Post Office complex – ample parking, lots of parent activity at playground;
- Gray Gables – Beach Parking Lot – fairly high foot traffic year round, isolated by neighborhood association may provide some level of supervision

Heather will contact the Selectmen to ask to be added to their meeting agenda to request permission to place the Little Free Libraries as described above. Joan indicated that she will also attend the meeting.

Seismograph Progress: Patrick reported that Stephanie had drafted the grant proposal for submission to the Cape Cod Foundation. However, he was unable to submit it by the October 1st deadline.

Director’s Report: Due to a recent death in his family, Patrick was unable to submit a written report but reported as follows:

- Over 70 applications were received for the circulation position. Ali Sherman was hired;
- The tech services assistant 16 hour position was filled by Katherine DeMoranville;
- New thermostats were installed. Patrick will be working with the town facilities manager to resolve issues that have arisen as a result of the installation;
- Thomas Evangelista received his Eagle Scout badge;
- Boy Scouts did weeding on the grounds. Heather will send thank you note to them.

Budget: Attached

Job Seekers Grant: Grant is underway and funding was awarded in the amount of \$7,500.

Coffee: Joan reported that coffee sales are approximately \$100 in the black.

Next Meeting Date: The next meeting will be held on November 12, 2013 at 5:00 p.m.

Claudine moved and Kiki seconded the motion to adjourn the meeting at 6:45 p.m.

Respectfully submitted,

Stephanie Kelly

Budget Report
Jonathan Bourne Public Library
FY 14 (Oct 15, 2013)

Account	Acct #	Start Balance	Expen. to date	End Balance	% Spent
Salaries - Dept Heads	5111	\$ 92,950.00	\$ 28,490.72	\$ 64,459.28	30.65%
Salaries - Supervisors	5112	\$176,450.00	\$ 54,087.68	\$ 122,362.32	30.65%
Salaries - Clerical/ Secretary	5113	\$121,782.00	\$ 37,181.23	\$ 84,600.77	30.53%
Salaries - Hourly Employees	5117	\$ 25,254.00	\$ 5,982.08	\$ 19,271.92	23.69%
Salaries - Longevity	5141	\$ 2,111.00	\$ 256.00	\$ 1,855.00	12.13%
Salaries - Differential Pay	5142	\$ 1,800.00	\$ 516.00	\$ 1,284.00	28.67%
TOTAL SALARY		\$420,347.00	\$ 126,513.71	\$ 293,833.29	30.10%
Electricity	5211	\$ 16,500.00	\$ 4,978.97	\$ 11,521.03	30.18%
Heating Fuel	5212	\$ 11,000.00	\$ 46.75	\$ 10,953.25	0.43%
Non Energy - Water	5230	\$ 300.00	\$ 166.75	\$ 133.25	55.58%
R &M Miscellaneous	5240	\$ 8,000.00	\$ 1,216.10	\$ 6,783.90	15.20%
R &M Office Equipment	5245	\$ 500.00	\$ 306.00	\$ 194.00	61.20%
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	\$ 32,401.53	\$ 12,598.47	72.00%
Professional Development	5307	\$ -		\$ -	#DIV/0!
Communications - Telephone	5340	\$ 900.00	\$ 276.40	\$ 623.60	30.71%
Postage	5341	\$ 750.00		\$ 750.00	0.00%
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	\$ 998.72	\$ 3,001.28	24.97%
Bldg/equip supplies- other	5435	\$ 500.00	\$ 37.88	\$ 462.12	7.58%
Custodial Supplies - Cleaning	5450	\$ 2,000.00	\$ 558.41	\$ 1,441.59	27.92%
Other supplies - Books	5580	\$ 75,000.00	\$ 25,190.64	\$ 49,809.36	33.59%

Other supplies - Magazines	5581	\$ 7,250.00	\$ 1,485.82	\$ 5,764.18	20.49%
Other Supplies - Misc.	5595	\$ 300.00	\$ 17.26	\$ 282.74	5.75%
Travel	5710	\$ 400.00	\$ -	\$ 400.00	0.00%
Dues	5730	\$ 250.00	\$ 150.00	\$ 100.00	60.00%
TOTAL EXPENSES		\$181,200.00	\$ 71,925.53	\$ 109,274.47	39.69%
	TOTAL	\$601,547.00	\$ 198,439.24	\$ 403,107.76	32.99%
		Start Balance	Expen. To date	Income to date	Account Bal
Revolving Fund	3534	\$ 9,620.56	\$ 5,958.10	\$ 4,199.77	\$ 7,862.23
Library Gifts & Donations	4849	\$ 12,238.64	\$ 3,248.98	\$ 2,773.96	\$ 11,763.62
Lib Incentive & MIG Grant	3402	\$ 37,795.07	\$ 24,149.28	\$ -	\$ 13,645.79
Teens & Tweens **** (FY 12)	3463	\$ 7,500.00	\$ 7,500.00	\$ -	\$ -
Teens & Tweens **** (FY 13)		\$ 7,500.00	\$ 7,500.26	\$ -	\$ (0.26)
****Goes by Federal FY(Oct-Sep)					