

Agenda
Library Board of Trustees
Jonathan Bourne Public Library – 2nd floor conference room
Thursday, October 25th 2012 at 5:00pm

Approval September 19th, 2012 Minutes

New Business

Presentation by Bourne Hospice:
Memorial garden on library property

Review Collection Development Policy

Review Library Card Policy

Trustee Worksheet

Updates

Director's Report
Personnel
Building & Grounds
Friends of the Library
Coffee station in 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 25th, 2012 Trustees Meeting at the Jonathan Bourne Public Library

Trustees Present:

Heather Dipaolo
Kiki Tura
Claudine Wrighter

Staff Present:

Patrick Marshall

Trustees Absent:

Joan Simpson
Stephanie Kelly
Diane Flynn

Guests: None

Heather DiPaolo called the meeting to order at 5:07 p.m. There being not enough members for a quorum, the meeting was an informational session only.

New Business:

The JBPL Materials Selection Policy Draft was distributed and discussed. Members absent will receive their copies via e-mail with copies in their folders at the library. Patrick went over the purpose and scope of the policy and why it was needed. Board members will review with a possible vote on the policy at their next meeting.

Heather asked about a library card policy for non-residents. This will be taken up at a future meeting.

Director's Report: Attached

In addition, Patrick reported:

- DPW will try to get back to work on the library gardens as time allows. They are swamped right now but will see what they can do.
- Demonstrated the new Google mapping that was done with the library.
- The Sheriff's Department will assist with the moving of materials from the Westwood library. Looks like November 5th is the day with a second date of November 8th if needed.

Budget: Attached

Children's Department Report: Attached

Friends of JBPL: Reminder that the annual meeting is to be held later this evening.

Coffee Station: Joan Simpson reported a break even status hopefully within the next month.

Pumpkin coffee has been added.

Next Meeting Date and Agenda:

Members will be polled to see if November 8th or 15th will work better for a date.

Future agenda items include:

- Goal setting
- Collection Development Policy
- Need to make sure Quorums can be reached at future meetings.

Adjournment:

The group disbanded at 5:55 p.m.

Respectfully submitted,

Patrick W. Marshall
For Stephanie Kelley

Director's Report
October 25, 2012 Board of Trustees Meeting
(Sept/Oct Activity)

- 9/24/12 – MLS Executive Board Meeting in Marlboro.
- 9/24/12 – Google Mapping of library completed.
- 10/5/12 – Trustee minutes posted on library website.
- 10/10/12 – CLAMS Membership Meeting
- 10/10/12 – Paranormal 101 program held at library
- 10/11-10/12/12 – Director away on vacation
- 10/15-10/16/12 – Director at New England Library Association Conference in Sturbridge.
- 10/18/12 – Ethics seminar program at Community Building attended with Barbara Berler – President of the Friends of JBPL Inc,
- 10/22/12 – MLS executive Board meeting in Whately

Upcoming:

- 10/25/12 – Friends Annual Meeting and Lecture
- 10/29/12 – Town Meeting
- 11/5/12 – Diane and Deb will be leading a group from the Sherriff's office to the Westwood Library to pick up furniture we are acquiring from there move. Any other work not completed will be done on November 8, 2012.
- 11/13/12-11/17/12 – Friends annual fall book sale and set up will take place this week.

We are excited about some new technology features at the library, if still figuring out how to use them most effectively. Google has completed the photos of the library and they are now live. Do a search on Google for Jonathan Bourne Public Library and you will see a "see inside" option for a 360 degree look of the interior of the library. Boopsie has come to CLAMS. This is the mobile App software that can be downloaded to your phone or tablet and allow for Mobile access to CLAMS. Finally, our website has added trustee minutes to the trustee page. Minutes are listed beginning January of 2012.

Shifting of the collection is completed (for the time being). New computer seats have been installed and two new computers have been added in the YA room. Once material from the Westwood Library is brought in, we will take a look at the organization of space within the library.

The DPW has removed trees from the front and back of the library allowing for better security camera coverage. This was also recommended by the police after the last break in. As time allows, they hope to be able to get back and spruce up the area.

Finally, the HR Director has begun work on a classification study of all town employees. Library Staff have been given preliminary forms to fill out and return to her by the end of the month.

Respectfully submitted,

Patrick W. Marshall

Budget Report
Jonathan Bourne Public Library
FY 13 (as of Oct 25,2012)

Account	Acct #	Start Balance	Expen. to date	End Balance	% Spent
Salaries - Dept Heads	5111	\$ 87,828.00	\$ 28,708.92	\$ 59,119.08	32.69%
Salaries - Supervisors	5112	\$185,712.00	\$ 53,982.89	\$ 131,729.11	29.07%
Salaries - Clerical/ Secretary	5113	\$122,022.00	\$ 40,828.29	\$ 81,193.71	33.46%
Salaries - Hourly Employees	5117	\$ 29,369.00	\$ 6,911.83	\$ 22,457.17	23.53%
Salaries - Longevity	5141	\$ 1,643.00	\$ -	\$ 1,643.00	0.00%
Salaries - Differential Pay	5142	\$ 1,800.00	\$ 600.00	\$ 1,200.00	33.33%
TOTAL SALARY		\$428,374.00	\$ 131,031.93	\$ 297,342.07	30.59%
Electricity	5211	\$ 17,250.00	\$ 3,259.08	\$ 13,990.92	18.89%
Heating Fuel	5212	\$ 12,000.00	\$ 97.73	\$ 11,902.27	0.81%
Non Energy - Water	5230	\$ 300.00	\$ 129.00	\$ 171.00	43.00%
R &M Miscellaneous	5240	\$ 8,000.00	\$ 961.03	\$ 7,038.97	12.01%
R &M Office Equipment	5245	\$ 500.00	\$ -	\$ 500.00	0.00%
R &M Machine Repair Contract	5246	\$ 6,700.00	\$ 4,027.90	\$ 2,672.10	60.12%
Rentals - Misc Equipment	5275	\$ 250.00	\$ -	\$ 250.00	0.00%
Services - Data Processing	5305	\$ 40,000.00	\$ 30,214.33	\$ 9,785.67	75.54%
Professional Development	5307	\$ -	\$ -	\$ -	#DIV/0!
Communications - Telephone	5340	\$ 900.00	\$ 220.71	\$ 679.29	24.52%
Postage	5341	\$ 1,200.00	\$ 540.00	\$ 660.00	45.00%
Printing	5342	\$ 1.00	\$ -	\$ 1.00	0.00%
Advertising	5343	\$ 1.00	\$ -	\$ 1.00	0.00%
Office Supplies - General	5420	\$ 900.00	\$ 54.08	\$ 845.92	6.01%
Office Supplies - Copy Machine	5421	\$ 700.00	\$ -	\$ 700.00	0.00%
Bldg/equip supplies-operational	5430	\$ 3,200.00	\$ 2,285.93	\$ 914.07	71.44%
Bldg/equip supplies- other	5435	\$ 350.00	\$ 293.98	\$ 56.02	83.99%
Custodial Supplies - Cleaning	5450	\$ 1,500.00	\$ 511.56	\$ 988.44	34.10%
Other supplies - Books	5580	\$ 70,300.00	\$ 23,002.93	\$ 47,297.07	32.72%

Other supplies - Magazines	5581	\$ 7,250.00	\$ 1,566.63	\$ 5,683.37	21.61%
Other Supplies - Misc.	5595	\$ 450.00	\$ 34.26	\$ 415.74	7.61%
Travel	5710	\$ 300.00	\$ -	\$ 300.00	0.00%
Dues	5730	\$ 250.00	\$ 50.00	\$ 200.00	20.00%
TOTAL EXPENSES		\$172,302.00	\$ 67,249.15	\$ 105,052.85	39.03%
	TOTAL	\$600,676.00	\$ 198,281.08	\$ 402,394.92	33.01%
		Start Balance	Expen. To date	Income to date	Account Bal
Revolving Fund	3534	\$ 6,404.48	\$ 671.89	\$ 5,263.35	\$ 10,995.94
Library Gifts & Donations	4849	\$ 7,464.75	\$ 2,041.60	\$ 2,488.07	\$ 7,911.22
Lib Incentive & MIG Grant	3402	\$ 41,865.18	\$ 15,020.16	\$ -	\$ 26,845.02
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)					

Children's Report
October 2012

- Fall story hours, playgroups and book clubs have been well attended. Our new movement and intergenerational groups at the Community Building were a little slow to start but have picked up in attendance.
- Our Teen Tuesday & Thursday Programs are well attended. Tuesday has had the best attendance, but overall the program is growing.
- We have closed out year one of our LSTA Teen/Tweens Grant, the second year funds have arrived! We look forward to continuing programming with this group!
- Upcoming events

October 31st @ 10am Annual Halloween Party with the Toe Jam Puppet Band

November 8th 5:30 – 730pm Library Card Night, with Special guests from the Companion Animal Program

November 12th @ 4:30pm An Afternoon at the Ballet, Turning Pointe Dance Studio will perform “the Sea Captain’s Nutcracker Ballet”, tickets are \$5.00 each.

November 13th – November 16th “Giving Trees” will start to arrive for our Caring Christmas Wonderland silent auction.

Terry Johnson
Children's Librarian

Jonathan Bourne Public Library

Materials Selection Policy

Policy Statement:

The library selects, acquires, and provides free and open access to appropriate materials regardless of format. As technology advances and the Bourne community changes and develops, the Jonathan Bourne Public Library will be both a physical resource and a “virtual” presence in the lives of each and every resident. The library strives to meet the current requirements of the community and to anticipate future needs.

Objectives of Selection:

A fundamental factor in the role of providing information is the selection of materials. The library recognizes the vital importance to every citizen of free and convenient access to the world of ideas, information and creative experience. The very nature of the demands made upon the collection requires that selection be inclusive rather than exclusive. For this reason the selection process must provide materials of every format which:

- Are designed to increase the individual’s ability to function effectively as a productive member of society through education and self-understanding.
- Are of a contemporary nature representing various points of view, which are of current interest and possible future significance, including materials which reflect current conditions, trends and controversies.
- Provide a wide spectrum of ideas, cultures and philosophies which expose patrons to the larger world community without prejudice.
- Are sources of materials and thoughtful interpretations which document and illuminate the past.
- To provide materials appropriate for all ages and reading levels to achieve full literacy and foster a lifelong love of reading.
- Provide a meaningful aesthetic experience, stimulate the imagination, and increase the individual’s potential for creativity.
- Extend the individual’s capacity to understand the world in which he lives. Entertain and enhance the individual’s enjoyment of life.

Responsibility for Selection:

Though the overall responsibility for the collection rests with the Library’s Board of Trustees, the responsibility for selecting and retaining library materials is delegated to the Library Director. The professional staff assists in the selection of materials who employ the criteria outlined in this policy.

Selection is to be based on principle rather than personal opinion, reason rather than prejudice, and judgment rather than censorship. It is the responsibility of the library to provide materials which will enable the citizen to form his/her own opinions.

Realizing that the librarians cannot be experts in all fields, material selection aids are used in combination with personal knowledge of materials and a thorough knowledge of the interest of users and the special interests of the community.

Scope of the Collection:

The Jonathan Bourne Public Library is a member of the Cape Libraries Automated Materials Sharing (CLAMS) Network, a non-profit, cooperative, association of libraries on Cape Cod, Martha’s Vineyard, and Nantucket that share resources through a computer network with terminals located in each member library. Use of a single CLAMS library card allows patrons to borrow books and other materials from all member libraries. The shared system gives library card holders access to over 1.5 million items, including books, magazines, and non-print resources. The library also makes strong use of the Statewide Virtual Catalog and Mediated Interlibrary Loan services provided with funds through the Massachusetts Board of Library Commissioners and the Massachusetts Library System, and will not needlessly duplicate services or materials. Every effort is made to locate and borrow from other libraries through these local and state services for those specialized materials that are beyond the scope of

the Jonathan Bourne Public Library Collection.

The Library's collection is predominantly targeted to an English speaking audience and includes books, large print books, periodicals and newspapers in print, microform, and electronic formats, paperback books, CD recordings of music and books, DVD's, downloadable eBooks, and audio books. The Jonathan Bourne Public Library also provides access to a variety of online and electronic resources. The Library will generally move the format of its collecting in the direction of the predominant technologies, making decisions to retain, but not necessarily add to, superseded formats only as space and demand allow.

Methods and Criteria for Selection

Libraries have the responsibility to be inclusive not exclusive in selection, and efforts are made to represent the widest possible diversity of views. Each type of material will be considered in terms of its own kind of excellence and for whom it is intended. There is no single standard that can be applied in all cases. Some materials may be judged primarily in terms of artistic merit, scholarship, or their value as human documents; others are selected to satisfy the recreational and entertainment needs of the Bourne Community.

- A. **Methods** – The library uses the criteria below in selecting materials for the Bourne community based on knowledge of the diverse needs of the entire community and the contents of the library's entire collection. No materials are excluded or removed from the library on the basis of race, nationality, sexual orientation, political, social, or religious beliefs. Materials are judged as entire works, not on isolated passages or sections. The Trustees, Library Director and staff of The Jonathan Bourne Public Library subscribe to the principles of intellectual freedom as stated in "Freedom to Read", "Freedom To View", and the "Library Bill Of Rights" and their interpretations issued by the American Library Association.

Gifts offered to the library are evaluated using the same criteria. Members of the library community may suggest books or other materials to be added to the library's collection.

Selectors use a number of sources including professional review journals, book lists, bibliographies, catalogs, announcements, websites, databases, gifts and public recommendations to select materials.

Because of limited resources, the relevance of the material to our collection is especially considered.

Material that receives positive reviews may not be purchased if it duplicates material already owned.

Materials that are too technical or so limited in scope so as to appeal to only a few of our patrons shall be passed over.

New titles are often available simultaneously in a variety of media formats, including print, large print, mass-market paperback, audio format and eBooks. Librarians will choose among these media formats taking into account such considerations as anticipated shelf life or long-term appeal, anticipated public demand, timeliness of the content, and the necessity of multiple copies.

The provision of textbooks and curriculum materials is generally held to be the responsibility of the schools. The library does not attempt to acquire textbooks or other curriculum-related materials except as such materials also serve the general public.

- B. **Criteria** - All library selection and acquisitions choices are made in terms of the following standards.
- a. Attention of critics, reviewers, media, and the public
 - b. Suitability of format for library use and content
 - c. Suitability of subject and style for the intended audience
 - d. Importance as a document of the times
 - e. Relation to the library's existing collection and other material available on subject
 - f. Authority, reputation, or qualifications of the author, artist, publisher, or producer
 - g. Organization and ease of use; clarity, accuracy, and logic of presentation
 - h. Cost and availability
 - i. Currency of information
 - j. Inclusion in standard bibliographies, webliographies, or indexes
 - k. Enhancement of existing library collection to reflect:
 - i. Importance of the title when compared with other works on the subject
 - ii. Importance of the subject matter or point of view to the collection
 - iii. Adequate retrospective and current subject coverage
 - iv. Adequate coverage when there is a scarcity of material published on the subject
 - l. Representation of an important movement, genre, trend, or national culture
 - m. Artistic presentation and experimentation

- n. Contemporary materials representing various points of view, which are of current interest and possible future significance, including materials that reflect current conditions, trends, and controversies
- o. Local Relevance

Collection Maintenance and Evaluation

Selection of materials for the library collection is an ongoing process which includes the removal of materials no longer appropriate; replacement of lost or worn materials that are still of value for informational or recreational needs; and/or the replacement of materials in a format more responsive to patron demand and expectation. Materials are regularly discarded from the library collections because they are out of date, so badly worn or damaged they cannot be rebound or mended, because it is cheaper to replace them, or because they are once-popular materials that are no longer used. Space, the cost of replacement, and the appearance of the collection are also factors in these decisions.

Reconsideration of Materials

If a member of the community should raise a question about the appropriateness of a particular item in the collection, library staff attempts to resolve the inquiry by a review of the criteria outlined within this Materials Selection Policy. If the individual is not satisfied with this first step response, the individual may then elect to submit a Request for Reconsideration form to the Library Director. (Available at the Circulation Desk)

The Library Director will consider each request in terms of the criteria outlined in this Materials Selection Policy, the principles of the ALA Library Bill Of Rights, the Challenged Materials interpretation of the Library Bill Of Rights, printed reviews, and other appropriate sources. The Library Director provides a timely, considered response to every request for reconsideration. Appeal of the Director's decision may be made, in writing, to the Jonathan Bourne Public Library Board of Trustees. The final responsibility for materials reconsideration resides with the Board of Trustees. No item is to be removed or restricted because of a complaint except in accordance with this procedure.

Related American Library Association (ALA) Documents

Freedom to Read (ALA)

www.ala.org/ala/aboutala/offices/oif/statementspols/frstatement/freedomreadstatement.cfm

Library Bill of Rights (ALA) www.ala.org/ala/issuesadvocacy/intfreedom/librarybill/index.cfm

Diversity in Collection Development (ALA) www.ala.org/Template.cfm?Section=interpretations&Template=/ContentManagement/ContentDisplay.cfm&cContentID=8530

Free Access to Libraries for Minors (ALA)

www.ala.org/Template.cfm?Section=interpretations&Template=/ContentManagement/ContentDisplay.cfm&ContentID=8639

Freedom to View (ALA) www.ala.org/ala/mgrps/rt/vrt/professionalresources/virtresources/freedomtoview.cfm

Labels and Rating Systems (ALA)

www.ala.org/Template.cfm?Section=interpretations&Template=/ContentManagement/ContentDisplay.cfm&ContentID=76533

Evaluating Library Collections (ALA)

www.ala.org/Template.cfm?Section=interpretations&Template=/ContentManagement/ContentDisplay.cfm&ContentID=76533

Challenged Materials (ALA)

www.ala.org/Template.cfm?Section=Interpretations&Template=/ContentManagement/ContentDisplay.cfm&ContentID=31881

Approved by the JBPL Board of Trustees _____ November 29, 2012 _____