

Agenda
Board of Library Trustees
Jonathan Bourne Public Library
19 Sandwich Road, Bourne MA

August 9, 2016 5:15 pm
Library Meeting Room

Call to Order

New Business:

1. **ACTION ITEM** - Approval of minutes to the June 14, 2016 meeting minutes
2. **ACTION ITEM** - Restructure Board
3. Discussion of cupola work
4. Discussion of FY 18 Budget preliminary discussion
5. Discussion of ARIS and State Certification Reports

Old Business

1. Director's Evaluation
2. Director's Report
3. Personnel
4. Building and Grounds

Next Meeting

Set future agenda items
Set date

Adjournment

Kathryn Tura
JBPL Trustee Chair

TRUSTEES OF THE JONATHAN BOURNE PUBLIC LIBRARY

19 Sandwich Road
Bourne, MA 02532

Minutes of the August 9, 2016 Trustees Meeting
Jonathan Bourne Public Library

Trustees Present

Stephanie Kelly
Kristine Maginnis
Paul Gately
Karl Spilhaus
Lorraine Young
Kathryn Tura

Staff Present

Patrick Marshall

Call to Order: Meeting was called to order at 5:18 pm.

New Business: Approval of minutes to the June 14, 2016 meeting. K. Tura moved to accept the minutes of the June 14, 2016 meeting as presented. P. Gately seconded and the motion was carried by unanimous vote.

Board Restructure: K. Tura asked S. Kelly if she would like to move into the Chairperson position due to her number of years of service on the board. S. Kelly said she would accept the nomination. K. Spilhaus accepted nomination for the vice chairperson and K. Maginnis accepted nomination to secretary. K. Tura moved to restructure board as stated above and P. Gately seconded the motion and it was carried by unanimous vote.

Discussion of Cupola Work: P. Marshall informed the board that the contract to do the repair work on the cupola was awarded to the same company that has previously worked on town hall, Cape Cod Builders. He stated that their plan now was not to take the cupola off for repairs, but to install a solid permanent roof underneath it. A discussion followed on the leaking that has previously taken place through the cupola, and the Board's lack of technical knowledge regarding roofing and construction. P. Gately stated he found this "discouraging". A short discussion followed and the Board decided to send a letter to the town administrator and board of selectmen asking for an update on repairs and painting past due at the library utilizing previously granted CPC funds.

Discussion of FY18 preliminary Budget: P. Marshall stated town departments were asked to look at what they need to keep the current level of services in effect for FY18.

Discussion of ARIS and State Certification Report: P. Marshall stated while working on these reports he has found that library circulation was down to 139,000 items from 152,000 in FY15. He suspects that the reduction in operating hours for part of the year, as well as budget cuts which made purchase of materials later than usual, may have both played a big role in this statistic. As the FY17 book materials budget has been reduced to \$59,500 from \$75,000 in FY16, P. Marshall stated he would be asking the staff to think about how to better analyze materials purchase and consider what items could be used on multiple platforms in order to expand usage.

Old Business- Director's Evaluation : P. Marshall stated he has been library Director for the Town of Bourne for ten years now and has never been formally evaluated. He said he would endeavor to find the actual job description he was hired by and give it to the Board. K. Tura asked P. Marshall to review the Hatfield, MA sample evaluation form the board agreed to utilize last month and eliminate anything that he felt did not apply here.

Director's Report: P. Marshall reported summer concert and author talk attendance are both up. The Bourne Food Pantry sent a thank you for donations collected at the concerts. Consumer Reports online was added to electronic offerings. The Mystic Aquarium and Kennedy Institute were added to the museum pass offerings. The rental book program is working well and making money.

Personnel: D. Ranney and T. Johnson will be taking vacation during August so P. Marshall will be covering the front desk at intervals since staffing levels are limited.

Buildings and Grounds: P. Marshall reported that a gardener patron at a summer concert approached him to inform him that invasive barberry was present in the flagpole gardens and asked his permission to pull it up that evening.

Next Meeting- Scheduled for September 6, 2016 at 5:15 pm. Future agenda items to be discussed are cupola work, director's evaluation, Friends of JBPL update and sending a thank you to the front flower pot volunteer.

Adjournment- K. Spilhaus moved to adjourn the meeting. The motion was seconded by L. Young and carried by unanimous vote and the meeting was adjourned at 6:35 pm.

Respectfully submitted,
Kristine Maginnis

Director's Report
August 9, 2016
(June - August Activity)

- 6/20/16 – Attend Massachusetts Library System Personnel and Monthly Board Meeting in Marlboro.
- 6/24/16 – Staff move series and television show videos for space reasons.
- 6/29/16 – Meet with Facilities Director Jon Nelson. Jon is leaving the Town of Bourne employ so this was an attempt to get caught up on library items.
- 7/6/16 – First Concert on the Lawn – Twangtown Paramours – 49 people attended.
- 7/28/16 – Town Department Head meeting – Beginning discussions on FY 18 budget. Selectmen are looking for what each department needs to keep moving forward.
- 7/28/16 – Consumer Reports Online is added to the online collection. Access available from in the library and outside.
- 8/5/16 – Information Librarian B Meneses has created a charging station for the public.

Summer has arrived in full force and, fortunately, not a lot to report. Library staff are just busy.

A. Concerts have been well attended. Numbers are up over last year and all five were able to be held outside. Aine Minogue had 67 people attending and Robert Dunlap had 70. The other three concerts each had 45 to 49 attendees (which was about the high point for last year). Diane Ranney is reporting that the numbers for the author talks have also been up over last year.

B. Children's summer program is going along well. Numbers are down on the family night (Thursday) programs but it is speculated that this is due to the fact that all but one (so far) have had to be inside and the start time was at 6:30 p.m. and not 7:00 p.m. as in years past. Times were set before funding was restored to the library and the library closed at 7:00 p.m. Numbers for the story hours and smaller programs have been up.

C. Working on the ARIS state reports. Circulation was down a lot last year. We circulated roughly 139,000 items vs. 152,000 items in FY 15. I can only suspect that our reduction in hours for much of the year, along with our reduced and/or confused knowledge of what our final budget would be played a big part in this. I believe that Wareham's continued decertification also plays a big part in this too as their residents are unable to check out materials.

D. We are excited to add Consumer Reports Online to our electronic offerings. We have also added Mystic Aquarium and the Kennedy Institute to our museum pass list. These passes were free for the library to acquire.

UPCOMING

A. Diane and Terry will be taking vacation at the end of August so a lot of time will be spent on the desk. Staffing is still pretty short for our library.

Respectfully submitted,
Patrick W. Marshall