

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

February 23, 2017
5:15 p.m.
Library Meeting Room

Call to Order

- Is meeting being recorded?
- Is there correspondence to be presented?

New Business

- ACTION ITEM – Approval of minutes of the January 10, 2017 meeting

Old Business

- Director's Report
- Budget
- Personnel
- Building and Grounds
 - a. Update on Exterior Projects
 - b. Update on Landscaping Project
- Friends of the Library Update
- Discussion to finalize Library Director performance review

New Business

- Changes to Open Meeting Law
- Pajama Drive

Next Meeting

- Set Future Agenda Items
- Set Date and Time for March Meeting

Adjournment

Respectfully submitted:

Stephanie Kelly

TRUSTEES OF THE JONATHAN BOURNE PUBLIC LIBRARY
19 Sandwich Road
Bourne, MA 02532
Minutes of the February 23, 2017 Trustees Meeting
Jonathan Bourne Public Library

Trustees Present

Stephanie Kelly
Kristine Maginnis
Paul Gately
Kathryn Tura
Lorraine Young
Karl Spilhaus (arrived 5:53pm)

Staff-Absent

Patrick Marshall

Call to Order: Meeting was called to order at 5:25 pm by Board Chair S. Kelly. The Chair asked “Is this meeting being recorded?” and all responded “No”. The Chair then asked if there was any correspondence to be presented and herself shared two letters; one a thank you from Children’s Librarian, Terry Johnson, for the Trustees’ donation in memory of June Small, and one a note from Congressman Bill Keating, regarding the tree lighting ceremony and an address correction.

New Business: Action Item-Approval of minutes of the January 10, 2017 meeting. K. Tura moved to accept the minutes as presented. L. Young seconded and the motion was carried by unanimous vote.

Old Business:

Directors Report: See attached. S. Kelly noted P. Marshall stated the library would be going before the Finance Committee on 3/20/2017 to discuss the FY18 Budget and encouraged Board members to attend.

Budget: See attached. K. Maginnis questioned the Magazines line 5581, and L. Young questioned the Longevity line 5141. As P. Marshall was not in attendance to respond, these questions will be added to the next month’s agenda.

Personnel: None

Buildings and Grounds:

- a. Update on Exterior Projects: P. Gately asked if CPC funds previously set aside for the project were still going to be enough since work has been delayed. P. Gately made a motion to vote on having the Chair formulate a letter asking the Town Administrator for a status update. K. Tura seconded the motion and it was carried by unanimous vote.

b. Update on Landscaping Project: - See below in Friends of the Library Update.
Friends of the Library Update: L. Young informed the Board of the positive reaction the Friends had to the UCT students' Landscaping plan at their last meeting. A discussion followed on questions raised including irrigation, a plaque in recognition of UCT work, and June Small's contribution of a new tree. L. Young also reported the Friends were planning a bazaar for 8/26/17 with food trucks and other vendors.

Discussion to finalize Library Director performance review: All Trustees reviewed the ratings and comments compiled by Chair, S. Kelly. A discussion followed to review the performance evaluation document.

New Business: Changes to Open Meeting Law- K. Maginnis stated she attended the 1/25/17 seminar with L. Young and P. Marshall regarding the new state law and how it would affect town Department heads.

Agenda Items for next meeting- Budget line items questions for P. Marshall and Update on Landscaping Project.

Next Meeting- Scheduled for March 14, 2017 at 5:15 pm.

Adjournment- K. Maginnis motioned to adjourn the meeting at 7:10 pm. The motion was seconded by K. Tura and carried by unanimous vote.

Respectfully submitted,
Kristine Maginnis

Director's Report
February 16, 2017
(January - February Activity)

- 1/3/17 – CLAMS Executive Director search committee meeting.
- 1/5/17 – Town department head meeting.
- 1/7/17 – Library closed for snow.
- 1/9/17 – MLS Executive Board meeting and workshop.
- 1/11/17 – CLAMS Executive Board and Director search meetings.
- 1/16/17 – New flagpole installed. Needed to go lower on hill in order to be installed properly. Installer wanted to be sure that the pole was deep enough in the ground.
- 1/19/17 – Mass Library Association Membership Committee Meeting.
- 1/23/17 – Friends of the JBPL Meeting
- 1/25/17 – Town public records law seminar.
- 1/26/17 – Boiler inspection completed.
- Summer concerts booked. Four of the six scheduled.
- January orders completed. (Books, audios, eBooks, DVDs, rentals.)
- 2/1-2/2/17 – CLAMS Executive Director Search committee first round of interviews.
- 2/7/17 – Attend Selectmen meeting in support of their declaration of February as pajama month in Bourne.
- 2/8/17 – Attend CLAMS Board meeting and final round of Executive Director preliminary interviews.
- 2/9/17 – Library and town offices closed for blizzard.
- 2/13/17 – Online meeting for MLS monthly executive board.
- February orders completed.
- 2/21 – 2/28/17 – Director away on vacation.

February has arrived and the library is awash in pajamas. The annual Cradles to Crayons/Boston Bruins pajama drive is in full swing. This year we have a number of activities going on in an effort to collect the most PJs. We are doing PJs for fines where patrons are able to pay off their fines with donations of PJs. We have also been provided with a donation of an hour of ice time at Gallo Ice Arena that is being raffled off as well as bowling time at Ryan's Family Amusement on Friday, February 24th where donations of PJs will allow participants unlimited bowling in the morning. We also have some other great raffle prizes and our usual programs of PJ Dance Party with DJ Ooch (with an appearance from Bruin's mascot Blades) and a Toe Jam Puppet Band program in March. This year's bet between Sandwich and Bourne will have losing library director sitting in a dunk tank at a joint children's program this summer. Drive ends March 15th.

Beginning in March, Assistant Director D. Ranney will be taking roughly a month and a half off for medical leave. The library will be a bit short-handed during this time.

The library will be going before the Finance Committee to discuss FY 18 budget on March 20th at 7:00 p.m. Members of the Board are encouraged to attend to show support for the library as we prepare for next year.

D. Ranney has been busy weeding out the fiction collection of outdated, unused, and "musty (materials in bad shape)" materials. This is creating some room on the shelves and, in the long run, will make materials easier to find. I am hoping to begin the non-fiction this spring.

Respectfully submitted,

Patrick W. Marshall

Budget Report
Jonathan Bourne Public Library
FY 17 February 15, 2017

Account	Acct #	Start Balance	Expen. to date	End Balance	% Spent
Salaries - Dept Heads	5111	\$ 105,788.00	\$ 67,285.11	\$ 38,502.89	63.60%
Salaries - Supervisors	5112	\$ 190,826.00	\$ 122,507.38	\$ 68,318.62	64.20%
Salaries - Clerical/ Secretary	5113	\$ 131,500.00	\$ 87,600.22	\$ 43,899.78	66.62%
Salaries - Hourly Employees	5117	\$ 25,500.00	\$ 14,656.80	\$ 10,843.20	57.48%
Salaries - Longevity	5141	\$ 1,684.00	\$ 2,440.50	\$ (756.50)	144.92%
Salaries - Differential Pay	5142	\$ 1,400.00	\$ 1,188.00	\$ 212.00	84.86%
TOTAL SALARY		\$ 456,698.00	\$ 295,678.01	\$ 161,019.99	64.74%
Heating Fuel	5212	\$ 8,000.00	\$ 2,708.46	\$ 5,291.54	33.86%
Non Energy - Water	5230	\$ 350.00	\$ 208.00	\$ 142.00	59.43%
R &M Miscellaneous	5240	\$ 6,000.00	\$ 2,214.00	\$ 3,786.00	36.90%
R &M Office Equipment	5245	\$ 500.00	\$ 390.00	\$ 110.00	78.00%
R &M Machine Repair Contract	5246	\$ 6,200.00	\$ 4,042.50	\$ 2,157.50	65.20%
Rentals - Misc Equipment	5275	\$ 250.00	\$ -	\$ 250.00	0.00%
Services - Data Processing	5305	\$ 45,000.00	\$ 37,470.45	\$ 7,529.55	83.27%
Communications - Telephone	5340	\$ 850.00	\$ 483.74	\$ 366.26	56.91%
Postage	5341	\$ 500.00	\$ -	\$ 500.00	0.00%
Office Supplies - General	5420	\$ 900.00	\$ 725.27	\$ 174.73	80.59%
Office Supplies - Copy Machine	5421	\$ 500.00	\$ 207.00	\$ 293.00	41.40%
Bldg/equip supplies-operational	5430	\$ 4,250.00	\$ 1,382.17	\$ 2,867.83	32.52%
Bldg/equip supplies- other	5435	\$ 400.00	\$ 401.71	\$ (1.71)	100.43%
Custodial Supplies - Cleaning	5450	\$ 2,000.00	\$ 1,382.75	\$ 617.25	69.14%
Other supplies - Books (1)	5580	\$ 78,000.00	\$ 48,950.73	\$ 29,049.27	62.76%
Other supplies - Magazines	5581	\$ 7,500.00	\$ 5,401.60	\$ 2,098.40	72.02%
Other Supplies - Misc.	5595	\$ 350.00	\$ 79.25	\$ 270.75	22.64%
Travel	5710	\$ 200.00	\$ 28.50	\$ 171.50	14.25%
Dues	5730	\$ 250.00	\$ 210.00	\$ 40.00	84.00%
TOTAL EXPENSES		\$ 162,000.00	\$ 106,286.13	\$ 55,713.87	65.61%
	TOTAL	\$ 618,698.00	\$ 401,964.14	\$ 216,733.86	64.97%
		Start Balance	Expen. To date	Income to date	Account Bal
Revolving Fund	3534	\$ 11,856.76	\$ 8,363.14	\$ 7,249.23	\$ 10,742.85
Library Gifts & Donations	4849	\$ 17,441.82	\$ 7,860.74	\$ 7,380.04	\$ 16,961.12

Lib Incentive & MIG Grant	3402	\$ 38,130.57	\$ 10,120.00	\$ 10,559.82	\$ 38,570.39
Accounts Removed from prior Fiscal Years	5211 Electricity 5342 Printing	5307 Prof Development 5343 Advertising			

(1) Reflects \$18,500 deposited in line item from TM on 10/17/16. Orig amnt. \$59,500