

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

**January 10, 2017**  
**5:15 p.m.**  
**Library Meeting Room**

Call to Order

New Business

- ACTION ITEM – Approval of minutes of the November 15, 2016 meeting

Old Business

- Director's Report
- Budget
- Personnel
- Building and Grounds
  - UCT Update
- Library Director Evaluation Form

New Business

- Friends of the Library – Protocol for Acknowledging Death of Member of JBPL Friends
- Preservation Assessment Grant

Next Meeting

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

Adjournment

Respectfully submitted:

*Stephanie Kelly*  
JBPL Trustee Chair

TRUSTEES OF THE JONATHAN BOURNE PUBLIC LIBRARY  
19 Sandwich Road  
Bourne, MA 02532  
Minutes of the January 10, 2017 Trustees Meeting  
Jonathan Bourne Public Library

Trustees Present

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

Staff Present

Patrick Marshall

Guests Present

Nolan LeRoy  
Keith Boyle  
Fiona McAfee  
Morgan Curran  
Hunter Gonsalves  
Dimitri Bautista  
Lubelia Bautista

Call to Order: Meeting was called to order at 5:15 pm by Board Chair Stephanie Kelly. The meeting was opened with a thirty-five minute presentation by members of the Upper Cape Cod Regional Technical School Horticulture Department which presented two landscape plans for the front of the library (see attached). The high school juniors had previously visited the library and been tasked to generate ideas on new plantings and the costs associated with such. The students gave an excellent power point presentation of their work with colorful slides of plant species and information on their seasonal colors and year round foliage. They explained two existing magnolias and dogwoods were healthy and could be retained, and new low maintenance species could be added. Students and staff answered questions from board members and S. Kelly thanked them for their efforts and stated the board would be in touch. After the guests exited, the board held a discussion regarding the plans and what the next steps should be. All were enthusiastic about the project and agreed that the UCT presentation should be shared with the Friends of the JBPL and the Trustees should ask them if they would like to contribute to the project.

New Business: Action Item-Approval of minutes of the November 15, 2016 meeting. K. Tura moved to accept the minutes as presented. K. Spilhaus seconded and the motion was carried by unanimous vote.

Old Business:

Directors Report: See attached. P. Marshall announced the 10<sup>th</sup> annual Cradles to Crayons/Boston Bruins pajama drive which the JBPL has participated in the past eight years. He stated the Sandwich and Bourne libraries again would have a

friendly wager going on to see which can collect the most PJ's. He asked the Board for any input on how to be the top public library collector in the state again.

Budget: P. Marshall put in a request for a full time Circulation Assistant position in his initial budget request to the town, the goal of which is to get department head(s) off working the front desk.

Personnel: No issues to discuss.

Buildings and Grounds: See above UCT presentation.

New Business: Friends of the Library- The board was saddened to learn of the passing of our friend, Ms. June Small. The trustees and director discussed if there was any protocol for acknowledging the death of and honoring the work of a member of the JBPL Friends. L. Young stated that Ms. Small's wish was that any donations in her memory should be given to the JBPL children's room. The trustees all agreed to donate personal funds in her memory to the Beacon of Support fund for the children's room.

P. Marshall informed trustees that the Board of Library Commissioners would be coming in to work on the Preservation Assessment Grant with the Bourne historical society and the town archives. Also he announced the CLAMS Legislative Breakfast would occur on 2/10/17 at the new Eastham library and encouraged trustees and friends to attend in order to inform state legislatures of issues important to the library such as the loss of statewide databases and losing Saturday delivery of CLAMS materials.

Agenda Items for next meeting- Landscaping Project and Executive session for Library Director Review.

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

Adjournment- P. Gately moved to adjourn the regular meeting at 6:55 pm. The motion was seconded by K. Tura and carried by unanimous vote.

Respectfully submitted,  
Kristine Maginnis

## Director's Report

January 10, 2017

### (November - December Activity)

- 11/19/16 – Weathervane put back atop the library. Cupola work is completed.
- November Overdrive, DVD, Rental and other material orders completed.
- Have finally written up statistic sheet showing how to get database usage. Will be better able to see how customers are using our databases and which ones we should discard.
- 12/2/16 – Christmas in Olde Bourne Village.
- 12/5/16 – Aine Minogue Concert – 63 people attended.
- 12/5/16 – Meet with Town Administrator regarding FY 18 budget. Am not looking at any reductions or major changes to the budget at this time.
- 12/6/16 – Electrician in to fix outside lights and improves lighting in conference room.
- 12/15-12/19/16 – Director away on vacation
- 12/16/16 – Electrician in to fix outside sockets. Tree keeps going out.
- 12/31/16 – Noon Year's Eve party – very successful for first year with around 60 people attending.

As expected, holiday time period is fairly quiet at the library. Programs seemed to be well received and some special projects were started. D Ranney is weeding the fiction collection, removing items that are no longer being used, in bad shape or are just not needed anymore in the collection. Budget planning for FY 18 has begun but, as mentioned earlier, nothing major is taking shape at this early stage.

February 1<sup>st</sup> marks the start of the 10<sup>th</sup> annual Cradles to Crayons/Boston Bruins pajama drive. Bourne has participated the past eight years with the past two years being challenged by the Sandwich Public Library to see who can bring in the most new PJ's for children in need. We have been the top public library collector in the State for the past two years and we hope to continue that trend this year. We are trying to make this a community wide event this year and would like your assistance in helping us to do this. Any ideas, suggestions or other would be appreciated. Once again, the Sandwich and Bourne staff will have a friendly side wager going on to see who is top dog along the Canal.

Respectfully submitted,

Patrick W. Marshall

Budget Report  
Jonathan Bourne Public Library  
FY 17 January 5, 2017

Account	Acct #	Start Balance	Expen. to date	End Balance	% Spent
Salaries - Dept Heads	5111	\$ 105,788.00	\$ 55,125.15	\$ 50,662.85	52.11%
Salaries - Supervisors	5112	\$ 190,826.00	\$ 100,367.50	\$ 90,458.50	52.60%
Salaries - Clerical/ Secretary	5113	\$ 131,500.00	\$ 71,928.88	\$ 59,571.12	54.70%
Salaries - Hourly Employees	5117	\$ 25,500.00	\$ 12,007.98	\$ 13,492.02	47.09%
Salaries - Longevity	5141	\$ 1,684.00	\$ 2,440.50	\$ (756.50)	144.92%
Salaries - Differential Pay	5142	\$ 1,400.00	\$ 948.00	\$ 452.00	67.71%
<b>TOTAL SALARY</b>		\$ 456,698.00	\$ 242,818.01	\$ 213,879.99	53.17%
Heating Fuel	5212	\$ 8,000.00	\$ 514.68	\$ 7,485.32	6.43%
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	\$ 2,695.00	\$ 3,505.00	43.47%
Rentals - Misc Equipment	5275	\$ 250.00	\$ -	\$ 250.00	0.00%
Services - Data Processing	5305	\$ 45,000.00	\$ 35,454.82	\$ 9,545.18	78.79%
Communications - Telephone	5340	\$ 850.00	\$ 346.09	\$ 503.91	40.72%
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	\$ 88.00	\$ 412.00	17.60%
Bldg/equip supplies-operational	5430	\$ 4,250.00	\$ 1,140.07	\$ 3,109.93	26.83%
Bldg/equip supplies- other	5435	\$ 400.00	\$ 401.71	\$ (1.71)	100.43%
Custodial Supplies - Cleaning	5450	\$ 2,000.00	\$ 844.62	\$ 1,155.38	42.23%
Other supplies - Books (1)	5580	\$ 78,000.00	\$ 40,672.40	\$ 37,327.60	52.14%
Other supplies - Magazines	5581	\$ 7,500.00	\$ 5,189.85	\$ 2,310.15	69.20%
Other Supplies - Misc.	5595	\$ 350.00	\$ 79.25	\$ 270.75	22.64%
Travel	5710	\$ 200.00	\$ -	\$ 200.00	0.00%
Dues	5730	\$ 250.00	\$ 100.00	\$ 150.00	40.00%
<b>TOTAL EXPENSES</b>		\$ 162,000.00	\$ 91,063.76	\$ 70,936.24	56.21%
	<b>TOTAL</b>	\$ 618,698.00	\$ 333,881.77	\$ 284,816.23	53.97%
		Start Balance	Expen. To date	Income to date	Account Bal
Revolving Fund	3534	\$ 11,856.76	\$ 8,363.14	\$ 6,119.55	\$ 9,613.17
Library Gifts & Donations	4849	\$ 17,441.82	\$ 7,846.19	\$ 4,533.89	\$ 14,129.52

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**

## Jonathan Bourne Public Library Library Director Evaluation

### Definition of Rating Terms:

- 5: Outstanding:** The Director's performance is exceptional in comparison to expectations.
- 4: Highly Effective:** The Director always meets and frequently exceeds performance.
- 3: Effective:** The Director consistently meets performance expectations and performs in a professional and competent manner.
- 2: Needs Improvement:** The Director meets only minimally acceptable levels of performance; the Director requires extra direction from the Library Trustees.
- 1: Unacceptable/Needs Substantial Improvement:** The Director does not meet performance expectations, even at a minimally acceptable level; the Director requires significant extra direction and/or constant supervision from the Library Trustees. Need for immediate and significant improvement.
- 0: N/A:** Not applicable to this situation.

Preparing and Managing the Budget	
Task	Rating
Necessary work is completed in a timely manner to present to the Board.	
The budget covers all necessary expenses.	
Funds are effectively allocated.	
Mid-course corrections are minimized.	
ARIS and State Aid reports are accurate and complete and submitted to the MBLC in a timely manner.	
Other funding sources are explored and applied for as appropriate.	

Comments: \_\_\_\_\_  
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Managing the Staff	
Task	Rating
Positive management/staff relations are maintained.	
Fair and equitable policies are proposed for board adoption and then fairly administered.	
Director addresses staff issues, questions, and recommendations, in a timely manner and in accordance with union requirements.	

Comments: \_\_\_\_\_  
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<b>Professional Awareness</b>	
<b>Task</b>	<b>Rating</b>
Innovative methods of service delivery and technical processes are studied systematically.	
Innovations are implemented only after they fit the needs of the institution and are proven to be cost effective.	
The Director maintains an adequate knowledge of current library science practices.	
Staff members are encouraged to maintain an awareness of technological advances in the profession.	

Comments: \_\_\_\_\_  
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<b>Collection Development</b>	
<b>Task</b>	<b>Rating</b>
Collection development policy is up-to-date.	
Selection and weeding are policies systematically implemented.	
Director determines user needs/wants and translates these into appropriate acquisitions and services.	
Selection criteria have been established to enable the library to react systematically to changes in the budget.	
The collection is current and reflects present community needs and interests.	

Comments: \_\_\_\_\_  
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<b>Implementation of Board Decisions</b>	
<b>Task</b>	<b>Rating</b>
Board decisions are implemented on a timely basis.	
Director displays initiative.	
Director is objective in making the necessary decisions.	
Director is consistent in decisions that affect the staff and/or public.	
Director sets an example for the staff through professional conduct, high principles, and a business-like approach.	

Comments: \_\_\_\_\_  
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<b>Use of the Library</b>	
<b>Task</b>	<b>Rating</b>
Director effectively communicates library services to the public.	
A proper and realistic balance is maintained between promotion of services and budget constraints.	
Circulation trends and in-house use are adequately analyzed.	
Information about new services are effectively communicated to the public.	

Comments: \_\_\_\_\_  
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<b>Development of Staff</b>	
<b>Task</b>	<b>Rating</b>
All staff members are encouraged to develop professionally, and are assisted in the pursuit of career goals.	
Director adequately justifies the need for staff development funds, actively campaigns for such funds, and adequately accounts for the use of such funds.	
Cross-training is utilized to provide adequate service to the public.	

Comments: \_\_\_\_\_  
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<b>Utilization of Staff</b>	
<b>Task</b>	<b>Rating</b>
Staff understand the duties and tasks as designated in the job description for their position.	
Peak service hours have been identified and staff deployed accordingly.	
Functions are analyzed periodically with the objective of combining, eliminating and/or creating new positions.	

Comments: \_\_\_\_\_  
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<b>Community Development</b>	
<b>Task</b>	<b>Rating</b>
Director is active in the community.	
Director is accessible to library patrons.	
Director is able to provide information on and explanation of the library's budget to the community, especially during budget preparation and deliberation periods that occur during the fiscal year.	

Comments: \_\_\_\_\_  
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<b>Activity in Professional Organizations</b>	
<b>Task</b>	<b>Rating</b>
Director participates and holds office in professional organizations as appropriate.	

Comments: \_\_\_\_\_  
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<b>Policy Recommendations to Board</b>	
<b>Task</b>	<b>Rating</b>
Director researches policy recommendations prior to presentation to the board.	
Policy recommendations are necessary and appropriate to the efficient operation of the library.	
Trustees are informed of new developments and important news reported in library correspondence and literature to provide them with the necessary background to make informed policy decisions.	

Comments: \_\_\_\_\_  
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<b>Friends of the Library</b>	
<b>Task</b>	<b>Rating</b>
Director promotes the maintenance of a Friends group.	
Director provides support to the Friends organization.	
Director delineates and/or helps define the role of the Friends group.	
Friends group has explanation of its role in relationship to the role of the Board.	

Comments: \_\_\_\_\_  
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<b>Maintenance and Construction of Physical Plant</b>	
<b>Task</b>	<b>Rating</b>
Building and grounds are adequately maintained within the imposed budgetary constraints.	
Using long range planning, Director provides information on the need for new and/or remodeled facilities.	

Comments: \_\_\_\_\_  
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<b>Establishing Priorities</b>	
<b>Task</b>	<b>Rating</b>
Director's recommended priorities are in concert with the library's plan as defined by the board.	
Priorities appropriately reflect community needs.	
Priorities reflect advanced planning.	
Director's accomplishments reflect and relate to the short and long range plans.	
Plans are updated on a continuous basis to reflect changing circumstances.	
Director provides information to the board on the implementation and revision of short and long term planning.	

Comments: \_\_\_\_\_  
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**Approved by the Board of Trustees on \_\_\_\_\_.**

**Stephanie Kelly, Chair**