

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

October 18, 2016
5:15 p.m.
Library Meeting Room

Call to Order

New Business

1. ACTION ITEM – Approval of minutes of the September 6, 2016 meeting
2. Library Certification and Budget Shortfall

Old Business

1. Director's Report
2. Budget
3. Personnel
4. Building and Grounds
 - a. Cupola Project Update
5. Update on Friends of the Library

New Business

1. UCT Update
2. Proposed New Regulations for Public Records

Next Meeting

1. Set Future Agenda Items
2. Set Date and Time for November Meeting

Adjournment

Stephanie Kelly
JBPL Trustee Chair

TRUSTEES OF THE JONATHAN BOURNE PUBLIC LIBRARY

19 Sandwich Road

Bourne, MA 02532

Minutes of the October 18, 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 5:21 pm.

New Business: Approval of minutes to the September 6, 2016 meeting. P.

Marshall noted two changes to the minutes as presented. In the discussion of the budget shortfall he noted that the board was not to reconvene after special town meeting and in the Friends' update he noted the book sale was put on the meeting room calendar. P. Gately moved to accept the revised minutes of the September 6, 2016 meeting. L. Young seconded and the motion was carried by unanimous vote.

Library Certification and Budget Shortfall: P. Marshall notified the board that the article request including \$18,500 additional funds to be transferred into the library budget passed at the special town meeting on Oct. 17, 2016.

Old Business:

Directors Report: See attached. P. Marshall reported that a car hit the flagpole, knocking it down, when the library was not open. The DPW inspected it and determined it is cracked and must be replaced. L. Young asked what the plan of action is to be. P. Marshall stated the DPW should be replacing the pole and billing the driver. P. Marshall also noted the cupola was replaced on top of the building and work was continuing. P. Marshall announced that he, S. Kelly and L. Young met with members of the Upper Cape Tech. School Horticulture Department to discuss plans for redoing the gardens and property in front of the building. UCT would make up a tiered plan of design options to hopefully present to the board in November or December. The students were noted to be very excited about the project. P. Marshall also informed the board of a Town Wide Preservation Assessment and Collection Identification grant sponsored by the MBLC with the goal of devising a plan for digitizing and protecting archives. This would be an interdepartmental effort with the historical society. P. Marshall also noted positive feedback from the SHINE program. Their meeting times are filled

and they are glad to have a spot here at the library in order to meet with clients on the south side of the canal.

Personnel: P. Marshall noted a complimentary letter towards B. Meneses and staff was received from a group using the meeting room.

Buildings and Grounds: See above notes in Director's report. Board chair S. Kelly sent a note of thanks to Boy Scout Troop 44 for cleaning the front gardens in September.

Update on Friends of the Library: L. Young reported that the Book Sale was successful. She noted the Friends' voted to change the lifetime membership fee to \$100. On October 24th their annual meeting would be held at the library including a light lunch. They are busy preparing for the holiday tea scheduled for Dec. 1st. An atlas was generously purchased by the Friends' for use by library patrons.

New Business : S. Kelly will contact the electrician to check on the tree lights before the Dec. 2nd Christmas in Old Bourne Village event. The Friends' group will coordinate the school band and chorus participation.

Next Meeting- Scheduled for November 15, 2016 at 5:15 pm. S. Kelly will add on next month's agenda an executive session to discuss the Library Director review. Holiday hours will be an Action item at the next meeting.

Adjournment- P. Gately moved to adjourn the meeting. The motion was seconded by K.Tura and carried by unanimous vote and the meeting was adjourned at 6:08 pm.

Respectfully submitted,
Kristine Maginnis

Director's Report

October 18, 2016

(September/October Activity)

- 9/7/16 – Complete MBLC Finance Report – Shows we are just over \$18,000 shy of our Municipal Appropriation Requirement to be certified as mentioned in the last report.
- 9/10/16 – Boy Scout Troop 44 cleaned up the gardens and grounds in front of the building
- 9/14/16 – CLAMS Board of Directors meeting.
- 9/16/16 – Meet with new Director of the Wareham Free Library
- 9/16/16 – Meet with owner of Cape Cod Builders regarding Cupola project.
- 9/19/16 – Meet with George Sala, Cape Cod Builders and Paul LaRochelle of Coastal Engineering regarding cupola project.
- 9/19/16 – MLS Executive Board Meeting – online
- 9/21/16 – Cupola brought down for repairs and refurbishment.
- 9/24/16 – Person crashes into flagpole bringing it down. George Sala of DPW is looking into repairs and getting it back up.
- 9/29/16 – September orders for DVD's, EBooks, Music Cd's and Rentals completed.
- 9/29/16 – Update trustee's section of library webpage with all minutes up to date.
- 10/11/16 – Cupola put back atop the building. Work continues on it and the platform.
- 10/12/16 – CLAMS Membership and Clams Board meetings
- 10/12/16 – Meeting with Upper Cape Horticulture Department regarding design and work for front gardens.
- 10/17/16 – Town Meeting

We are excited to be working with the Upper Cape Tech School Horticulture department as they come up with plans for redoing the gardens and property out front. They plan to hopefully have designs to bring forth to the Board in November or December.

We are looking to work with the Historic Society to receive an LSTA grant. Purpose of the grant would be to inventory the historic collections in Bourne and devise a plan for digitizing and/or protecting what we have.

SHINE has started to conduct weekly meetings with their clients here at the library. We are excited about the opportunity to provide them with a space to meet citizens on this side of the Canal.

Respectfully submitted,

Patrick W. Marshall

Budget Report
Jonathan Bourne Public Library
FY 17 October 18, 2016)

Account	Acct #	Start Balance	Expen. to date	End Balance	% Spent
Salaries - Dept Heads	5111	\$ 105,788.00	\$ 32,831.89	\$ 72,956.11	31.04%
Salaries - Supervisors	5112	\$ 190,826.00	\$ 59,777.72	\$ 131,048.28	31.33%
Salaries - Clerical/ Secretary	5113	\$ 131,500.00	\$ 42,844.68	\$ 88,655.32	32.58%
Salaries - Hourly Employees	5117	\$ 25,500.00	\$ 7,151.81	\$ 18,348.19	28.05%
Salaries - Longevity	5141	\$ 1,684.00	\$ -	\$ 1,684.00	0.00%
Salaries - Differential Pay	5142	\$ 1,400.00	\$ 580.00	\$ 820.00	41.43%
TOTAL SALARY		\$ 456,698.00	\$ 143,186.10	\$ 313,511.90	31.35%
Heating Fuel	5212	\$ 8,000.00	\$ -	\$ 8,000.00	0.00%
Non Energy - Water	5230	\$ 350.00	\$ 208.00	\$ 142.00	59.43%
R &M Miscellaneous	5240	\$ 6,000.00	\$ 474.00	\$ 5,526.00	7.90%
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	\$ 34,267.93	\$ 10,732.07	76.15%
Communications - Telephone	5340	\$ 850.00	\$ 137.14	\$ 712.86	16.13%
Postage	5341	\$ 500.00	\$ -	\$ 500.00	0.00%
Office Supplies - General	5420	\$ 900.00	\$ 207.16	\$ 692.84	23.02%
Office Supplies - Copy Machine	5421	\$ 500.00	\$ -	\$ 500.00	0.00%
Bldg/equip supplies-operational	5430	\$ 4,250.00	\$ 675.48	\$ 3,574.52	15.89%
Bldg/equip supplies- other	5435	\$ 400.00	\$ 30.64	\$ 369.36	7.66%
Custodial Supplies - Cleaning	5450	\$ 2,000.00	\$ 593.43	\$ 1,406.57	29.67%
Other supplies - Books	5580	\$ 59,500.00	\$ 22,054.96	\$ 37,445.04	37.07%
Other supplies - Magazines	5581	\$ 7,500.00	\$ 4,643.75	\$ 2,856.25	61.92%
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%
TOTAL EXPENSES		\$ 143,500.00	\$ 66,556.74	\$ 76,943.26	46.38%
	TOTAL	\$ 600,198.00	\$ 209,742.84	\$ 390,455.16	34.95%
		Start Balance	Expen. To date	Income to date	Account Bal
Revolving Fund	3534	\$ 11,856.76	\$ 7,306.44	\$ 4,226.87	\$ 8,777.19
Library Gifts & Donations	4849	\$ 17,441.82	\$ 6,565.53	\$ 3,406.26	\$ 14,282.55
Lib Incentive & MIG Grant	3402	\$ 38,130.57	\$ 7,120.00	\$ -	\$ 31,010.57

Accounts Removed	5211 Electricity 5342 Printing	5307 Prof Development 5343 Advertising			