

Agenda
Library Board of Trustees
Location: Jonathan Bourne Public Library

Date: June 9, 2015
Time: 5:15 pm

Approval April 14, 2015 Minutes
Approval May 19, 2015 Minutes

New Business

- Reorganization of Board
- 5 year Plan
- Survey plan
- Rental Books policies

Updates

- Large Print rotating library
- Director's Report
- Personnel
- Budget
- Building & Grounds
- Friends of the Library

Next Meeting

- Set future agenda items
- Set date

Adjournment

Kathryn G. Tura, Chair

TRUSTEES OF THE JONATHAN BOURNE PUBLIC LIBRARY
19 Sandwich Road
Bourne, Massachusetts 02532

Minutes of the June 9, 2015 Trustees Meeting at the Jonathan Bourne Public Library

Trustees Present:

Paul Gately
Heather DiPaolo
Stephanie Kelly – arrived 5:40pm
Kristine Maginnis
Kathryn Tura

Staff Present:

Patrick Marshall

Trustees Absent:

Guests

K. Tura called the meeting to order at 5:25 p.m.

Minutes: K. Tura moved to accept the April 14, 2015 minutes and P. Gately seconded the motion. The following corrections were made and the vote carried unanimously:

- Change the year to 2015
- Add Joy Dalton as a Guest present
- Change date of the Five Year Plan mtg to April 1st

H. DiPaolo moved to accept the May 19, 2015 minutes and K. Tura seconded the motion. The following corrections were made and the vote carried unanimously:

- In the Five Year Plan agenda item delete the T to read Cheryl Bryan.

Reorganization of the Board: This item was tabled until the July 2015 meeting.

Five Year Plan: Cheryl Bryan will come to speak at the July meeting to review the material from the community meetings. The survey will be conducted separate of the Long Range Plan process.

Survey Plan: The Trustees would like to have a tentative August 1st rollout date for the survey to go online and be available in paper form at the library. Each board member will review the survey and discuss with Cheryl Bryan at July meeting.

Rental Book Policies: K. Tura moved to vote on the new book rental policy. S. Kelly seconded and the vote carried unanimously.

Large Print Rotating library: K. Tura has been moving materials and the residents enjoy the selection of books. P. Marshall reported that we have three sets of 50 books each. K. Tura would like to expand on this successful program by adding another facility in the fall to add a new rotating large print library.

Director's Report: See attached.

Budget: See attached spreadsheet.

Buildings and Grounds: P. Marshall reported that the front tree is still crooked and the front lawn has been dug up from work done by the electrician.

JBPL Friends: P. Marshall reported:

- The friends will be paying for the Ted Reinstein speaking engagement and a few other upcoming author programs.
- They will also be paying for the entire summer author series and have made a contribution to the Children's summer raffle.
- K. Tura introduced the bumper sticker/magnet idea and wants to ask the Friends if they will provide the seed money to order items for sale.

Next meeting agenda items:

Five year plan
Survey rollout plan
Reorganization of the board
Little Free library signage

Next Meeting Date: TBD

Old business: P. Gately is contacting someone to enlarge a few key Canal Centennial pictures to hang at the library.

Adjournment:

K. Tura moved to adjourn the meeting and P. Gately seconded the motion. The meeting was adjourned at 6:10 p.m.

Respectfully submitted,
Heather A. M. DiPaolo

Director's Report
June 9, 2015 Board of Trustees Meeting
(May/June Activity)

- 5/20/15 – Pat Damianai starts from Bibliotemps.
- 5/20/15 – Long Range Planning meeting – Final evening of public input.
- 5/28/15 – First meeting of Prop 2 ½ discussion group made up of Town Dept. Heads.
- 5/29/15 – Meet with Mr. Spilhouse to discuss library running and Trustee Board.
- 5/30/15 – Work with Recreation Dept. as “victim” for their lifeguard testing session.
- 6/1/15 – Meetings with COA Director and Human Services Director regarding potential results of cuts to their individual department budgets.
- 6/3/15 – Meeting of Prop 2 ½ group.
- 6/4/15 – Meeting with Recreation Director regarding potential results of cuts to this budget.
- 6/5/15 – Electrician in to work on oval period lights. After three days and a lot of digging, he found a break in the line and repaired. Lights are working again as well as the cupola light.
- 6/8/15 – Library staff meeting and training.

Upcoming:

- Gardening is Murder program on Wednesday, June 10.
- Concerts are scheduled for the summer and begin on July 1st. Diane has 6 authors lined up for Tuesday evenings in the summer beginning on June 30th. Needless to say, there will be a lot going on this summer at the library.
- Continued working on Dept. Head discussion group regarding Prop 2 ½.

I have been accepted to the Suffolk University, Mass Municipal Association Certificate in Local Government Leadership and Management program being held in Barnstable beginning in September 2015. Courses will run every Friday from September through May of 2016.

I am still waiting for updates regarding the outside work to be done. The Facilities Director is looking into things. I am hopeful that work will begin by August or so.

Respectfully submitted,
Patrick W. Marshall

Budget Report
Jonathan Bourne Public Library
FY 15 (June 9, 2015)

Account	Acct #	Start Balance	Expen. to date	End Balance	% Spent
Salaries - Dept Heads	5111	\$ 98,440.00	\$ 93,913.34	\$ 4,526.66	95.40%
Salaries - Supervisors	5112	\$ 182,958.00	\$ 171,866.57	\$ 11,091.43	93.94%
Salaries - Clerical/ Secretary	5113	\$ 135,652.00	\$ 129,021.53	\$ 6,630.47	95.11%
Salaries - Hourly Employees	5117	\$ 22,956.00	\$ 19,712.83	\$ 3,243.17	85.87%
Salaries - Longevity	5141	\$ 1,684.00	\$ 1,684.00	\$ -	100.00%
Salaries - Differential Pay	5142	\$ 1,800.00	\$ 1,888.00	\$ (88.00)	104.89%
TOTAL SALARY		\$ 443,490.00	\$ 418,086.27	\$ 25,403.73	94.27%
Electricity	5211	\$ 16,500.00	\$ 11,128.51	\$ 5,371.49	67.45%
Heating Fuel	5212	\$ 8,470.00	\$ 7,401.16	\$ 1,068.84	87.38%
Non Energy - Water	5230	\$ 300.00	\$ 348.92	\$ (48.92)	116.31%
R &M Miscellaneous	5240	\$ 8,000.00	\$ 3,578.00	\$ 4,422.00	44.73%
R &M Office Equipment	5245	\$ 500.00	\$ 231.69	\$ 268.31	46.34%
R &M Machine Repair Contract	5246	\$ 6,700.00	\$ 5,860.00	\$ 840.00	87.46%
Rentals - Misc Equipment	5275	\$ 250.00	\$ -	\$ 250.00	0.00%
Services - Data Processing	5305	\$ 45,000.00	\$ 37,603.51	\$ 7,396.49	83.56%
Professional Development	5307	\$ -	\$ -	\$ -	#DIV/0!
Communications - Telephone	5340	\$ 850.00	\$ 898.58	\$ (48.58)	105.72%
Postage	5341	\$ 750.00	\$ 245.00	\$ 505.00	32.67%
Printing	5342	\$ -	\$ -	\$ -	#DIV/0!
Advertising	5343	\$ -	\$ -	\$ -	#DIV/0!
Office Supplies - General	5420	\$ 900.00	\$ 326.09	\$ 573.91	36.23%
Office Supplies - Copy Machine	5421	\$ 500.00	\$ 404.67	\$ 95.33	80.93%
Bldg/equip supplies-operational	5430	\$ 4,500.00	\$ 3,261.99	\$ 1,238.01	72.49%
Bldg/equip supplies- other	5435	\$ 500.00	\$ 324.40	\$ 175.60	64.88%
Custodial Supplies - Cleaning	5450	\$ 2,000.00	\$ 1,262.49	\$ 737.51	63.12%
Other supplies - Books	5580	\$ 75,000.00	\$ 67,896.56	\$ 7,103.44	90.53%
Other supplies - Magazines	5581	\$ 7,500.00	\$ 8,352.97	\$ (852.97)	111.37%
Other Supplies - Misc.	5595	\$ 400.00	\$ 365.41	\$ 34.59	91.35%
Travel	5710	\$ 250.00	\$ 151.53	\$ 98.47	60.61%
Dues	5730	\$ 250.00	\$ 290.00	\$ (40.00)	116.00%
TOTAL EXPENSES		\$ 179,120.00	\$ 149,931.48	\$ 29,188.52	83.70%
	TO-TAL	\$ 622,610.00	\$ 568,017.75	\$ 54,592.25	91.23%
		Start Bal- ance	Expen. To date	Income to date	Account Bal

Revolving Fund	3534	\$ 2,296.29	\$ 5,204.39	\$ 11,932.07	\$ 9,023.97
Library Gifts & Donations	4849	\$ 15,143.44	\$ 5,915.21	\$ 9,320.14	\$ 18,548.37
Lib Incentive & MIG Grant	3402	\$ 23,792.19	\$ 15,229.86	\$ 22,051.24	\$ 30,613.57
Job Seekers *** (FY 14)	3496	\$ 4,000.00	\$ 7,500.00	\$ 3,500.00	\$ -
Full Steam Ahead *** (FY 15)	3781	\$ 3,750.00	\$ 4,979.06	\$ 3,750.00	\$ 2,520.94
****Goes by Federal FY(Oct-Sep)					