

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

August 11, 2015 5:15 pm
Library Meeting Room

Call to Order

1. **ACTION ITEM** - Approval of minutes to the July 15, 2015 meeting
2. **ACTION ITEM** - Chris Santos – Stop Cape Addiction Run and 5k Use of Library Grounds
3. Finance Committee Rep discussion of Proposition 2 ½ vote

Old Business

1. Library Long Range Plan and Survey
2. Bumper Stickers

Discussion Items

1. Director's Report
2. Personnel
3. Budget
4. Building & Grounds
5. Friends of the Library

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 11, 2015 Trustees Meeting
Jonathan Bourne Public Library

Trustees Present

Kathryn Tura
Karl Spilhaus
Paul Gately
Heather DiPaolo
Stephanie Kelly

Staff Present

Patrick Marshall

Guests Present

Chris Santos, Cape Cod Run from Addiction
Mary Jane Mastrangelo, Bourne Finance Committee

Trustees Absent

K. Maginnis

Chairperson K. Tura called the meeting to order at 5:30 p.m.

New Business:

Cape Cod Run from Addiction Event -- Chris Santos presented on an event his organization is planning in late September. A flyer describing the event is attached. Mr. Santos requested permission to use the library as the starting point for the event. H. DiPaolo moved to approve use of the library for this purpose. K. Tura seconded the motion and it was carried by unanimous vote.

Proposition 2 ½ Override Discussion – Mary Jane Mastrangelo joined the Trustees to lead an educational discussion about the Proposition 2 ½ Override and how cuts to various town departments might affect the community. P. Marshall encouraged trustees to attend the upcoming combined meeting of the Fincom, Board of Selectmen and School Committee scheduled for August 18, 2015.

Minutes – K. Tura moved that the minutes of the July 15 meeting be approved with the following correction: to change all names of attendees to their first initial and last name. K. Spilhaus seconded the motion and it was carried by unanimous vote.

Old Business

Library Long Range Plan and Survey – P. Marshall reported that the survey is currently available, both online and in hard copy form, and anticipates that the deadline for submission will be extended to August 29 from the original date of August 22.

Bumper Stickers – S. Kelly was unable to get a price for magnets but has the design for bumper stickers ready for printing. S. Kelly will order the bumper stickers and have them available for sale at the Friends August book sale.

Updates:

Director's Report -- No written Director's report this month.

Budget Report -- No budget report this month.

Building and Grounds – P. Marshall reports that the flag pole was taken down due to damage.

Personnel – K. Gattoni gave her notice and will be leaving on August 25.

Friends of JBPL – P. Marshall reported that the Friends agreed to finance the purchase of the above-mentioned bumper stickers up to \$370.

Next Meeting Date and Agenda Items: September 8, 2015 at 5:15 p.m. Items to be added to the agenda are:

- Approval of June 9, 2015 minutes
- Discussion of content for possible newspaper article about effects of cuts to library budget
- Little Free Libraries – Damage to signs and replacement

Adjournment: H. DiPaolo moved to adjourn the meeting. The motion was seconded by K. Tura and carried by unanimous vote and the meeting was adjourned at 6:30 p.m.

Respectfully submitted

Stephanie G. Kelly

Budget Report
Jonathan Bourne Public Library
FY 16 (August 19, 2015)

Account	Acct #	Start Balance	Expen. to date	End Balance	% Spent
Salaries - Dept Heads	5111	\$ 104,224.00	\$ 15,117.08	\$ 89,106.92	14.50%
Salaries - Supervisors	5112	\$ 186,584.00	\$ 27,064.90	\$ 159,519.10	14.51%
Salaries - Clerical/ Secretary	5113	\$ 142,460.00	\$ 18,360.18	\$ 124,099.82	12.89%
Salaries - Hourly Employees	5117	\$ 24,872.00	\$ 3,173.15	\$ 21,698.85	12.76%
Salaries - Longevity	5141	\$ 1,700.00	\$ -	\$ 1,700.00	0.00%
Salaries - Differential Pay	5142	\$ 1,800.00	\$ 292.00	\$ 1,508.00	16.22%
TOTAL SALARY		\$ 461,640.00	\$ 64,007.31	\$ 397,632.69	13.87%
Heating Fuel	5212	\$ 8,470.00	\$ 23.84	\$ 8,446.16	0.28%
Non Energy - Water	5230	\$ 350.00	\$ -	\$ 350.00	0.00%
R &M Miscellaneous	5240	\$ 8,000.00	\$ 2,011.80	\$ 5,988.20	25.15%
R &M Office Equipment	5245	\$ 500.00	\$ -	\$ 500.00	0.00%
R &M Machine Repair Contract	5246	\$ 6,700.00	\$ -	\$ 6,700.00	0.00%
Rentals - Misc Equipment	5275	\$ 250.00	\$ -	\$ 250.00	0.00%
Services - Data Processing	5305	\$ 45,000.00	\$ 36,267.88	\$ 8,732.12	80.60%
Communications - Telephone	5340	\$ 850.00	\$ -	\$ 850.00	0.00%
Postage	5341	\$ 750.00	\$ -	\$ 750.00	0.00%
Office Supplies - General	5420	\$ 900.00	\$ -	\$ 900.00	0.00%
Office Supplies - Copy Machine	5421	\$ 500.00	\$ -	\$ 500.00	0.00%
Bldg/equip supplies-operational	5430	\$ 4,500.00	\$ 1,136.75	\$ 3,363.25	25.26%
Bldg/equip supplies- other	5435	\$ 500.00	\$ 47.00	\$ 453.00	9.40%
Custodial Supplies - Cleaning	5450	\$ 2,000.00	\$ -	\$ 2,000.00	0.00%
Other supplies - Books	5580	\$ 75,000.00	\$ 8,364.33	\$ 66,635.67	11.15%
Other supplies - Magazines	5581	\$ 7,500.00	\$ 4,992.15	\$ 2,507.85	66.56%
Other Supplies - Misc.	5595	\$ 375.00	\$ -	\$ 375.00	0.00%
Travel	5710	\$ 200.00	\$ -	\$ 200.00	0.00%
Dues	5730	\$ 250.00	\$ 100.00	\$ 150.00	40.00%
TOTAL EXPENSES		\$ 162,595.00	\$ 52,943.75	\$ 109,651.25	32.56%
	TO-TAL	\$ 624,235.00	\$ 116,951.06	\$ 507,283.94	18.74%
		Start Bal- ance	Expen. To date	Income to date	Account Bal
Revolving Fund	3534	\$ 9,527.15	\$ -	\$ 1,978.87	\$ 11,506.02
Library Gifts & Donations	4849	\$ 18,591.37	\$ 7,657.82	\$ 2,633.10	\$ 13,566.65

Lib Incentive & MIG Grant	3402	\$ 30,613.57	\$ 3,184.22	\$ -	\$ 27,429.35
Full Steam Ahead *** (FY 15)	3781	\$ 3,750.00	\$ 6,645.28	\$ 3,750.00	\$ 854.72
****Goes by Federal FY(Oct-Sep)					
Accounts Removed		5211 Electricity 5342 Printing		5307 Prof Development 5343 Advertising	