

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

**February 9, 2016 5:15 pm**  
**Library Meeting Room**

Call to Order

1. **ACTION ITEM** - Approval of minutes to the January 19, 2016 meeting minutes
2. Selectman Peter Meier to address board

Old Business

1. Long Range Plan
2. Prop 2 1/2 impact

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 February 9, 2016 Trustees Meeting**  
Jonathan Bourne Public Library

**Trustees Present**

Kathryn Tura  
Kristine Maginnis  
Paul Gately  
Heather DiPaolo  
Stephanie Kelly  
Karl Spilhaus

**Staff Present**

Patrick Marshall

**Guests Present**

None

**Trustees Absent**

None

**Minutes:** K. Tura moved to accept the minutes of the January 19, 2016 meeting as presented. K. Spilhaus seconded and the motion was carried by unanimous vote.

**Library Long Range Plan and Survey** – P. Marshall proposed one amendment to the long-range plan which was presented to the Trustees at the January meeting. Adding the phrasing “library staff will go out into the community” in order to conduct technology workshops under the section of “access to the online world” was suggested. A discussion followed in regards to adding goals and objectives in the action plan. K. Tura moved to accept the Long Range Plan Document with amended changes as discussed. P. Gately seconded the motion and it was carried by unanimous vote.

**Proposition 2 ½ Impact** – P. Marshall reported that because of Town Meeting being postponed to 2/16/16 due to the winter storm there are no new developments to report at this time.

**Director’s Report** – Attached. P. Marshall discussed the upcoming Cradles to Crayons/ Boston Bruins Pajama Drive and asked Trustees to get the word out that we are striving to win best collector in the State for the second year in a row. Sandwich Library Director Joanne Lamothe has challenged P. Marshall that the losing library director must do a “polar plunge” in order to increase friendly competition for donations.

Also noted was the JBPL will be closed next Tuesday 2/16/16 since it falls after a Monday holiday, as previously voted upon by Trustees. The date for JBPL 2017 budget to be presented and reviewed by the town Finance Committee will be Monday 2/29 or Wednesday 3/2/16. On 1/19/16 P. Marshall met with Selectmen liaisons Peter Meier and Michael Blanton to discuss next year’s budget and view the physical plant and workings of the library.

**Personnel** – New staff member Loretta Brochu (transferred from DNR due to union rules after town wide budget cuts) is learning quickly and adjusting well at the JBPL.

**Budget Report** – Attached.

**Building and Grounds** - None.

**Friends of JBPL** – H. DiPaolo reported that Edward Miller, author of “Nut Country” is being sponsored by the Friends to give a talk in early march. The Friends’ group is also planning their volunteer appreciation luncheon in May to take place at Keystone Place in Buzzards Bay.

**Next Meeting Date and Agenda Items:** Tentatively scheduled for March 8, 2016 at 5:15 p.m. Items to be added to the agenda- the planning for a staff appreciation event.

**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 5:56 p.m.

Respectfully submitted  
Kristine Maginnis for S. Kelly

**Director's Report**  
**February 8, 2016 Board of Trustees Meeting**  
**(Jan - Feb Activity)**

- 1/19/16 – Meeting with Selectmen Meier and Blanton regarding FY 17 Budget. The two Selectmen are our liaisons from that Board.
- 1/19/16 – Attend annual Town Administrator budget message.
- 1/22/16 – Completed putting Trustee minutes online as requested by Town Clerk.
- 1/28/16 – Completed weeding of DVD collection. Project began in the spring.
- 1/29/16 – Mass Municipal Association Course begins up for spring term. Will encompass most Fridays between now and the end of May 2016.

Upcoming:

- Town Meeting will be held on February 8th. Article 8 asks for the restoration of \$35,000 to the library FY 16 budget which was cut \$51,000 upon the failed override vote in October.
- D. Ranney is hosting a coloring program group once a month. First day will be Thursday, February 12<sup>th</sup>.
- Cradles to Crayon / Boston Bruins PJ drive began on February 1<sup>st</sup> and will run until March 15<sup>th</sup>. Bring in new PJ's as we once again strive to be the best collector in the State. Sandwich Library Director has challenged that losing library director must do a polar plunge.

Respectfully submitted,  
Patrick W. Marshall

Budget Report  
Jonathan Bourne Public Library  
FY 16 (February 2, 2016)

Account	Acct #	Start Balance	Expen. to date	End Balance	% Spent
Salaries - Dept Heads	5111	\$ 104,224.00	\$ 62,855.24	\$ 41,368.76	60.31%
Salaries - Supervisors	5112	\$ 186,584.00	\$ 112,548.98	\$ 74,035.02	60.32%
Salaries - Clerical/ Secretary (1)	5113	\$ 142,460.00	\$ 95,300.06	\$ 47,159.94	66.90%
Salaries - Hourly Employees	5117	\$ 24,872.00	\$ 13,193.63	\$ 11,678.37	53.05%
Salaries - Longevity	5141	\$ 1,700.00	\$ 1,684.00	\$ 16.00	99.06%
Salaries - Differential Pay	5142	\$ 1,800.00	\$ 888.00	\$ 912.00	49.33%
<b>TOTAL SALARY</b>		\$ 461,640.00	\$ 286,469.91	\$ 175,170.09	62.05%
Heating Fuel	5212	\$ 8,470.00	\$ 1,623.05	\$ 6,846.95	19.16%
Non Energy - Water	5230	\$ 350.00	\$ 166.75	\$ 183.25	47.64%
R &M Miscellaneous (2)	5240	\$ 8,000.00	\$ 2,976.80	\$ 5,023.20	37.21%
R &M Office Equipment	5245	\$ 500.00	\$ 90.00	\$ 410.00	18.00%
R &M Machine Repair Contract	5246	\$ 6,700.00	\$ 3,924.00	\$ 2,776.00	58.57%
Rentals - Misc Equipment	5275	\$ 250.00	\$ -	\$ 250.00	0.00%
Services - Data Processing (3)	5305	\$ 45,000.00	\$ 44,532.53	\$ 467.47	98.96%
Communications - Telephone	5340	\$ 850.00	\$ 424.97	\$ 425.03	50.00%
Postage	5341	\$ 750.00	\$ -	\$ 750.00	0.00%
Office Supplies - General	5420	\$ 900.00	\$ 554.60	\$ 345.40	61.62%
Office Supplies - Copy Machine	5421	\$ 500.00	\$ 48.99	\$ 451.01	9.80%
Bldg/equip supplies-operational (4)	5430	\$ 4,500.00	\$ 3,654.98	\$ 845.02	81.22%
Bldg/equip supplies- other	5435	\$ 500.00	\$ 67.91	\$ 432.09	13.58%
Custodial Supplies - Cleaning	5450	\$ 2,000.00	\$ 1,005.39	\$ 994.61	50.27%
Other supplies - Books (5)	5580	\$ 75,000.00	\$ 53,433.95	\$ 21,566.05	71.25%
Other supplies - Magazines	5581	\$ 7,500.00	\$ 8,774.77	\$ (1,274.77)	117.00%
Other Supplies - Misc.	5595	\$ 375.00	\$ 200.00	\$ 175.00	53.33%

Travel	5710	\$ 200.00	\$ -	\$ 200.00	0.00%
Dues	5730	\$ 250.00	\$ 290.00	\$ (40.00)	116.00%
<b>TOTAL EXPENSES</b>		\$ 162,595.00	\$ 121,768.69	\$ 40,826.31	74.89%
	<b>TO-TAL</b>	\$ 624,235.00	\$ 408,238.60	\$ 215,996.40	65.40%
		Start Bal- ance	Expen. To date	Income to date	Account Bal
Revolving Fund	3534	\$ 9,527.15	\$ -	\$ 6,764.78	\$ 16,291.93
Library Gifts & Donations	4849	\$ 18,591.37	\$ 8,550.56	\$ 7,625.21	\$ 17,666.02
Lib Incentive & MIG Grant	3402	\$ 30,613.57	\$ 14,260.36	\$ 10,933.71	\$ 27,286.92
Full Steam Ahead *** (FY 15)	3781	\$ 3,750.00	\$ 7,500.00	\$ 3,750.00	\$ -
****Goes by Federal FY(Oct-Sep)					
Accounts Removed		5211 Electricity 5342 Printing	5307 Prof Development 5343 Advertising		

- (1) Includes \$25,880 Reduction
- (2) Includes \$250 Reduction
- (3) Includes \$4,000 Reduction
- (4) Includes \$250 Reduction
- (5) Includes \$15,500 Reduction