

Agenda
Library Board of Trustees
Location: Jonathan Bourne Public Library

Date: July 15, 2015
Time: 5:15 pm

Approval June 9, 2015 Minutes

New Business

- Reorganization of Board
- 5 year Plan with Cheryl Bryan
- Survey plan
- Bumper Stickers

Updates

- Large Print rotating library
- Little Free 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, MA 02532

Minutes of the July 15, 2015 Trustees Meeting
Jonathan Bourne Public Library

Trustees Present

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

Staff Present

Patrick Marshall

Guests Present

Cheryl Bryan

Trustees Absent

None

Chairperson Kathryn Tura called the meeting to order at 5:20 p.m.

New Business:

Five Year Plan:

A lengthy planning discussion led by Cheryl Bryan was held to review the results of the recent community planning meetings. The major areas discussed were:

- Creating young readers;
- Stimulating imagination;
- Connecting to the online world.

It was agreed that Patrick will modify the wording of the six goals developed by the Trustees and will present them to the staff.

Survey Plan:

A discussion was held about implementing a survey for community input and all in attendance agreed that it would be a good time to do so given the fiscal climate. Patrick indicated that he would get the survey online for the month of August with a deadline of August 31st. For those who cannot access the survey online, print copies will be made available at JBPL, the Community Building, Little Free Libraries and at large print library sites. Three locations for dropping off print copies will be JBPL, Town Hall, and the Community Building.

Reorganization of Board:

After discussion, members in attendance agreed by unanimous vote that:

- Kiki will remain Chair of the Board;
- Tina will continue in the role of Vice Chair;
- Stephanie will remain Clerk.

Bumper Stickers:

The Friends of JBPL approved \$370 to purchase bumper stickers and would like to have them for distribution at the August Book Sale. Stephanie will pursue requested changes to layout, get a price for magnets, and get the info to other trustees for review.

Updates:

Director's Report: Attached.

Budget Report: Attached.

Proposition 2 ½ General Override:

A lengthy discussion was held regarding the fiscal climate in Bourne and the possibility of a Proposition 2 ½ override. Patrick reviewed how cuts would affect the library's budget for the remainder of this fiscal year and next

fiscal year if the override does not go through. Those in attendance agreed that it would be beneficial if Trustees attend upcoming special meetings of Selectmen and Financial Committee as well as the public education meeting and the special town meeting during the coming months. Patrick will get information out to the community in August about the potential effects on library services if the override does not pass. Paul Gately offered to invite Mary Jane Mastrangelo from the Financial Committee to the next Trustee's meeting in August.

Large Print Rotating Library:

Kiki reported that the large print rotating library continues to be well received. Heather indicated that she will be looking into Keystone as another site.

Little Free Libraries:

Kiki reported that Claudine Wrighter is going to reach out to On Cape Time to see what can be done with the current signs that have not weathered well.

Friends of the Library:

Tina reported that she attended the last meeting of the Friends and they were discussing the possibility of getting their newsletter online. They funded the door prizes for Terry's author events and will fund the bumper stickers as noted above. Diane Ranney raised a jewelry party fundraising idea but no decision was made on that yet. Friends are still concerned about the flag and lack of lighting for it. Facilities Director will take care of this while still prioritizing the other projects at the library.

Next Meeting Date and Agenda Items: August 11, 2015 at 5:15 p.m. Items to be added to the agenda are Financial Committee update and regular updates.

Adjournment: Heather moved to adjourn the meeting. The motion was seconded by Kiki and carried by unanimous vote and the meeting was adjourned at 7:38 p.m.

Respectfully submitted

Stephanie G. Kelly

Director's Report
July 15, 2015 Board of Trustees Meeting
(June/July Activity)

- 6/10/15 – CLAMS Board, Membership and Annual Meeting.
- 6/10/15 – Department Head Meeting
- 6/10/15 – Gardening is Murder program – 21 people attend.
- 6/15/15 – MLS Board and Personnel Committee meeting – Whately
- 6/17/15 – Proposition 2 ½ committee meeting
- 6/19/15 – Meet with COA Director regarding Prop 2 ½ planning.
- 6/23/15 – State Aid Advisory Committee meeting
- 6/24/15 – Meet with Recreation Director and Facilities Director regarding 2 ½ planning.
- 6/29/15 – Meeting all day with Town Administrator regarding 2 ½ planning.
- 6/30/15 – Air conditioner not working – Facilities Director in to fix.
- 6/30/15 – Ted Reinstein Program – 79 people attended.
- 7/1/15 – Concert Jumpin' Juba – 53 people attended.
- 7/6-7/15 – Director off
- 7/13/15 – Attend joint Finance Committee, Selectmen and School Committee meeting regarding override.

Upcoming:

- Concerts every Wednesday through August 5th.
- Author Talks every Tuesday through August 4th.
- ARIS report due Mid-August
- Director away on vacation July 27th-31st

Biggest issue right now is the Proposition 2 ½ vote coming up this fall. Planning and preparing information has taken up a lot of my time over the past month. The Town Administrator has asked me to be his liaison for Recreation, Council on Aging and Community Building departments regarding this issue so I have been meeting with those department heads on a regular basis. Needless to say, moral is very low. If the override fails, the library stands to lose \$100,000+ from its budget. This will result in layoffs and vastly reduced services. I have worked hard to keep staff informed of the facts so as not to let rumors take hold of their thoughts. It is still very difficult for them.

Summer season is in full swing. The library has programs every Tuesday, Wednesday and Thursday evening. A number of people have been coming in to enjoy our services. In a nutshell, it's been busy.

FY 15 stats will be prepared for the ARIS report that is due to the State in mid-August. Preliminary results show our physical item circulation is down (133,000+ checked out in FY 15). Our e-Content items though have a large increase so that will likely offset some of our lowered numbers. This is a trend that is Cape wide

Respectfully submitted,
Patrick W. Marshall

Budget Report
Jonathan Bourne Public Library
FY 15 (July 13, 2015) Final

Account	Acct #	Start Balance	Expen. to date	End Balance	% Spent
Salaries - Dept Heads	5111	\$ 98,440.00	\$ 98,439.28	\$ 0.72	100.00%
Salaries - Supervisors	5112	\$ 182,958.00	\$ 180,139.49	\$ 2,818.51	98.46%
Salaries - Clerical/ Secretary	5113	\$ 135,652.00	\$ 134,840.13	\$ 811.87	99.40%
Salaries - Hourly Employees	5117	\$ 22,956.00	\$ 20,662.85	\$ 2,293.15	90.01%
Salaries - Longevity	5141	\$ 1,684.00	\$ 1,684.00	\$ -	100.00%
Salaries - Differential Pay	5142	\$ 1,800.00	\$ 1,980.00	\$ (180.00)	110.00%
TOTAL SALARY		\$ 443,490.00	\$ 437,745.75	\$ 5,744.25	98.70%
Electricity	5211	\$ 16,500.00	\$ 12,194.47	\$ 4,305.53	73.91%
Heating Fuel	5212	\$ 8,470.00	\$ 7,467.80	\$ 1,002.20	88.17%
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	\$ 40,355.29	\$ 4,644.71	89.68%
Professional Development	5307	\$ -	\$ -	\$ -	#DIV/0!
Communications - Telephone	5340	\$ 850.00	\$ 1,087.06	\$ (237.06)	127.89%
Postage	5341	\$ 750.00	\$ 490.00	\$ 260.00	65.33%
Printing	5342	\$ -	\$ -	\$ -	#DIV/0!
Advertising	5343	\$ -	\$ -	\$ -	#DIV/0!
Office Supplies - General	5420	\$ 900.00	\$ 995.08	\$ (95.08)	110.56%
Office Supplies - Copy Machine	5421	\$ 500.00	\$ 404.67	\$ 95.33	80.93%
Bldg/equip supplies-operational	5430	\$ 4,500.00	\$ 3,781.43	\$ 718.57	84.03%
Bldg/equip supplies- other	5435	\$ 500.00	\$ 324.40	\$ 175.60	64.88%
Custodial Supplies - Cleaning	5450	\$ 2,000.00	\$ 1,798.01	\$ 201.99	89.90%
Other supplies - Books	5580	\$ 75,000.00	\$ 79,039.78	\$ (4,039.78)	105.39%
Other supplies - Magazines	5581	\$ 7,500.00	\$ 8,577.46	\$ (1,077.46)	114.37%
Other Supplies - Misc.	5595	\$ 400.00	\$ 365.41	\$ 34.59	91.35%
Travel	5710	\$ 250.00	\$ 501.89	\$ (251.89)	200.76%
Dues	5730	\$ 250.00	\$ 290.00	\$ (40.00)	116.00%
TOTAL EXPENSES		\$ 179,120.00	\$ 167,691.36	\$ 11,428.64	93.62%
	TOTAL	\$ 622,610.00	\$ 605,437.11	\$ 17,172.89	97.24%

		Start Balance	Expen. To date	Income to date	Account Bal
Revolving Fund	3534	\$ 2,296.29	\$ 5,206.39	\$ 12,437.25	\$ 9,527.15
Library Gifts & Donations	4849	\$ 15,143.44	\$ 5,915.21	\$ 9,363.14	\$ 18,591.37
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	\$ 5,728.90	\$ 3,750.00	\$ 1,771.10
****Goes by Federal FY(Oct-Sep)					