

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

**May 25 , 2016 5:15 pm**  
**Library Meeting Room**

Call to Order

New Business:

1. **ACTION ITEM** - Approval of minutes to the April 12, 2016 meeting minutes
2. Welcome new Trustee Lorraine Young and Restructure Board
3. Director Evaluation-templates

Old Business

1. FY16 Budget

Discussion Items

1. Director's Report
2. Personnel
3. Budget
4. Building & Grounds
5. Friends of the Library
6. Board re-election
7. Staff appreciation

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 May 25, 2016 Trustees Meeting**  
Jonathan Bourne Public Library

**Trustees Present**

Kathryn Tura  
Kristine Maginnis  
Paul Gately  
Karl Spilhaus  
Lorraine Young

**Staff Present**

Patrick Marshall

**Guests Present**

None

**Trustees Absent**

Stephanie Kelly

**Call to Order:** Meeting was called to order at 5:20 pm. K. Tura welcomed new member L. Young to the board and asked her to tell a little about herself. She said she was a library user and Friend and a retired Superintendent of the Norfolk, MA schools.

**New Business-**

**Minutes:** K. Spilhaus moved to accept the minutes of the April 12, 2016 meeting as presented. K. Tura seconded and the motion was carried by unanimous vote.

**Board Restructure** was tabled until all board members were present at a meeting.

**Director Evaluation** templates were identified. K. Spilhaus previously e-mailed one from the Hatfield library and K. Tura distributed one from the Cape Cod Collaborative. P. Marshall will also e-mail his job description to the board. Members were asked by the chair (K. Tura) to review these materials for discussion at next board meeting.

**Old Business** – P. Marshall reported that funds were reinstated into FY16 budget.

**Director's Report** – Attached. P. Marshall stated that the library returned to its open for operation 50 hours a week schedule on May 17<sup>th</sup>. Adam Harris started on May 3<sup>rd</sup> as a circulation assistant and is a great addition, orienting well. P. Marshall was happy to announce that he was finishing his yearlong Suffolk University /Mass. Municipal Association Certificate Program in Municipal Government and Leadership on May 26<sup>th</sup>. P. Marshall also explained that town facilities director Jonathan Nelson put library exterior weatherproofing and painting work back out to bid and the goal is still to start work this summer and do the front of the building first.

**Personnel** – see above new employee. Also L. Brochu has completed two online workshops and is working with T. Johnson to develop summer programs in the Children's Dept. P. Marshall informed the Trustees that the staff appreciation luncheon was well received and all extended their thanks to K. Spilhaus and his wife Connie.

**Budget Report** – Discussion of line items followed

**Building and Grounds** – See above.

**Friends of JBPL** – The annual volunteer appreciation luncheon is to be held at Keystone Place in Buzzards Bay on June 8<sup>th</sup>.

**Next Meeting Date and Agenda Items:** Tentatively scheduled for June 14, 2016 at 5:15 p.m. Items to be placed on the agenda are the directors' evaluation project, and structure of board post town election. Also P. Marshall suggested placing on the agenda a Trustee orientation of the library.

**Adjournment:** K. Tura moved to adjourn the meeting. The motion was seconded by K. Spilhaus and carried by unanimous vote and the meeting was adjourned at 6:00 p.m.

Respectfully submitted  
Kristine Maginnis for S. Kelly

**Director's Report**  
**May 25, 2016**  
**(April - May Activity)**

- 4/12- 4/13/16 – Interviews conducted for Circulation Library Assistant position. Adam Harris was selected to fill this job. He started on May 3.
- 4/21-4/22/16 – Director away on Vacation
- 4/27/16 – ADP online class on reports – Town is switching payroll over to ADP so a series of workshops are required. Changeover date is not yet known.
- 4/28/16 – DVD order completed for April
- 5/2-5/9/16 – Director away on Vacation.
- 5/11/16 – CLAMS board meeting
- 5/16/16 – Attend staff appreciation put on by Trustees.
- 5/16/16 – Mass Library System Board Meeting
- 5/17/16 – Attend Mass Library Association Conference

Upcoming:

- In addition to the recognition reported last month for Barbara, Brian and Terry, I am pleased to report that Loretta has completed two workshops provided by LibraryU (online courses funded by Illinois State Library and Bill and Melinda Gates Foundation) The two workshops are “Accompanying the Young Reader” and Planning Story Times For Children”. She has worked hard with Terry to develop some great programs for summer and is adjusting to life in the Children’s Dept.
- Adam Harris started on May 3<sup>rd</sup> as a Circulation Assistant. He has fit in well with the staff (already showing is master baking skills). Adam has been a great addition to the library crew.
- May 17<sup>th</sup>, the library started back on its open 50 hours a week schedule. Basically now open til 8 Tues – Thurs evenings. Staffing is still a bit tight as we are down a couple of staff hours but, overall staff have adjusted well to the change and patrons seem to be pleased.
- I will be finishing with the yearlong Suffolk University/Mass Municipal Association Certificate Program in Municipal Government and Leadership program on May 26<sup>th</sup>. This program was very helpful and I am appreciative to the Town and Trustees for giving me the ability to do this. I am especially thankful to the staff for their support in my absence over the past nine months as I attended classes.
- We are busy planning for summer. Terry has a great summer program gearing up for both kids and teens. Diane is working on another great line-up of authors to come to the library and I have scheduled the summer concerts. A complete list of activities will be coming soon. Needless to say, it’s going to be another crazy busy summer here at the library.

Respectfully submitted,  
Patrick W. Marshall

Budget Report  
Jonathan Bourne Public Library  
FY 16 (May 25, 2016)

Account	Acct #	Start Balance	Expen. to date	End Balance	% Spent
Salaries - Dept Heads	5111	\$ 104,224.00	\$ 94,680.68	\$ 9,543.32	90.84%
Salaries - Supervisors	5112	\$ 186,584.00	\$ 169,511.70	\$ 17,072.30	90.85%
Salaries - Clerical/ Secretary (1)	5113	\$ 142,460.00	\$ 131,703.50	\$ 10,756.50	92.45%
Salaries - Hourly Employees	5117	\$ 24,872.00	\$ 19,873.95	\$ 4,998.05	79.90%
Salaries - Longevity	5141	\$ 1,700.00	\$ 1,684.00	\$ 16.00	99.06%
Salaries - Differential Pay	5142	\$ 1,800.00	\$ 1,348.00	\$ 452.00	74.89%
<b>TOTAL SALARY</b>		\$ 461,640.00	\$ 418,801.83	\$ 42,838.17	90.72%
Heating Fuel	5212	\$ 8,470.00	\$ 4,675.52	\$ 3,794.48	55.20%
Non Energy - Water	5230	\$ 350.00	\$ 317.00	\$ 33.00	90.57%
R &M Miscellaneous	5240	\$ 8,000.00	\$ 6,616.80	\$ 1,383.20	82.71%
R &M Office Equipment	5245	\$ 500.00	\$ 485.00	\$ 15.00	97.00%
R &M Machine Repair Contract	5246	\$ 6,700.00	\$ 5,232.00	\$ 1,468.00	78.09%
Rentals - Misc Equipment	5275	\$ 250.00	\$ -	\$ 250.00	0.00%
Services - Data Processing	5305	\$ 45,000.00	\$ 41,118.52	\$ 3,881.48	91.37%
Communications - Telephone	5340	\$ 850.00	\$ 701.71	\$ 148.29	82.55%
Postage	5341	\$ 750.00	\$ -	\$ 750.00	0.00%
Office Supplies - General	5420	\$ 900.00	\$ 566.56	\$ 333.44	62.95%
Office Supplies - Copy Machine	5421	\$ 500.00	\$ 381.15	\$ 118.85	76.23%
Bldg/equip supplies-operational	5430	\$ 4,500.00	\$ 4,126.57	\$ 373.43	91.70%
Bldg/equip supplies- other	5435	\$ 500.00	\$ 82.86	\$ 417.14	16.57%
Custodial Supplies - Cleaning	5450	\$ 2,000.00	\$ 1,383.99	\$ 616.01	69.20%
Other supplies - Books	5580	\$ 75,000.00	\$ 56,944.78	\$ 18,055.22	75.93%
Other supplies - Magazines	5581	\$ 7,500.00	\$ 9,232.37	\$ (1,732.37)	123.10%
Other Supplies - Misc.	5595	\$ 375.00	\$ 200.00	\$ 175.00	53.33%

Travel	5710	\$ 200.00	\$ -	\$ 200.00	0.00%
Dues	5730	\$ 250.00	\$ 440.00	\$ (190.00)	176.00%
<b>TOTAL EXPENSES</b>		\$ 162,595.00	\$ 132,504.83	\$ 30,090.17	81.49%
	<b>TO-TAL</b>	\$ 624,235.00	\$ 551,306.66	\$ 72,928.34	88.32%
		Start Bal- ance	Expen. To date	Income to date	Account Bal
Revolving Fund	3534	\$ 9,527.15	\$ 6,549.22	\$ 10,516.71	\$ 13,494.64
Library Gifts & Donations	4849	\$ 18,591.37	\$ 9,064.59	\$ 8,769.47	\$ 18,296.25
Lib Incentive & MIG Grant	3402	\$ 30,613.57	\$ 14,260.36	\$ 22,279.36	\$ 38,632.57
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

All reductions done in the  
expense line items were restored  
at February STM. Numbers  
reflect that restoriaton here.