

Agenda  
Library Board of Trustees  
Jonathan Bourne Public Library  
October 14th 2014 5:00pm

Approval September 16th, 2014 Minutes

New Business

Welcome new Trustee Paul Gately  
5 Year Plan Direction  
Electrical install for lighting of tree

Updates

Little Free Library  
Large Print rotating library  
Director's Report  
Personnel  
Budget  
Building & Grounds  
Holiday activities  
Friends of the Library

Next Meeting

Set future agenda items  
Set date

Adjournment

**TRUSTEES OF THE JONATHAN BOURNE PUBLIC LIBRARY**

19 Sandwich Road  
Bourne, MA 02532

**Minutes of the October 14, 2014 Trustees Meeting**  
Jonathan Bourne Public Library

**Trustees Present**

Kathryn Tura  
Heather DiPaolo  
Paul Gately  
Stephanie Kelly  
Claudine Wrighter  
Kristine Maginnis

**Staff Present**

Patrick Marshall

**Guests Present**

None

**Trustees Absent**

None

Chairperson Kathryn Tura called the meeting to order at 5:10 pm.

**Approval September 16, 2014 Minutes** – K. Tura moved that the September meeting minutes be approved as presented and C. Wrighter seconded the motion. The motion was carried with C. Wrighter abstaining.

**New Business** –

- **Welcome New Trustee** – Paul Gately was welcomed as a new member of the JBPL Board of Trustees;
- **Five Year Plan Strategy** – P. Marshall reported that he and Cheryl Bryan will be in touch in November with regard to the 5 year plan;
- **Electrical Installation for Lighting of Tree** – A discussion was held with regard to the tree and holiday lighting as follows:
  - P. Marshall reported that he has not had success in contacting Pat Dale at Dale Tree Movers about straightening the tree. K. Tura will reach out to him to try to resolve the issue.
  - H. DiPaolo reported that the Friends have approved the installation before the 12/5/14 lighting. The cost is \$1,000 plus the purchase price of the lights and a rate charge of \$80 per hour to take them down after the holidays.

**Updates** –

- **Little Free Library** – A discussion about the Little Free Libraries included:
  - K. Tura reported that she had received a call about a copy of *Mein Kampf* and the *Communist Manifesto* that were in the Pocasset LFL. K. Tura told the caller that the library would not remove the books. Any community member is free to complete a “Request for Reconsideration” form (located on the library website) if they feel that a book is inappropriate.
  - K. Tura requested contact information for all stewards.
  - C. Wrighter reported that On Cape Time will be making signs for each of the LFLs. An example of the wording for the signs is “Pocasset, LFL.” On Cape Time will install the signs and it was suggested that the trustees initiate press coverage about their support.
  - C. Wrighter raised the question of whether the LFLs are covered by the library’s insurance in the event that they are damaged or ruined. P. Marshall stated that he will check with Town Hall on this matter.
  - H. DiPaolo reported that the DPW suggested the posts be painted with clear sealer and that she will complete this task. K. Tura and K. Maginnis stated that they will help with this project.
- **Large Print Rotating Library** – P. Marshall and K. Tura are coordinating this and will be delivering the books to Cape Cod Senior Residences next week.
- **Director’s Report** – Attached. P. Marshall also reported that there is a problem with one of the boilers and that the Town Facilities Director will arrange for repair.
- **Budget** – Attached.
- **Building and Grounds** –P. Marshall reported that the DPW will hang wreaths on the windows of the library. H. DiPaolo will attend the next Friends meeting and follow up on whether they will pay for them.

- Friends of the Library – H. DiPaolo reported that the Friends are planning the following holiday activities: Breakfast with Santa, tree lighting to coincide with Christmas in Olde Bourne Village, Giving Trees. The Friends annual meeting is scheduled for 10/20/14. H. DiPaolo will attend.

**Next Meeting Date and Agenda Items** – November 18, 2014 at 5 pm. Agenda items include:

- Five Year Plan
- Tree Lighting
- Little Free Libraries

Paul Gately asked that the following statement be included in the minutes: “Paul Gately will not be compensated financially from serving as a trustee of the library or for any information about the library that may go to print.”

**Adjournment** – H. DiPaolo moved for adjournment. The motion was seconded by K. Tura and carried by unanimous vote and the meeting was adjourned at 5:58 p.m.

Respectfully submitted

*Stephanie G. Kelly*

**Director's Report**  
**October 14, 2014 Board of Trustees Meeting**  
**(September/October Activity)**

- 9/18/14 – Town Department Head Meeting.
- 9/19/14 – SELFIN User Experience – Seminar in Falmouth on the users experience in Libraries.
- 9/25/14 – Job Seekers resume workshop conducted
- 9/30/14 – Public computers down. – Public server was not updated and is running Windows 2003. IMedia has temporarily placed it in the cloud until we move all information onto the main server purchased last year.
- 10/1/14 – Job Seekers interview workshop conducted.
- 10/6/14 – Collection development workshop in Lakeville with D. Ranney
- 10/7/14 – Final Job Seekers workshop. Detailed interview skills.
- 10/7/04 – D Ranney attends COSTEP seminar. Beginning of regional planning for disaster recovery for cultural institutions, libraries and the like.
- 10/8/14 – Legend Tripping with Jeff Belanger.
- 10/8/14 – CLAMS Board and Membership meetings.
- Final State Aid report completed and sent to MBLC. We are in compliance and will be certified for FY 15.
- EBook order completed.
- DVD order completed.
- LSTA Job Seekers grant final report completed and sent to MBLC.

Upcoming

- MLS monthly board meeting in Marlboro.
- Special Town Meeting will begin on October 27<sup>th</sup> at 7:00.
- The library will take part in the Recreation Departments Trunk or Treat at the Community Building on October 29<sup>th</sup>.
- Cheryl Bryan would like to get in touch and begin planning for the LRP in November.

I've had little luck with the tree. Week of September 29<sup>th</sup> has come and gone. I have called and left a message again. Not sure what else to do at this point or if there is another company we can call and pay to get this done.

We were informed by the Fire Department that our fire alarm is not working. I have called the company they provided and will hopefully have that working again soon.

We've been short staffed a lot this month with two staff members out for lengthy periods of time because of illness. I must compliment the staff on their flexibility to jump in and cover as needed.

Respectfully submitted,  
Patrick W. Marshall

Budget Report  
Jonathan Bourne Public Library  
FY 15 (October 9, 2014)

Account	Acct #	Start Balance	Expen. to date	End Balance	% Spent
Salaries - Dept Heads	5111	\$ 98,440.00	\$ 27,909.99	\$ 70,530.01	28.35%
Salaries - Supervisors	5112	\$ 182,958.00	\$ 51,219.82	\$ 131,738.18	28.00%
Salaries - Clerical/ Secretary	5113	\$ 135,652.00	\$ 39,845.89	\$ 95,806.11	29.37%
Salaries - Hourly Employees	5117	\$ 22,956.00	\$ 5,858.43	\$ 17,097.57	25.52%
Salaries - Longevity	5141	\$ 1,684.00	\$ -	\$ 1,684.00	0.00%
Salaries - Differential Pay	5142	\$ 1,800.00	\$ 628.00	\$ 1,172.00	34.89%
<b>TOTAL SALARY</b>		\$ 443,490.00	\$ 125,462.13	\$ 318,027.87	28.29%
Electricity	5211	\$ 16,500.00	\$ 2,822.47	\$ 13,677.53	17.11%
Heating Fuel	5212	\$ 8,470.00	\$ 35.04	\$ 8,434.96	0.41%
Non Energy - Water	5230	\$ 300.00	\$ 180.50	\$ 119.50	60.17%
R &M Miscellaneous	5240	\$ 8,000.00	\$ 2,188.00	\$ 5,812.00	27.35%
R &M Office Equipment	5245	\$ 500.00	\$ -	\$ 500.00	0.00%
R &M Machine Repair Contract	5246	\$ 6,700.00	\$ 2,113.00	\$ 4,587.00	31.54%
Rentals - Misc Equipment	5275	\$ 250.00	\$ -	\$ 250.00	0.00%
Services - Data Processing	5305	\$ 45,000.00	\$ 33,290.89	\$ 11,709.11	73.98%
Professional Development	5307	\$ -	\$ -	\$ -	#DIV/0!
Communications - Telephone	5340	\$ 850.00	\$ 270.99	\$ 579.01	31.88%
Postage	5341	\$ 750.00	\$ -	\$ 750.00	0.00%
Printing	5342	\$ -	\$ -	\$ -	#DIV/0!
Advertising	5343	\$ -	\$ -	\$ -	#DIV/0!
Office Supplies - General	5420	\$ 900.00	\$ 262.84	\$ 637.16	29.20%
Office Supplies - Copy Machine	5421	\$ 500.00	\$ -	\$ 500.00	0.00%
Bldg/equip supplies-operational	5430	\$ 4,500.00	\$ 886.28	\$ 3,613.72	19.70%
Bldg/equip supplies- other	5435	\$ 500.00	\$ -	\$ 500.00	0.00%
Custodial Supplies - Cleaning	5450	\$ 2,000.00	\$ 213.90	\$ 1,786.10	10.70%
Other supplies - Books	5580	\$ 75,000.00	\$ 26,327.89	\$ 48,672.11	35.10%
Other supplies - Magazines	5581	\$ 7,500.00	\$ 5,287.46	\$ 2,212.54	70.50%
Other Supplies - Misc.	5595	\$ 400.00	\$ -	\$ 400.00	0.00%
Travel	5710	\$ 250.00	\$ 15.00	\$ 235.00	6.00%
Dues	5730	\$ 250.00	\$ 100.00	\$ 150.00	40.00%
<b>TOTAL EXPENSES</b>		\$ 179,120.00	\$ 73,994.26	\$ 105,125.74	41.31%
	<b>TOTAL</b>	\$ 622,610.00	\$ 199,456.39	\$ 423,153.61	32.04%
		Start Balance	Expen. To date	Income to date	Account Bal
Revolving Fund	3534	\$ 2,296.29	\$ -	\$ 4,176.28	\$ 6,472.57

Library Gifts & Donations	4849	\$ 15,143.44	\$ 2,716.22	\$ 2,644.46	\$ 15,071.68
Lib Incentive & MIG Grant	3402	\$ 23,792.19	\$ 8,004.52	\$ -	\$ 15,787.67
Job Seekers *** (FY 14)	3496	\$ 4,000.00	\$ 7,500.00	\$ 3,500.00	\$ -
****Goes by Federal FY(Oct-Sep)					