

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

**March 10, 2020**  
**5:15 p.m.**  
**Library Meeting Room**

Call to Order

- Is meeting being recorded?
- Correspondence to be presented?
- Approval of minutes of the February 11, 2020 meeting

New Business

Board Membership

Reports

- Director's Report
- Budget
- Personnel
- Building and Grounds
- Friends of the Library Update from Friends President Heather DiPaolo

Next Meeting

- Set future agenda items
- Date for next meeting

Adjournment

Respectfully submitted:

*Kathryn Tura*  
Chair

**TRUSTEES OF THE JONATHAN BOURNE PUBLIC LIBRARY**

19 Sandwich Road  
Bourne, MA 02532

**Minutes of the March 10, 2020 Trustees Meeting**  
Jonathan Bourne Public Library

**Trustees Present**

Kiki Tura  
Karl Spilhaus  
Stephanie Kelly  
Alison DeCosta

**Staff Present**

Patrick Marshall

**Guests Present**

Paul Gately  
Heather DiPaolo

**Absent**

Cynthia Barry  
Christine Crane

**Call to Order:** Meeting was called to order at 5:18 pm by Chair K. Tura. K. Tura asked, "Is this meeting being recorded?" and all responded "No". She then asked, "Is there any correspondence to be presented?" No correspondence was presented.

**Approval of minutes of February 11, 2020 meeting:** K. Tura made a motion to accept the minutes with a correction. Under *New Business: 5-Year Plan:* P. Marshall advised that the current 5-year plan will expire on 10/1/2020 and asked trustees to review the current plan. Corrected to 5-Year Plan: P. Marshall advised that the current 5-year plan will expire on 10/1/2020 and asked trustees to review the current plan. K. Spilhaus seconded the motion and it was unanimously carried.

**New Business:**

Board Membership – P. Marshall reported that two individuals pulled papers to run for upcoming vacancies on the Board of Trustees for the library.

**Reports:** – Attached. In addition,

- Carpeting has been installed.
- Tucker Furniture Company will be coming in to finish minor adjustments to CD racks and will also be looking at the back work room.
- Irja contacted the representative on the base who reviewed the base reports located at the library. He indicated that 95% of the reports can be disposed of because they are online and a link to them will be posted on the library website.
- 2,200 pairs of pajamas have been boxed and shipped and more are coming.

**Friends of JBPL:** – Heather DiPaolo reported the following:

- Next Friends meeting is scheduled for March 23 at 10:00 a.m.
- Book sale is scheduled for June 17-20.
- Two \$2,500 scholarships will be awarded to two seniors.
- Friends membership renewal period has been changed to March 1 to make renewals uniform for all members.
- A coordinator is need for large print distribution.
- Plans are underway to spruce up the Friends area at the front of the library building.
- There has been discussion of reserving a "members only" section at concerts.
- Fundraising event plans are in transition. Tentative plans for a Harvest Fair in 2021.

**Personnel:** Elizabeth Fourier has been hired for the Circulation Assistant position and will start on March 17, 2020.

**Budget Report:** No report.

**Next Meeting Date and Agenda Items:** April 14, 2020 at 5:15 p.m. No future agenda items were presented.

**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 5:50 p.m.

Respectfully submitted

*Stephanie G. Kelly*

Budget Report  
Jonathan Bourne Public Library  
FY 20 - February 26, 2020

Account	Acct #	Start Balance	Expen. to date	End Balance	% Spent
Salaries - Dept Heads	5111	\$ 112,263.00	\$ 74,984.70	\$ 37,278.30	66.79%
Salaries - Supervisors	5112	\$ 212,734.00	\$ 103,555.35	\$ 109,178.65	48.68%
Salaries - Clerical/ Secretary	5113	\$ 210,211.00	\$ 132,392.68	\$ 77,818.32	62.98%
Salaries - Hourly Employees	5117	\$ 29,384.00	\$ 20,197.12	\$ 9,186.88	68.74%
Salaries - Longevity	5141	\$ 3,904.00	\$ 3,806.42	\$ 97.58	97.50%
Salaries - Differential Pay	5142	\$ 2,080.00	\$ 1,196.00	\$ 884.00	57.50%
<b>TOTAL SALARY</b>		\$ 570,576.00	\$ 336,132.27	\$ 234,443.73	58.91%
Heating Fuel	5212	\$ 7,000.00	\$ 4,136.68	\$ 2,863.32	59.10%
Non Energy - Water	5230	\$ 600.00	\$ 158.55	\$ 441.45	26.43%
R &M Miscellaneous	5240	\$ 8,000.00	\$ 5,156.25	\$ 2,843.75	64.45%
R &M Office Equipment	5245	\$ 500.00	\$ 534.02	\$ (34.02)	106.80%
R &M Machine Repair Contract	5246	\$ 8,000.00	\$ 5,874.00	\$ 2,126.00	73.43%
Rentals - Misc Equipment	5275	\$ 250.00	\$ 195.00	\$ 55.00	78.00%
Services - Data Processing	5305	\$ 50,000.00	\$ 46,002.70	\$ 3,997.30	92.01%
Communications - Telephone	5340	\$ 900.00	\$ 0.10	\$ 899.90	0.01%
Postage	5341	\$ 300.00	\$ -	\$ 300.00	0.00%
Office Supplies - General	5420	\$ 1,000.00	\$ 199.96	\$ 800.04	20.00%
Office Supplies - Copy Machine	5421	\$ 700.00	\$ 390.00	\$ 310.00	55.71%
Bldg/equip supplies-operational	5430	\$ 4,250.00	\$ 1,135.68	\$ 3,114.32	26.72%
Custodial Supplies - Cleaning	5450	\$ 2,500.00	\$ 1,105.10	\$ 1,394.90	44.20%
Other supplies - Books	5580	\$ 80,000.00	\$ 57,512.15	\$ 22,487.85	71.89%
Other supplies - Magazines	5581	\$ 8,000.00	\$ 5,763.11	\$ 2,236.89	72.04%
Other Supplies - Misc.	5595	\$ 400.00	\$ 180.79	\$ 219.21	45.20%
Travel	5710	\$ 300.00	\$ 87.28	\$ 212.72	29.09%
Dues	5730	\$ 300.00	\$ 305.00	\$ (5.00)	101.67%
<b>TOTAL EXPENSES</b>		\$ 173,000.00	\$ 128,736.37	\$ 44,263.63	74.41%

	<b>TO-TAL</b>	\$ 743,576.00	\$ 464,868.64	\$ 278,707.36	62.52%
		Start Bal- ance	Expen. To date	Income to date	Account Bal
Revolving Fund	3534	\$ 2,859.55	\$ 115.48	\$ 5,152.25	\$ 7,896.32
Library Gifts & Donations	4849	\$ 11,653.29	\$ 3,642.72	\$ 7,192.45	\$ 15,203.02
Lib Incentive & MIG Grant	3402	\$ 63,277.88	\$ 59,544.13	\$ 11,509.13	\$ 15,242.88
Mind In The Making LSTA Grant	3820	\$ -	\$ 10,000.00	\$ 10,000.00	\$ -
(Must be spent by 10/1/19) Fed FY					