

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

April 9, 2019
5:15 p.m.
Library Meeting Room

Call to Order

- Is meeting being recorded?
- Correspondence to be presented?
- Approval of minutes of the March 12 ,2019 meeting

New Business

- * further explore survey regarding community interests and needs

Reports

- Director's Report
- Budget
- Personnel
- Building and Grounds
- Friends of the Library Update

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 April 9, 2019 Trustees Meeting

Jonathan Bourne Public Library

Trustees Present

Kathryn Tura

Lorraine Young

Stephanie Kelly

Kristine Maginnis

Karl Spilhaus

Staff Present

Patrick Marshall

Trustee Absent

Cynthia Barry

Call to Order: Meeting was called to order at 5:27 pm by Chair K. Tura. She asked, "Is this meeting being recorded?" and all responded "No". She then asked, "Is there any correspondence to be presented?" and all responded "No".

Approval of minutes of Mar. 12, 2019 meeting: S. Kelly made a motion to accept the minutes as received and L. Young seconded the motion and it was passed unanimously.

New Business: Further exploration of survey regarding community interest and needs- A review of the proposed four page long, twelve question survey took place. A discussion was undertaken regarding how to reach survey participants via various methods.

Directors Report: P. Marshall passed around samples of Formica for the new shelving units which are on track to be installed in late May or early June. The Foreign Film event done with the Bourne Newcomers club went well.

Budget: P. Marshall reminded everyone that Town Meeting is 5/6/19. New carpeting for the library is a Capital Outlay request.

Personnel: Nothing to report

Buildings and Grounds: Trustees went downstairs to view the "Mind in the Making" learning space. Thanks' were expressed to the town facilities department for renovations, H. DiPaolo of the Friends for chalkboard painting, and the Barnstable County Sheriffs Dept. for a closet built.

Friends of the Library Update: L. Young reported that museum passes for Heritage Museums and Gardens and Plimouth Plantation were discussed. Also, funds for the Fourth of July parade and author talk were granted. The Friends' book sale is set for 6/17 to 6/22/19. The Friends' will also participate in the Historical Society yard sale on 4/27/19. The Red Sox World Series Trophy viewing event will be 5/6/19.

Next Meeting- Set for 5/14/19 at 5:15 pm.

At 6:04 pm K. Tura made a motion to adjourn the meeting and S. Kelly seconded the motion and it was passed unanimously.

Respectfully submitted,
Kristine Maginnis

Director's Report
Apr 9th, 2019
(Mar/Apr Activity)

- 3/13/19 – CLAMS Board Meeting.
- 3/15/19 – Pajama movie and pizza night – Last day of pajama drive.
- 3/18/19 – One of the stalls in the ladies room is out of order. Facilities is called and fix.
- 3/22/19 – Director off.
- 3/25/19 – Attend Friends of the Library meeting.
- 3/25/19 – Genealogy program held by Cape Cod Genealogical Society.
- 3/26/19 – Facilities Department finishes Mind in the Making Room.
- 4/2/19 – Networking Group USA Canalside Chapter Meeting.
- 4/4/19 – CLAMS Board meeting
- 4/4/19 – All staff told to complete State Ethics Test by 4/5 from Town Administrator's office.

We won the pajama drive against Norwood. We collected 3,320 pairs to their 2,538 pairs. Great year of collection. Special thanks go to Terry Johnson who spearheads this event each year.

Brian is looking into public printer issues. Large Adobe documents get lost in the printing process. Hoping to have this issue resolved before the craziness of summer.

Looking as if the new shelving will be installed in late May or early June. More on this as we get information. Staff are excited about the changes.

Upcoming:

- Town Meeting - May 6th.
- Author program – April 30th.
- Annual Egg Hunt – April 12th.

Respectfully submitted,
Patrick W. Marshall

Budget Report
Jonathan Bourne Public Library
FY 19 - April 8, 2019

Account	Acct #	Start Balance	Expen. to date	End Balance	% Spent
Salaries - Dept Heads	5111	\$ 110,061.00	\$ 84,665.60	\$ 25,395.40	76.93%
Salaries - Supervisors	5112	\$ 204,983.00	\$ 157,697.32	\$ 47,285.68	76.93%
Salaries - Clerical/ Secretary	5113	\$ 204,198.00	\$ 152,537.07	\$ 51,660.93	74.70%
Salaries - Hourly Employees	5117	\$ 28,886.00	\$ 19,143.60	\$ 9,742.40	66.27%
Salaries - Longevity	5141	\$ 2,670.00	\$ 2,670.00	\$ -	100.00%
Salaries - Differential Pay	5142	\$ 2,080.00	\$ 1,600.00	\$ 480.00	76.92%
TOTAL SALARY		\$ 552,878.00	\$ 418,313.59	\$ 134,564.41	75.66%
Heating Fuel	5212	\$ 6,000.00	\$ 6,142.13	\$ (142.13)	102.37%
Non Energy - Water	5230	\$ 600.00	\$ 388.50	\$ 211.50	64.75%
R &M Miscellaneous	5240	\$ 7,000.00	\$ 6,139.19	\$ 860.81	87.70%
R &M Office Equipment	5245	\$ 500.00	\$ 645.00	\$ (145.00)	129.00%
R &M Machine Repair Contract	5246	\$ 6,200.00	\$ 5,647.50	\$ 552.50	91.09%
Rentals - Misc Equipment	5275	\$ 250.00	\$ -	\$ 250.00	0.00%
Services - Data Processing	5305	\$ 50,000.00	\$ 48,329.95	\$ 1,670.05	96.66%
Communications - Telephone	5340	\$ 850.00	\$ 252.64	\$ 597.36	29.72%
Postage	5341	\$ 400.00	\$ -	\$ 400.00	0.00%
Office Supplies - General	5420	\$ 1,000.00	\$ 285.91	\$ 714.09	28.59%
Office Supplies - Copy Machine	5421	\$ 500.00	\$ 690.33	\$ (190.33)	138.07%
Bldg/equip supplies-operational	5430	\$ 4,250.00	\$ 3,086.49	\$ 1,163.51	72.62%
Bldg/equip supplies- other	5435	\$ -	\$ -	\$ -	#DIV/0!
Custodial Supplies - Cleaning	5450	\$ 2,500.00	\$ 1,476.62	\$ 1,023.38	59.06%
Other supplies - Books	5580	\$ 79,000.00	\$ 65,686.73	\$ 13,313.27	83.15%
Other supplies - Magazines	5581	\$ 8,000.00	\$ 6,747.11	\$ 1,252.89	84.34%
Other Supplies - Misc.	5595	\$ 400.00	\$ 130.95	\$ 269.05	32.74%
Travel	5710	\$ 300.00	\$ 262.15	\$ 37.85	87.38%
Dues	5730	\$ 300.00	\$ 550.00	\$ (250.00)	183.33%

TOTAL EXPENSES		\$	\$	\$	
		168,050.00	146,461.20	21,588.80	87.15%
	TO-TAL	\$ 720,928.00	\$ 564,774.79	\$ 156,153.21	78.34%
		Start Bal- ance	Expen. To date	Income to date	Account Bal
Revolving Fund	3534	\$ 6,294.05	\$ 7,646.49	\$ 8,275.28	\$ 6,922.84
Library Gifts & Donations	4849	\$ 9,686.31	\$ 2,880.15	\$ 6,313.06	\$ 13,119.22
Lib Incentive & MIG Grant	3402	\$ 55,135.87	\$ 13,134.55	\$ 10,722.79	\$ 52,724.11
Mind In The Making LSTA Grant	3820	\$ -	\$ 4,830.07	\$ 10,000.00	\$ 5,169.93
Accounts Removed from prior Fiscal Years	5211 Electricity 5342 Printing		5307 Prof Development 5343 Advertising		

