

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

August 8, 2017
5:15 p.m.
Library Meeting Room

Call to Order

- Is meeting being recorded?
- Correspondence to be presented?

Action Items

- Approval of minutes of the July 11, 2017 meeting

Old Business

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

New Business

- Vote on Use of Library by The Open Doorway of Cape Cod, Inc.

Next Meeting

- Set Future Agenda Items
- Set Date and Time for September Meeting

Adjournment

Respectfully submitted:

Stephanie Kelly

TRUSTEES OF THE JONATHAN BOURNE PUBLIC LIBRARY
19 Sandwich Road
Bourne, MA 02532
Minutes of the August 8, 2017 Trustees Meeting
Jonathan Bourne Public Library

Trustees Present

Stephanie Kelly
Kristine Maginnis
Karl Spilhaus
Lorraine Young
Cynthia Barry
Trustee Absent-Kathryn Tura

Staff Present

Patrick Marshall

Guest Present

Paul Gately

Call to Order: Meeting was called to order at 5:17 pm by Board Chair S. Kelly. The chair asked “Is this meeting being recorded?” and all responded “No”. The chair asked “Is there correspondence to be presented?” and all responded “No”.

Action Items: Approval of the minutes of the July 11, 2017 meeting- K. Spilhaus made a motion to accept them as presented and C. Barry seconded and the motion was carried by unanimous vote.

Old Business:

Directors Report: See attached. P. Marshall reported the Bourne DPW has assigned a company to work on the front of the building but he does not know who the company is or when work will begin. Also, a CMS Landscaping representative was here to examine and repair the irrigation sprinkler system. After the new plantings are installed by students from UCT, CMS will be back to switch to a drip system. P. Marshall was happy to report Rebecca Duncan has been hired to fill the 30 hour a week circulation assistant position, making the JBPL fully staffed. Her start date is August 15th. P. Marshall also reported the ARIS report for FY17 was completed and signed by chair S. Kelly. He thought it was a little surprising that circulation was slightly down, suggesting maybe this was the result of previously cut hours. Attendance at concert and author programs was up. The director also reported the JBPL has received a bequeath from the estate of Annette Lantzus, a descendant of Jonathan Bourne, in the amount of \$2500. Working jointly with the Bourne Historical Society and New Bedford Whaling Museum on programs highlighting Jonathan Bourne was briefly discussed.

Budget: See attached.

Personnel: See above on new hire in director’s report.

Buildings and Grounds: See above in director’s report.

Friends of the Library Update: L. Young informed the Board of the Friends’ upcoming Trash to Treasure sale on 8-26-17. Also, at the last Friends’ meeting,

the damp condition and lack of usable space in the parking lot shed was discussed. P. Marshall agreed to ask the DPW to remove the snow blower from it, as the library is not currently using it and it is not owned by the Friends' group. The Friends' would like to build an addition or second shed in the lot in order to house books for sale, folding tables, and the outside benches more easily and dryly. Plans would be brought to the Trustee's Board for approval. Free labor from the Sheriff's Dept. would be sought. The Friends would pay for the new shed.

New Business: Vote on use of library by The Open Doorway of Cape Cod Inc. /Cape Cod Run for Recovery Relay 9-23-17. K. Spilhaus made the motion to approve this use and L. Young seconded.

Next Meeting- Scheduled for September 12, 2017 at 5:15 pm.

Adjournment- C. Barry made a motion to adjourn the meeting at 6:08 and it was seconded by K. Spilhaus and the motion was carried by unanimous vote.

Respectfully submitted,
Kristine Maginnis

Director's Report

August 8, 2017

(July - August Activity)

- 7/10/17 – Director off – Vacation
- 7/11-7/13/17 – Interviews for circulation assistant held.
- 7/12/17 – CLAMS Board
- 7/12/17 – Concert – Twangtown Paramours
- 7/18/17 – AC unit on mezzanine found leaking. Town will work to get units onto a schedule of cleaning filters, etc.
- 7/18/17 – Meeting with Town Clerk, Archives, Historic Society and Society for Historic Preservation regarding Historic Preservation Planning grant. Meeting held with Northeast Documents and Conservation Center representatives.
- 7/18/17 – Meet with representative from CMS Landscaping regarding sprinklers and irrigation system.
- 7/19/17 – Concert – Hungrytown
- 7/26/17 – Concert Swingtown
- 7/26/17 – Work on sprinklers complete for now. Rest will be finished when garden is planted.
- 7/27/17 – MBLC PR Committee in West Springfield. I have been appointed to a two year term by the Board of Library Commissioners for this committee. Goal is statewide promotion of libraries.
- 8/2/17 – Concert – Moby Dick and the Wailers
- 8/3/17 – ARIS Report for MBLC completed.

Attendance at the summer concerts and author programs has been very high this year. Concerts have had audiences ranging from 50 to 81 people and the author programs have had 20 to 40 individuals. Children's programs have posted similar numbers to last summer. In a nutshell, it's been a very busy summer at the JBPL.

I am pleased to report that Rebecca Duncan has been hired to fill the 30 hour a week circulation assistant position. Rebecca has worked at the Mattapoisett Free Public Library for the past 15 years as a technical services assistant as well as circulation. She will start in Bourne on August 15th. With this position filled, the JBPL will officially be fully staffed.

The ARIS report is completed for FY 17. This is the first report submitted to the MBLC as part of the certification process. Circulation was down slightly from last year but our attendance at programs was up. The library also continues to be a net borrower, IE Bourne Residents borrow from other libraries more than we lend out to other libraries.

I have been informed that work on the front of the building has been assigned to a company by the DPW. I have no other information at this time. Work on the sprinkler system/irrigation system has been done and will be finished when the students from Upper Cape come to redo the front gardens. At that time, drip lines will be installed.

Respectfully submitted,

Patrick W. Marshall

Budget Report
Jonathan Bourne Public Library
FY 18 August 8, 2017

Account	Acct #	Start Balance	Expen. to date	End Balance	% Spent
Salaries - Dept Heads	5111	\$ 107,903.00	\$ 12,450.84	\$ 95,452.16	11.54%
Salaries - Supervisors	5112	\$ 199,843.00	\$ 23,060.94	\$ 176,782.06	11.54%
Salaries - Clerical/ Secretary	5113	\$ 179,397.00	\$ 17,354.64	\$ 162,042.36	9.67%
Salaries - Hourly Employees	5117	\$ 28,398.00	\$ 2,815.20	\$ 25,582.80	9.91%
Salaries - Longevity	5141	\$ 2,441.00	\$ -	\$ 2,441.00	0.00%
Salaries - Differential Pay	5142	\$ 1,800.00	\$ -	\$ 1,800.00	0.00%
TOTAL SALARY		\$ 519,782.00	\$ 55,681.62	\$ 464,100.38	10.71%
Heating Fuel	5212	\$ 7,000.00	\$ 14.50	\$ 6,985.50	0.21%
Non Energy - Water	5230	\$ 400.00	\$ -	\$ 400.00	0.00%
R &M Miscellaneous	5240	\$ 7,000.00	\$ 864.00	\$ 6,136.00	12.34%
R &M Office Equipment	5245	\$ 500.00	\$ -	\$ 500.00	0.00%
R &M Machine Repair Contract	5246	\$ 6,200.00	\$ 1,387.50	\$ 4,812.50	22.38%
Rentals - Misc Equipment	5275	\$ 250.00	\$ -	\$ 250.00	0.00%
Services - Data Processing	5305	\$ 50,000.00	\$ 35,831.28	\$ 14,168.72	71.66%
Communications - Telephone	5340	\$ 850.00	\$ -	\$ 850.00	0.00%
Postage	5341	\$ 500.00	\$ -	\$ 500.00	0.00%
Office Supplies - General	5420	\$ 1,000.00	\$ -	\$ 1,000.00	0.00%
Office Supplies - Copy Machine	5421	\$ 500.00	\$ -	\$ 500.00	0.00%
Bldg/equip supplies-operational	5430	\$ 4,250.00	\$ 221.53	\$ 4,028.47	5.21%
Bldg/equip supplies- other	5435	\$ 500.00	\$ 43.45	\$ 456.55	8.69%
Custodial Supplies - Cleaning	5450	\$ 2,000.00	\$ -	\$ 2,000.00	0.00%
Other supplies - Books (1)	5580	\$ 78,000.00	\$ 3,351.20	\$ 74,648.80	4.30%
Other supplies - Magazines	5581	\$ 8,000.00	\$ 5,160.76	\$ 2,839.24	64.51%
Other Supplies - Misc.	5595	\$ 400.00	\$ -	\$ 400.00	0.00%
Travel	5710	\$ 200.00	\$ -	\$ 200.00	0.00%
Dues	5730	\$ 300.00	\$ -	\$ 300.00	0.00%
TOTAL EXPENSES		\$ 167,850.00	\$ 46,874.22	\$ 120,975.78	27.93%
	TOTAL	\$ 687,632.00	\$ 102,555.84	\$ 585,076.16	14.91%
		Start Balance	Expen. To date	Income to date	Account Bal
Revolving Fund	3534	\$ -	\$ 1,277.89	\$ 1,133.33	\$ (144.56)
Library Gifts & Donations	4849	\$ -	\$ 3,794.13	\$ 5,008.62	\$ 1,214.49
Lib Incentive & MIG Grant	3402	\$ -	\$ -	\$ -	\$ -
Accounts Removed from prior Fiscal Years	5211 Electricity 5342 Printing		5307 Prof Development 5343 Advertising		

(1)\$1,194.06 encumbered from FY 17