

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

December 11, 2018
5:15 p.m.
Library Meeting Room

Call to Order

- Is meeting being recorded?
- Correspondence to be presented?
- Approval of minutes of the November 13, 2018 meeting

New Business

- Director Evaluation form

Reports

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

Next Meeting

- Set future agenda items
- Set 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 Dec. 11, 2018 Trustees Meeting

Jonathan Bourne Public Library

Trustees Present

Kathryn Tura

Karl Spilhaus

Kristine Maginnis

Lorraine Young

Cynthia Barry

Trustee Absent

Stephanie Kelly

Staff Present

Patrick Marshall

Guest Present

Paul Gately

Call to Order: Meeting was called to order at 5:17 pm by Chair K. Tura. She asked “Is this meeting being recorded?” and “Is there any correspondence to be presented?” and all responded “No” to both questions.

New Business: Director Evaluation Form- Chair K. Tura informed the group that not all trustees have returned the completed evaluation form to her. She requested members please return their completed evaluation as soon as possible.

Directors Report: P. Marshall informed the board that the Christmas tree lighting event was well attended (door counter logged 300+ persons) and good feedback was received. He also reported that the Aine Minoque harp concert had 90+ persons attend last night. The Breakfast with Santa event went well here, with Leo’s restaurant providing fresh food. Staff is planning for the “Noon Year” program on New Year’s Eve which was successful in the past.

Budget: P. Marshall met with the Capital Outlay Committee last evening and submitted a request for new carpeting for the JBPL.

Personnel: Nothing to report.

Buildings and Grounds: C. Barry asked P. Marshall about the broken copy machine. He stated Ken-Mark Corp. was in to fix it and it is now up and running. He will speak to them about bringing in a new more reliable machine. C. Barry also expressed concern that the handicap button was not working on the front door. K. Maginnis reported that she had spoken to UCT about making a new hours of operation sign for the front of the building. They stated that they were training on a new sign making machine and once they were up and running they would be glad to partner with us.

Friends of the Library Update: L. Young reported that bids on the Giving tree program close this Saturday. The art hanging system was approved. The Beacon of Support program was discussed at their last meeting.

Action Item-Approval of Minutes of November 13, 2018 Meeting: K. Tura made a motion to accept the minutes as presented and K. Spilhaus seconded the motion and it was carried by unanimous vote.

Next Meeting- Set for 1/8/19 at 5:15 pm.

Adjournment- K. Tura made a motion to adjourn the meeting at 5:38 pm and it was seconded by K. Spilhaus and the motion was carried by unanimous vote.

Respectfully submitted,
Kristine Maginnis

Director's Report
Dec 11th, 2018
(Nov/Dec Activity)

- 11/14/18 – Clams Board Meeting
- 11/15/18 – Attend the Wareham Free Library recertification celebration
- 11/20/18 – Networking USA Canalside meeting
- 11/20/18 – Advertising for December holiday programs completed.
- 12/3/18 – Place lights on Christmas tree out front with assistance from D. Ranney
- 12/5/18 – Budget meeting with Town Administrator
- 12/6/18 – CLAMS Finance Committee Meeting
- 12/7/18 – Christmas in Olde Bourne Village Celebrations

Have met with the Town Administrator regarding the FY 20 budget. Nothing major requested this year and expenses request is roughly 2% higher than FY 19. Have put in for Capital Outlay request for carpeting.

Upcoming:

- Capital Outlay Committee meeting to submit request for carpeting Monday, December 10th.
- Aine Minogue concert Monday, December 10th.
- Clams Membership meeting Wednesday, December 12th.
- Library (and all town offices) Closed Monday, December 24th and Tuesday, December 25th
- Will be working with the Children's staff to do a noon year celebration on Monday, December 31st.

Respectfully submitted,
Patrick W. Marshall

Budget Report
Jonathan Bourne Public Library
FY 19 - December 11, 2018

Account	Acct #	Start Balance	Expen. to date	End Balance	% Spent
Salaries - Dept Heads	5111	\$ 110,061.00	\$ 48,682.72	\$ 61,378.28	44.23%
Salaries - Supervisors	5112	\$ 204,983.00	\$ 90,675.33	\$ 114,307.67	44.24%
Salaries - Clerical/ Secretary	5113	\$ 204,198.00	\$ 86,307.42	\$ 117,890.58	42.27%
Salaries - Hourly Employees	5117	\$ 28,886.00	\$ 11,007.57	\$ 17,878.43	38.11%
Salaries - Longevity	5141	\$ 2,670.00	\$ 2,670.00	\$ -	100.00%
Salaries - Differential Pay	5142	\$ 2,080.00	\$ 896.00	\$ 1,184.00	43.08%
TOTAL SALARY		\$ 552,878.00	\$ 240,239.04	\$ 312,638.96	43.45%
Heating Fuel	5212	\$ 6,000.00	\$ 587.14	\$ 5,412.86	9.79%
Non Energy - Water	5230	\$ 600.00	\$ 183.25	\$ 416.75	30.54%
R &M Miscellaneous	5240	\$ 7,000.00	\$ 2,750.00	\$ 4,250.00	39.29%
R &M Office Equipment	5245	\$ 500.00	\$ 645.00	(145.00)	129.00%
R &M Machine Repair Contract	5246	\$ 6,200.00	\$ 3,765.00	\$ 2,435.00	60.73%
Rentals - Misc Equipment	5275	\$ 250.00	\$ -	\$ 250.00	0.00%
Services - Data Processing	5305	\$ 50,000.00	\$ 43,137.63	\$ 6,862.37	86.28%
Communications - Telephone	5340	\$ 850.00	\$ 252.53	\$ 597.47	29.71%
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	\$ 1,177.82	\$ 3,072.18	27.71%
Bldg/equip supplies- other	5435	\$ -	\$ -	\$ -	#DIV/0!
Custodial Supplies - Cleaning	5450	\$ 2,500.00	\$ 363.72	\$ 2,136.28	14.55%
Other supplies - Books	5580	\$ 79,000.00	\$ 41,027.75	\$ 37,972.25	51.93%
Other supplies - Magazines	5581	\$ 8,000.00	\$ 5,624.11	\$ 2,375.89	70.30%
Other Supplies - Misc.	5595	\$ 400.00	\$ 55.56	\$ 344.44	13.89%
Travel	5710	\$ 300.00	\$ 190.31	\$ 109.69	63.44%
Dues	5730	\$ 300.00	\$ 200.00	\$ 100.00	66.67%

TOTAL EXPENSES		\$	\$	\$	
		168,050.00	100,936.06	67,113.94	60.06%
	TO-TAL	\$ 720,928.00	\$ 341,175.10	\$ 379,752.90	47.32%
		Start Bal- ance	Expen. To date	Income to date	Account Bal
Revolving Fund	3534	\$ 6,294.05	\$ 3,864.48	\$ 4,961.66	\$ 7,391.23
Library Gifts & Donations	4849	\$ 9,686.31	\$ 2,086.88	\$ 1,957.24	\$ 9,556.67
Lib Incentive & MIG Grant	3402	\$ 55,135.87	\$ 13,134.55	\$ 10,722.79	\$ 52,724.11
Mind In The Making LSTA Grant	3820				
Accounts Removed from prior Fiscal Years		5211 Electricity 5342 Printing	5307 Prof Development 5343 Advertising		