

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

**January 15, 2019**  
**5:15 p.m.**  
**Library Meeting Room**

Call to Order

- Is meeting being recorded?
- Correspondence to be presented?
- Approval of minutes of the December 11, 2018 meeting

New Business

- \* Study Room Policy
- Executive Session

Reports

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

Executive Session: Director evaluation

Next Meeting

- Set future agenda items
- Date for next meeting: February 12 at 5:15 p.m

Adjournment

Respectfully submitted:

*Kathryn Tura*  
Chair

TRUSTEES OF THE JONATHAN BOURNE PUBLIC LIBRARY

19 Sandwich Road

Bourne, MA 02532

Minutes of the January 15, 2019 Trustees Meeting

Jonathan Bourne Public Library

Trustees Present

Kathryn Tura

Karl Spilhaus

Kristine Maginnis

Lorraine Young

Cynthia Barry

Stephanie Kelly

Staff Present

Patrick Marshall

**Call to Order:** Meeting was called to order at 5:15 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 P. Marshall answered “Yes”. He distributed the MBLC Trustee Pocket Guide to the board. He also shared a thank you letter from Hope Hospice for the library’s support in placing their Tree of Memories on the front lawn.

**Approval of minutes of Dec. 11, 2018 meeting:** One correction was noted by P. Marshall; Aine Minogue’s name was spelled incorrectly. K. Spilhaus made a motion to accept the minutes with the correction of the spelling to Minogue from Minoque. K. Tura seconded the motion and it was passed unanimously.

**New Business:** Study Room Policy- P. Marshall informed the Trustees that the Study Rooms have been getting more bookings, and he would like to see a new policy in writing. After reviewing a draft document presented, limitation of three persons at one time was discussed and discretion of staff was suggested. C. Barry also suggested adding a statement noting that library staff may monitor usage of the room. P. Marshall will amend the policy to reflect these changes for a vote at next meeting.

**Directors Report:** P. Marshall informed the trustees that the Noon Years event was successful. He also reported that he and Friends’ Board president Heather DiPaolo attended the legislative luncheon at the Mashpee Public Library on 1-11-19.

**Budget:** P. Marshall informed trustees that the Town Administrator would be giving a budget report to town tonight. P. Marshall also handed out a flyer from the MBLC entitled “State Aid to Public Libraries” and a discussion took place on a few changes this year.

**Personnel:** Many staff had the flu mid -December. P. Marshall thanked staff who had to work long hours to cover shifts.

Buildings and Grounds: A discussion was undertaken on new furniture and layout in the main library area. P. Marshall reported that staff liked the idea of shelving in the central area going in the same direction as the taller back stacks for better sight lines. Better flow of patrons thru the library and a more functional center area is the goal. New shelving on hidden casters would create more opportunities in design. Pushing the circulation desk back for more room in the lobby was discussed.

Friends of the Library Update: L. Young reported that the Friends had not met since last Trustees meeting.

Next Meeting- Set for 2/12/19 at 5:15 pm.

At 6:00 pm K. Tura made a motion to go into executive session for the purpose of Director evaluation discussion and not return to public session after. The following Roll Call Vote was taken-

Kathryn Tura Aye

Karl Spilhaus Aye

Kristine Maginnis Aye

Lorraine Young Aye

Cynthia Barry Aye

Stephanie Kelly Aye

The motion passed.

Respectfully submitted,  
Kristine Maginnis

**Director's Report**  
**Jan 15th, 2019**  
**(Dec/Jan Activity)**

- 12/12/18 – Clams Board and Membership Meetings
- 12/13/18 – Locksmith in to fix back door. Town in to work on boiler motor.
- 12/17-12/21/18 – Many out ill this week as the flu runs through the staff. Extremely short staffed. Special thanks to library staff that made it in and worked through some long days.
- 12/19/18 – Meet with Assistant Town Administrator
- 12/27/18 – Hockey clinic held at Middle School. Donation of hockey equipment to the Phys. Ed Department. This was a result of our winning the pajama drive the past two years.
- 12/31/18 – Noon Year's Eve program at the library. Fun included carpet square races, piñata from the mezzanine, musical carpet squares, noise maker parade through the library and balloon drop. 90 participants.
- 1/3/19 – Attend Harassment Training for all town department heads.
- 1/11/19 – Legislative Luncheon at Mashpee Public Library
- Addition of Great Courses and SAT/ACT practice database.
- Renewal of online magazines completed

Continue to work on getting the information for the furniture update in main library area. Most of the staff preferred the option with shelving going in the same direction of taller back stacks. This provides more flow for patrons through the library and better sight lines.

Staff and I have worked on a study room policy. Use of the conference room, soon to be children's interactive learning room and study room off of the YA section is increasing. The policy presented mostly puts in writing what we have been doing.

Budget for FY 20 meetings will be coming up during February and March. Will try to let all board members know when the library will be discussed. This will include Capital Outlay as the library has a request in for carpeting.

Upcoming:

- CLAMS Board meeting January 25th.
- Friends Board meeting January 28<sup>th</sup>

Respectfully submitted,  
Patrick W. Marshall

Budget Report  
Jonathan Bourne Public Library  
FY 19 - January 15, 2019

Account	Acct #	Start Balance	Expen. to date	End Balance	% Spent
Salaries - Dept Heads	5111	\$ 110,061.00	\$ 59,265.92	\$ 50,795.08	53.85%
Salaries - Supervisors	5112	\$ 204,983.00	\$ 110,387.68	\$ 94,595.32	53.85%
Salaries - Clerical/ Secretary	5113	\$ 204,198.00	\$ 105,786.75	\$ 98,411.25	51.81%
Salaries - Hourly Employees	5117	\$ 28,886.00	\$ 13,400.52	\$ 15,485.48	46.39%
Salaries - Longevity	5141	\$ 2,670.00	\$ 2,670.00	\$ -	100.00%
Salaries - Differential Pay	5142	\$ 2,080.00	\$ 1,064.00	\$ 1,016.00	51.15%
<b>TOTAL SALARY</b>		\$ 552,878.00	\$ 292,574.87	\$ 260,303.13	52.92%
Heating Fuel	5212	\$ 6,000.00	\$ 1,744.40	\$ 4,255.60	29.07%
Non Energy - Water	5230	\$ 600.00	\$ 183.25	\$ 416.75	30.54%
R &M Miscellaneous	5240	\$ 7,000.00	\$ 2,895.00	\$ 4,105.00	41.36%
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	\$ 47,121.02	\$ 2,878.98	94.24%
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	\$ 1,127.10	\$ 1,372.90	45.08%
Other supplies - Books	5580	\$ 79,000.00	\$ 48,525.11	\$ 30,474.89	61.42%
Other supplies - Magazines	5581	\$ 8,000.00	\$ 6,747.11	\$ 1,252.89	84.34%
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	\$ 550.00	\$ (250.00)	183.33%

<b>TOTAL EXPENSES</b>		\$	\$	\$	
		168,050.00	115,955.45	52,094.55	69.00%
	<b>TO-TAL</b>	\$ 720,928.00	\$ 408,530.32	\$ 312,397.68	56.67%
		Start Bal- ance	Expen. To date	Income to date	Account Bal
Revolving Fund	3534	\$ 6,294.05	\$ 7,071.49	\$ 6,063.24	\$ 5,285.80
Library Gifts & Donations	4849	\$ 9,686.31	\$ 2,149.68	\$ 3,757.93	\$ 11,294.56
Lib Incentive & MIG Grant	3402	\$ 55,135.87	\$ 13,134.55	\$ 10,722.79	\$ 52,724.11
Mind In The Making LSTA Grant	3820	\$ -	\$ 1,596.91	\$ 5,000.00	\$ 3,403.09
Accounts Removed from prior Fiscal Years	5211 Electricity 5342 Printing		5307 Prof Development 5343 Advertising		