

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

**January 9, 2018**  
**5:15 p.m.**  
**Library Meeting Room**

Call to Order

- Is meeting being recorded?
- Correspondence to be presented?
  - Congratulations sent to Kate on Level III Certification achievement
  - Thank you letter to Upper Cape for landscaping
  - Thank you letter to the Friends for funding for landscaping and tree lighting event
  - Letters sent to Representatives Randy Hunt and Dave Vieira and Senator Vinny DeMacedo supporting MBLC FY2019 budget request
- Approval of minutes of the December 12, 2017 meeting

Old Business

- Director's Report
- Budget
- Personnel
- Building and Grounds
  - Painting
  - Tree Reimbursement
- Vote on Patron Behavior Policy
- Vote on 5 Year Preservation Plan
- Friends of the Library Update

New Business

- No items of new business to report at this time

Next Meeting

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

Adjournment

Respectfully submitted:

*Stephanie Kelly*

TRUSTEES OF THE JONATHAN BOURNE PUBLIC LIBRARY

19 Sandwich Road

Bourne, MA 02532

Minutes of the January 9, 2018 Trustees Meeting

Jonathan Bourne Public Library

Trustees Present

Stephanie Kelly  
Kristine Maginnis  
Kathryn Tura  
Karl Spilhaus

Staff Present

Dianne Ranney

Staff Absent

Patrick Marshall

Trustees Absent

Cynthia Barry  
Lorraine Young

Guest Present

Paul Gately

Call to Order: Meeting was called to order at 5:32 pm by Board Chair S. Kelly. The chair asked “Is this meeting being recorded?” and all responded “No”. The chair asked “Is there any correspondence to be presented?” and herself presented four items; a congratulatory letter to Kate Haynes on Level III Certification, a thank you letter to UCT for landscaping done, a thank you letter to the Friends for funding the landscaping and tree lighting, and letters to state representatives and senator for supporting the MBLC FY19 budget.

Action Item: Approval of the minutes of the December 12, 2017 meeting- K. Tura made a motion to accept them as presented and K. Spilhaus seconded and the motion was carried by unanimous vote.

Old Business:

Directors Report: See attached. K. Tura asked D. Ranney about the collection weeding process. D. Ranney responded that it was going well, but was time consuming as each volume needs to be examined for condition. She explained that some items are recycled because their information is irrelevant and/or outdated, and some fiction is donated to the nursing home collections.

Budget: See attached.

Personnel: Seasonal illnesses have been occurring but desk coverage has been handled well. K. Haynes’s beautiful paper artwork castles have been raffled off in a great fundraiser.

Buildings and Grounds: See director’s report. D. Ranney has heard a lot of positive responses from patrons regarding the landscaping and painting work recently completed.

Vote on Patron Behavior Policy: K. Tura made a motion to accept the Patron Behavior policy with the addition of “gender” being added in the second paragraph

describing the JBPL as an agency available to all. K. Spilhaus seconded the motion and it was passed by unanimous vote.

Vote on 5 Year Preservation Plan: K. Tura made a motion to accept the 5 Year Preservation Plan as submitted to the trustees by director P. Marshall. K. Spilhaus seconded the motion and it was passed by unanimous vote.

Friends of the Library Update: No update at this meeting.

New Business: No new business items to report at this meeting.

Next Meeting- Scheduled for February 13, 2018 at 5:15 pm. Future agenda item is the Pajama Drive.

Adjournment- K. Maginnis made a motion to adjourn the meeting at 5:56 and it was seconded by K. Tura and the motion was carried by unanimous vote.

Respectfully submitted,  
Kristine Maginnis

**Director's Report**  
**January 9, 2018**  
**(December/January Activity)**

- 12/9/17 – Heat out in building. Facilities Director and I come in to see what's up. Issue appears to be voltage issue with the pumps. Also discovered that environmental (energy efficiency) controls not functioning properly. Facilities director is working with Ubiquity to resolve this issue. For the time being, we are bypassing the efficiency controls.
- 12/13/17 – CLAMS Board and Membership meetings.
- EBook, DVD, book orders completed for December.
- 12/18/17 – Meet with Town Administrator to go over initial FY 19 budget requests. So far, our requests for the year have been accepted.
- 12/19/17- Attend Canalside 6 Degrees Business Networking meeting.
- 12/21/17 – CLAMS Board Meeting.
- 1/8-1/12/18 – Director away on vacation

Weeding continues on the library collection. D. Ranney has completed biography. I am hoping to resume nonfiction at the end of the month.

Meeting with consultants from Mass Library System on January 22 to go over ideas for space planning within the building.

We continue to work to refine the Staff Independent Learning Time (SILT) Staff members will be working on their own "course of study". Continues to be a work in progress but one I think will be beneficial for all.

Respectfully submitted,  
Patrick W. Marshall

Budget Report					
Jonathan Bourne Public Library					
FY 18 January 3, 2018					
Account	Acct #	Start Balance	Expen. to date	End Balance	% Spent
Salaries - Dept Heads	5111	\$ 107,903.00	\$ 56,028.78	\$ 51,874.22	51.93%
Salaries - Supervisors	5112	\$ 199,843.00	\$ 103,774.23	\$ 96,068.77	51.93%
Salaries - Clerical/ Secretary	5113	\$ 179,397.00	\$ 90,197.77	\$ 89,199.23	50.28%
Salaries - Hourly Employees	5117	\$ 28,398.00	\$ 12,668.40	\$ 15,729.60	44.61%
Salaries - Longevity	5141	\$ 2,441.00	\$ 2,670.00	\$ (229.00)	109.38%
Salaries - Differential Pay	5142	\$ 1,800.00	\$ 1,080.00	\$ 720.00	60.00%
<b>TOTAL SALARY</b>		\$ 519,782.00	\$ 266,419.18	\$ 253,362.82	51.26%
Heating Fuel	5212	\$ 7,000.00	\$ 1,276.71	\$ 5,723.29	18.24%
Non Energy - Water	5230	\$ 400.00	\$ 136.50	\$ 263.50	34.13%
R &M Miscellaneous	5240	\$ 7,000.00	\$ 2,734.00	\$ 4,266.00	39.06%
R &M Office Equipment	5245	\$ 500.00	\$ 385.73	\$ 114.27	77.15%
R &M Machine Repair Contract	5246	\$ 6,200.00	\$ 2,775.00	\$ 3,425.00	44.76%
Rentals - Misc Equipment	5275	\$ 250.00	\$ 111.38	\$ 138.62	44.55%
Services - Data Processing	5305	\$ 50,000.00	\$ 40,656.86	\$ 9,343.14	81.31%
Communications - Telephone	5340	\$ 850.00	\$ 333.23	\$ 516.77	39.20%
Postage	5341	\$ 500.00	\$ -	\$ 500.00	0.00%
Office Supplies - General	5420	\$ 1,000.00	\$ 230.61	\$ 769.39	23.06%
Office Supplies - Copy Machine	5421	\$ 500.00	\$ -	\$ 500.00	0.00%
Bldg/equip supplies-operational	5430	\$ 4,250.00	\$ 1,412.99	\$ 2,837.01	33.25%
Bldg/equip supplies-other (1)	5435	\$ 528.72	\$ 43.45	\$ 485.27	8.22%
Custodial Supplies - Cleaning	5450	\$ 2,000.00	\$ 1,253.53	\$ 746.47	62.68%

Other supplies - Books (2)	5580	\$ 79,194.06	\$ 50,742.10	\$ 28,451.96	64.07%	
Other supplies - Magazines	5581	\$ 8,000.00	\$ 5,840.86	\$ 2,159.14	73.01%	
Other Supplies - Misc.	5595	\$ 400.00	\$ 10.03	\$ 389.97	2.51%	
Travel	5710	\$ 200.00	\$ 238.61	\$ (38.61)	119.31%	
Dues	5730	\$ 300.00	\$ 100.00	\$ 200.00	33.33%	
<b>TOTAL EXPENSES</b>		\$ 169,072.7 8	\$ 108,281.59	\$ 60,791.19	64.04%	
	<b>TOTAL</b>	\$ 688,854.7 8	\$ 374,700.77	\$ 314,154.0 1	54.39%	
		Start Balance	Expen. To date	Income to date	Account Bal	
Revolving Fund	3534	\$ 8,765.41	\$ 7,661.07	\$ 5,183.93	\$ 6,288.27	
Library Gifts & Donations	4849	\$ 17,210.25	\$ 13,024.18	\$ 9,802.15	\$ 13,988.2 2	
Lib Incentive & MIG Grant	3402	\$ 47,074.56	\$ 8,720.91	\$ 10,669.01	\$ 49,022.6 6	
Accounts Removed from prior Fiscal Years	5211 Electricity 5342 Printing		5307 Prof Development 5343 Advertising			
<b>(1) 28.72 encumbered from FY 17</b>						
<b>(2) \$1,194.06 encumbered from FY 17</b>						

**Jonathan Bourne Public Library**  
**19 Sandwich Road**  
**Bourne, MA 02532**

**Patrick W Marshall**  
**Director**

**Phone: 508-759-0644**  
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## **Jonathan Bourne Public Library –Behavior Policy**

Welcome to the Jonathan Bourne Public Library. The library's first priority is public service.

The JBPL Board of Trustees has established this Behavior Policy to ensure that the JBPL can carry out its mission and to ensure that no person or group is denied access to library facilities or services as a result of behaviors that create an unsafe or unwelcoming environment on library property. Failure to comply with the JBPL Behavior Policy could result in expulsion from the library and revocation of library privileges or in prosecution or arrest.

The JBPL is a tax-supported community agency which is available to all, regardless of age, residence, race, education, socioeconomic status, gender or religion. Everyone using this facility or seeking assistance in finding materials and information should receive impartial, helpful, and friendly customer service. The establishment of these guidelines for behavior in the library building is necessary to insure the existence of an environment which promotes the use and enjoyment of the library's resources and at the same time protects the public, the staff, the material and equipment.

The following policy has been established by the JBPL Board of Trustees and will be courteously and fairly enforced by library employees.

### **LIBRARY RULES**

1. Library patrons and staff will treat one another with respect at all times.
2. Disruptive behavior, i.e. destructive or continuing activity by any individual or group of individuals which infringes on or potentially infringes on other patrons' rights to use the library, shall not be permitted. Examples of such disruptive behavior are listed below. The behaviors listed below are for guidance and are not intended to constitute a complete list of violations. As such, the library staff reserves the right to determine whether other conduct not listed below constitutes "disruptive behavior"
  - a. Smoking, or the use or handling of tobacco or electronic cigarettes in the library or on library grounds.
  - b. Being under the influence of, soliciting, or using alcohol or narcotic substances in the library building or on library grounds.
  - c. Utilizing personal electronic equipment (examples include, but are not limited to cellular phones, CD players, laptop computers, iPads) in such a way that it disturbs other library patrons or interferes with other patrons' use of the library.
  - d. Shouting, running, pushing, or other rowdy, rambunctious or disruptive behavior.
  - e. Using abusive, obscene, or profane language in such a manner as to threaten the rights or safety of another person, or infringe on the sensibilities of others.
  - f. Misuse of the public restrooms (examples include bathing, shaving, changing clothes or washing clothes)
  - g. Lying down or sleeping on library furniture or floors.
3. No person shall take library materials without properly checking them out. Removal of library materials without checking them out is larceny. The library staff reserves the right to inspect the bags or parcels of any patron. In certain cases, the Police Dept. may be called to do this.

4. Canvassing, selling, soliciting or distributing materials is prohibited except during library-scheduled events and/or when written permission to do so has been obtained in advance from the library director.
5. Improper acts which are subject to prosecution under criminal or civil codes of law are prohibited.
6. Destruction or defacement of the library building, property, or library materials is punishable by law.
7. Appropriate attire, including shirts and shoes, must be worn. (Examples of inappropriate footwear include but are not limited to cleats, skates, or rollerblades.)
8. Patrons shall not use the library telephones to make or receive personal phone calls except in cases of true emergency, as determined by library staff.
9. The blocking of entrances or aisles is not permitted. Members of the public must use only authorized entrances, exits and stairways.
10. A person may be required to leave the library if their personal hygiene interferes with the orderly operation of the library or with the ability of other patrons to use and/or enjoy the facility.
11. No animals, except for service animals as defined by the American with Disabilities Act (ADA) or animals used for special programming, are allowed in the library.
12. Dangerous weapons are not allowed in the library or on library property.
13. The use of incendiary devices such as, but not limited to, candles, matches and lighters is prohibited.
14. Sexual misconduct is prohibited. (Examples of misconduct include, but not limited to, inappropriate touching, exposure, solicitation, or any excessive displays of affection)
15. Patrons are expected to cooperate with staff when closing time is announced. Notice is given to library users approximately 10 to 15 minutes before closing to provide enough time to check out materials and finish whatever they are working on.
16. Any person, who, in the opinion of the library staff, is engaging in conduct described here as inconsistent with the orderly operation of the library, will be asked to leave and will be expected to do so in an orderly manner. Police may be called if needed.
17. Library staff are not responsible for personal items left unattended in the library or on library grounds. Storage for personal property is not provided. Items left at the library are subject to disposal.
18. Library privileges may be limited by the library director for the following reasons:
  - A. Damaging library property
  - B. Stealing library materials
  - C. Threatening or physically harming staff or patrons.
  - D. Criminal acts committed on the premises or grounds.
  - E. Disruptive behavior.

## **CHILDREN CONCERNS**



The Jonathan Bourne Public Library and its employees do not act “in loco parentis” (in the place of parents). We take seriously the safety of all patrons, especially those most vulnerable. If the child is not being supervised, (s)he may be considered unattended even if a parent is in the building.

The children’s area of the library is reserved for children, their parents or guardians, and adults interested in children’s literature (such as teachers and students taking children’s literature classes). Out of concern for the safety of young patrons, adults who are unaccompanied by a child or children in the children’s area of the library may be questioned by library staff and may be asked to move to another area of the library.

Restrooms in the children’s area are to be used only by children and adults accompanying those children.

### **UNATTENDED CHILDREN:**

No person shall leave children under the age of ten unattended. Parents or caregivers must keep children under the age of ten within eyesight at all times. Children under the age of ten who are repeatedly left unattended will be referred to the police and/or DCF. Parents and caregivers are always responsible for the supervision and behavior of their children.

Children aged ten through 16 years of age may use the library unattended as long as their conduct is acceptable in a library setting.

Should it be determined that a child under the age of 10 has been left unattended in the library, library staff will do the following:

1. Attempts will be made to contact the child’s parent or guardian.
2. If no parent/guardian can be located within one hour, library staff will notify the Bourne Police Department to come take responsibility of the child.
3. A copy of this policy will be made available to the parent or guardian so it is understood why these actions were taken.

In the case of any child left unattended at the library at closing, library staff will do the following:

1. Attempts will be made to contact the minor’s parent or guardian.
2. Two employees will wait with the minor by the entrance of the library
3. Library employees will wait ten (10) minutes beyond the hour of closing before calling the Bourne Police Department to come take responsibility for the minor.
4. Library employees will, under no circumstances, accompany a minor off of the library grounds.
5. A copy of this policy will be made available to the parent or guardian so it is understood why these actions were taken.

### **FOOD POLICY**

1. Only beverages in securely covered containers such as screw top or other spill resistant containers may be used. Beverages in cans and open containers are not permitted.
2. Neat, snack foods are allowed for consumption in the library. Patrons should clean up after themselves and alert staff if there are spills. No food is allowed at computer stations.
3. Waivers to the food and drink policy for special programs and functions held in the program room, conference room and children’s activity room may be given with prior permission of library administration.

YEAR	Activity	Strategies & Steps	Measures of Progress	Target Date	
1	Policy Development	Develop a mission Statement	Completed mission statement and accompanying policies	April	
1	Policy Development	Begin collecting statistics to determine collection use and priorities	Establish statistics form and practices. Begin collecting statistics	April	
1	Budgeting	Determine amount of funding from current library budget to begin preservation process	Funding amount determined and approved by Trustees	December	
1	Develop an infrastructure for preservation	Assign responsibility and allocate staff time for preservation activities	Responsibilities assigned, job descriptions amended if necessary	December	
1	Develop an infrastructure for preservation	Meet with other stakeholders to begin process of communications regarding preservation (Archives, Historic Society, etc)	Meeting held with schedule of activities and events begun	January	
1	Emergency Preparedness	Begin disaster plan by developing call tree and panic sheet of individuals and services for disasters	List complete	May	
1	Emergency Preparedness	Conduct risk assessment of building	Assessment completed	June	
1	Emergency Preparedness	Assign responsibility and allocate staff time for preservation activities	Log completed and in use	December	
1	Housekeeping	Develop maintenance log for building	Log completed and in use	December	
1	Housekeeping	Develop no food/drink policy in areas with preservation materials	Policy developed and approved by Trustees	January	
1	Collection Development	Designate side room off YA area as area for historic items to be preserved	Cape Cod collection and all other items scattered around library (except for base reports) moved to side room	February	

1	Collection Development	Identify items in collection deemed most at risk	Items identified and risk noted	April	
1	Collection Development	Organize base reports in such a way as to make them easier to be browsed by users	Base reports placed in order with proper signage	August	
1	Improve Collection Storage	Separate and refile items in pamphlet file to provide adequate space	Items in pamphlet file are reorganized with better space allotment	February	
YEAR	Activity	Strategies & Steps	Measures of Progress	Target Date	
1	Improve Collection Storage	Make sure all items in collection are properly shelved with book ends and off the floor.	Items are shelved properly	February	
1	Improve Collection Storage	Purchase archival boxes for scrapbooks	Archival boxes are purchased and scrapbooks stored in them.	January	
1	Continuing Efforts	Form preservation committee with representatives from other stakeholders to maintain lines of communication	Committee formed with meetings scheduled	January	
1	Continuing Efforts	Formalize relationships with other stakeholders and develop policies for working together	Policies developed and adopted by respective stakeholders	April	
1	Continuing Efforts	Annual fire drill and staff training on extinguisher use	Drill and training conducted	May	
1	Continuing Efforts	Fire extinguisher inspection	Annual inspection conducted	May	
1	Continuing Efforts	Twice annual thorough cleaning and dusting of historical room conducted	Cleaning completed	July	
1	Continuing Efforts	Maintain membership in Digital Archives	Membership renewed	January	
2	Policy Development	Develop a written collection development policy for historic collection.	Policy developed and approved by Trustees	February	
2	Emergency Preparedness	Assemble response kits for water emergencies and provide training in	Kits developed and respective staff trained in use	March	

		use			
2	Collection Development	Re-appraise collection based on collection policy for retention, weeding and transferring of undesired material	Collection reviewed and re-organized based on collection development policy	August	
2	Collection Development	Contact base regarding status of base reports and availability of public access	Base contacted	November	
2	Improve Collection Storage	Purchase proper archival storage material for items deemed at risk	Storage materials purchased and at risk items placed in them	May	
2	Improve Collection Storage	Begin purchase of archival boxes for pamphlets	Pamphlet boxes purchased and items in pamphlet file stored properly	August	
2	Improve Collection Storage	Review resources on care, handling and identification of photographs	Resources identified and consulted	June	
2	Improve Collection Storage	Make preservation quality photocopies of newspaper articles in pamphlet file.	Photocopies made and stored properly	August	
YEAR	Activity	Strategies & Steps	Measures of Progress	Target Date	
2	Improve Handling of Collection	Seek out workshops, webinars and other resources on handling of collections for volunteers and staff responsible for historic collection	Workshops, webinars and resources identified and used by staff responsible for historic collection	August	
2	Budgeting	Establish budget line item for preservation	Line item established and funded	May	
2	Budgeting	Identify projects and supplies for CPA Funding	CPA funding achieved and designated	May	
2	Improve Access to Collection	Develop signage for historic collection	Signage developed and installed	February	
2	Improve Access to Collection	Develop catalog/listing of resources available at each location.	Items at each location identified, listed and/or cataloged	August	

2	Improve Access to Collection	Seek out volunteers from each agency to provide set hours of coverage at each location	Volunteers found and set weekly hours of availability are provided	March	
2	Improve Climate Control	Purchase dehumidifier for historical collection room.	Dehumidifier purchased and installed	May	
2	Continuing Efforts	Scheduled meetings of Bourne Preservation committee	Meetings held with updates provided for all	January	
2	Continuing Efforts	Annual fire drill and staff training on extinguisher use	Drill and training conducted	May	
2	Continuing Efforts	Fire extinguisher inspection	Inspection completed	May	
2	Continuing Efforts	Twice annual thorough cleaning and dusting of historical room conducted	Cleaning completed	July	
2	Continuing Efforts	Maintain membership in Digital Archives	Membership renewed	December	
3	Policy Development	Develop digitization policy	Policy developed and approved by Trustees	December	
3	Budgeting	Seek funding for part time reference librarian who would also oversee historic collection	Position placed in budget and funded	May	
3	Budgeting	Seek funding for digitization of base reports (if needed) through CPA	Funding requested and approved	May	
3	Improve Collection Storage	Finish purchase of archival boxes for pamphlets	Archival boxes are purchased and scrapbooks stored in them.	August	
3	Improve Collection Storage	Purchase new shelving for items in historic room	Shelving type determined and purchased	March	
YEAR	Activity	Strategies & Steps	Measures of Progress	Target Date	
3	Improve Collection Storage	Work with Bourne Archives on preservation of photos	Plan of preservation of photos completed and accomplished.	August	
3	Improve Climate Control	Install automatic timers for lights in historic room	Timers installed and functioning	December	

3	Improve Climate Control	Repair and/or replace rotted windows in library	Windows repaired and/or replaced	August	
3	Improve Access to Collection	Continue to seek volunteers to provide scheduled hours for historic room	Volunteers found and set weekly hours of availability are provided	Ongoing	
3	Continuing Efforts	Twice annual thorough cleaning and dusting of historical room conducted	Cleaning completed	July	
3	Continuing Efforts	Maintain membership in Digital Archives	Membership renewed	December	
3	Continuing Efforts	Review collection policy and mission	Policy reviewed and updated as needed	March	
3	Continuing Efforts	Scheduled meetings of Bourne Preservation committee	Meetings held with updates provided for all	July	
3	Continuing Efforts	Annual fire drill and staff training on extinguisher use	Drill and training conducted	May	
3	Continuing Efforts	Fire extinguisher inspection	Inspection completed	May	
3	Continuing Efforts	Cataloging and identification of materials at each institution	Items cataloged and listed	August	
4	Policy Development	Prepare a disaster plan for collections	Disaster plan completed and approved by Trustees	February	
4	Improve Collection Storage	Digitize Base reports	Base reports digitized	June	
4	Improve Access to Collection	Hire part time reference librarian	Librarian hired	September	
4	Continuing Efforts	Review collection policy and mission	Policy reviewed and updated as needed	February	
4	Continuing Efforts	Scheduled meetings of Bourne Preservation committee	Meetings held with updates provided for all	July	
4	Continuing Efforts	Annual fire drill and staff training on extinguisher use	Drill and training conducted	May	
4	Continuing Efforts	Fire extinguisher inspection	Inspection completed	May	
4	Continuing Efforts	Maintain membership in Digital Archives	Membership renewed	December	
YEAR	Activity	Strategies & Steps	Measures of Progress	Target Date	

4	Continuing Efforts	Twice annual thorough cleaning and dusting of historical room conducted	Cleaning completed	July	
5	Policy Development	New five year plan	Five year plan completed and approved by Trustees	August	
5	Continuing Efforts	Scheduled meetings of Bourne Preservation committee	Meetings held with updates provided for all	July	
5	Continuing Efforts	Annual fire drill and staff training on extinguisher use	Drill and training conducted	May	
5	Continuing Efforts	Fire extinguisher inspection	Inspection completed	May	
5	Continuing Efforts	Maintain membership in Digital Archives	Membership renewed	December	
5	Continuing Efforts	Twice annual thorough cleaning and dusting of historical room conducted	Cleaning completed	July	