

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

June 11, 2019
5:15 p.m.
Library Meeting Room

Call to Order

- Is meeting being recorded?
- Correspondence to be presented?
- Approval of minutes of the May 14 ,2019 meeting

New Business

- * Welcome new members
- * restructure Board
- * Survey
- * Assistant Director Retirement

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 June 11, 2019 Trustees Meeting
Jonathan Bourne Public Library

Trustees Present

Kiki Tura
Karl Spilhaus
Cynthia Barry
Christine Crane
Stephanie Kelly
Alison DeCosta

Staff Present

Patrick Marshall

Guests Present

Paul Gately

Trustees Absent

None

Call to Order: Meeting was called to order at 5:15 pm by Chair K. Tura. Chair welcomed new trustees, Christine Crane and Alison DeCosta to the Board. C. Barry nominated K. Tura as Chair and S. Kelly seconded the motion which was carried unanimously. K. Tura nominated K. Spilhouse as Vice Chair and C. Barry seconded the motion which was carried unanimously. C. Barry nominated S. Kelly as Recording Secretary and K. Tura seconded the motion which was carried unanimously.

K. Tura asked, "Is this meeting being recorded?" and all responded "No". She then asked, "Is there any correspondence to be presented?" and P. Marshall responded with information he received about a new trustee pocket guide.

Approval of minutes of May 14, 2019 meeting: K. Tura made a motion to accept the minutes as received and K. Spilhouse seconded the motion which was carried unanimously.

New Business: P. Marshall reported that a 30-hour entry level circulation assistant position has been restored. Recall letter has gone out from the town to employees who had been laid off including the employee laid off from the library. P. Marshall has reached out to this employee and is awaiting a response.

Director's Report: – Attached. P. Marshall also reported the following:

- The survey on library services was available to the public. At the time of the meeting, 76 responses had been received. The survey – which is in digital form online only -- will remain open through June 21.
- Capital outlay requests are due by the end of June. Preliminary budget is due by the end of August.
- New shelving is expected to arrive within the next week.
- P. Marshall will contact Tina Maginnis to follow up on previously discussed sign to be made by Upper Cape Tech showing library hours of operation.

Personnel: P. Marshall reported that:

- he has advertised for 3 substitute library circulation assistants.
- Plans are underway for retirement recognition event for Assistant Director, Diane Ranney.

Budget Report: Attached. Nothing further to report.

Building and Grounds: P. Marshall reported that the side garden had been completed by Chris Mark and Sons.

Friends of JBPL: – C. Crane reported that:

- she and H. DiPaolo attended the statewide meeting of library friends held in Canton.
- the Friends of the Library book sale is June 19-22.
- the Friends are still seeking a Treasurer.

Next Meeting Date and Agenda Items: July 9, 2019 at 5:15 p.m. Items to be added to the agenda are:

- Assistant Director Recognition

Adjournment: K. Tura moved to adjourn the meeting. The motion was seconded by C. Barry and carried by unanimous vote and the meeting was adjourned at 5:55 p.m.

Respectfully submitted

Stephanie G. Kelly

Director's Report
June 11th, 2019
(May/June Activity)

- 5/15/19 – Attend CLAMS Membership meeting Town Hall – Facilitated meeting to discuss where CLAMS is, challenges it faces and where the network should go in the future.
- 5/20/19 – Attend Massachusetts Library Association Conference in Framingham.
- 5/21/19 – Bourne Department Head meeting – Capital Outlay requests will be due by end of June with draft budgets by August. Town Administrator announces he is leaving at the end of September.
- 5/29/19 – New computer tables installed, reference desk installed. Major thanks to Sam Currence as he assisted in removing old tables from the library.
- 5/30/19 – DPW and Facilities in to move electric outlets and to discard old furniture.
- 6/5/19 – Community survey online and active. Summer concerts advertised.
- 6/6/19 – Substitute circulation assistant interviews.
- 6/7/19 – Landscaper in to work on side garden. Mulch and weeding of front yard completed too.

New computer work stations and reference desk installed. Fax moved to new location. We are awaiting facilities department to move internet connection for copier machine. We are awaiting day for shelving to arrive. So far comments have been very complimentary with regards to the new pieces and how open the library is beginning to look.

Finally had a few applicants for substitute library assistants. Interviews are ongoing and we hope to have a list of individuals we can call upon when we are short staffed.

UPCOMING

1. Friends of the Library Book Sale – June 19th through 22nd.
2. Summer programs kick off – Week of June 24 – 29th. Eleanor Roosevelt visits on the 25th, Stanley & Grimm kick off summer concerts on the 26th and the children's summer kick off is the 28th.
3. Attending CLAMS Membership and Annual meeting June 12th
4. Director will be away on vacation week of July 1 through July 5th.

Respectfully submitted,
Patrick W. Marshall

Budget Report
Jonathan Bourne Public Library
FY 19 - June 7, 2019

Account	Acct #	Start Balance	Expen. to date	End Balance	% Spent
Salaries - Dept Heads	5111	\$ 110,061.00	\$ 103,715.36	\$ 6,345.64	94.23%
Salaries - Supervisors	5112	\$ 204,983.00	\$ 193,179.55	\$ 11,803.45	94.24%
Salaries - Clerical/ Secretary	5113	\$ 204,198.00	\$ 187,599.81	\$ 16,598.19	91.87%
Salaries - Hourly Employees	5117	\$ 28,886.00	\$ 23,450.91	\$ 5,435.09	81.18%
Salaries - Longevity	5141	\$ 2,670.00	\$ 2,670.00	\$ -	100.00%
Salaries - Differential Pay	5142	\$ 2,080.00	\$ 1,940.00	\$ 140.00	93.27%
TOTAL SALARY		\$ 552,878.00	\$ 512,555.63	\$ 40,322.37	92.71%
Heating Fuel	5212	\$ 6,000.00	\$ 7,777.84	\$ (1,777.84)	129.63%
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	\$ 7,530.00	\$ (1,330.00)	121.45%
Rentals - Misc Equipment	5275	\$ 250.00	\$ 423.88	\$ (173.88)	169.55%
Services - Data Processing	5305	\$ 50,000.00	\$ 48,565.95	\$ 1,434.05	97.13%
Communications - Telephone	5340	\$ 850.00	\$ 252.66	\$ 597.34	29.72%
Postage	5341	\$ 400.00	\$ -	\$ 400.00	0.00%
Office Supplies - General	5420	\$ 1,000.00	\$ 379.91	\$ 620.09	37.99%
Office Supplies - Copy Machine	5421	\$ 500.00	\$ 690.33	\$ (190.33)	138.07%
Bldg/equip supplies-operational	5430	\$ 4,250.00	\$ 3,574.75	\$ 675.25	84.11%
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	\$ 77,373.45	\$ 1,626.55	97.94%
Other supplies - Magazines	5581	\$ 8,000.00	\$ 6,791.11	\$ 1,208.89	84.89%
Other Supplies - Misc.	5595	\$ 400.00	\$ 130.95	\$ 269.05	32.74%
Travel	5710	\$ 300.00	\$ 391.14	\$ (91.14)	130.38%
Dues	5730	\$ 300.00	\$ 550.00	\$ (250.00)	183.33%

TOTAL EXPENSES		\$	\$	\$	
		168,050.00	163,081.28	4,968.72	97.04%
	TO-TAL	\$ 720,928.00	\$ 675,636.91	\$ 45,291.09	93.72%
		Start Bal- ance	Expen. To date	Income to date	Account Bal
Revolving Fund	3534	\$ 6,294.05	\$ 7,646.49	\$ 9,893.53	\$ 8,541.09
Library Gifts & Donations	4849	\$ 9,686.31	\$ 3,732.93	\$ 7,896.31	\$ 13,849.69
Lib Incentive & MIG Grant	3402	\$ 55,135.87	\$ 13,549.63	\$ 21,691.64	\$ 63,277.88
Mind In The Making LSTA Grant	3820	\$ -	\$ 5,914.88	\$ 10,000.00	\$ 4,085.12
Accounts Removed from prior Fiscal Years	5211 Electricity 5342 Printing		5307 Prof Development 5343 Advertising		