

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

June 12, 2018
5:15 p.m.
Library Meeting Room

Call to Order

- Is meeting being recorded?
- Correspondence to be presented?
- Approval of minutes of the May 8, 2018 meeting

New Business

- Introduction of Assistant Town Administrator Glenn Cannon
- Election of new trustee officers

Old Business

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

Next Meeting

- Set future agenda items
- Date for next meeting: July 10, 2018 at 5:15 p.m.

Adjournment

Respectfully submitted:

Stephanie Kelly

TRUSTEES OF THE JONATHAN BOURNE PUBLIC LIBRARY

19 Sandwich Road

Bourne, MA 02532

Minutes of the June 12, 2018 Trustees Meeting

Jonathan Bourne Public Library

Trustees Present

Stephanie Kelly
Kristine Maginnis
Lorraine Young
Kathryn Tura
Cynthia Barry

Staff Present

Patrick Marshall

Guest Present

Paul Gately
Glenn Cannon

Trustees Absent

Karl Spilhaus

Call to Order: Meeting was called to order at 5:28 pm by Chair S. Kelly. She asked “Is this meeting being recorded?” and “Is there any correspondence to be presented?” and all responded “No” to both questions.

Action Item: Approval of the minutes of the May 18, 2018 meeting- K. Tura made a motion to accept them as presented and L. Young seconded and the motion was carried by unanimous vote.

New Business: Introduction of new Assistant Town Administrator Glenn Cannon- P. Marshall introduced the board to Glenn Cannon who will have oversight of the JBPL going forward. L. Young asked G. Cannon to visit the library unannounced in order to see and understand the amount of usage and breadth of programs and resources that the library provides to the town. G. Cannon said that he would welcome the opportunity to be invited back to events so that he can be an advocate for the JBPL.

Election of new trustee officers- due to the recent election, it was time for the Chair to call for nominations to offices. L. Young nominated S. Kelly to continue as Chair. C. Barry seconded this. S. Kelly nominated K. Tura as Chair; L. Young seconded this motion and all others voted aye with no opposition. So K. Tura took over as Chair for the rest of the meeting. C. Barry nominated K. Spilhaus for Vice Chair, which L. Young seconded and all voted aye. L. Young nominated K. Maginnis for clerk which C. Barry seconded and all responded aye.

Old Business:

Directors Report: See attached. P. Marshall announced that Adam Harris, Circulation Assistant, has tendered his resignation and accepted a job at Cape Cod Community College. His last day at JBPL will be June 30. The weeding of the non-fiction collection is still continuing. P. Marshall stated great summer concerts are set up, and the Children’s program summer reading kick off is set for June 28th. New Library hours will begin the week after the July 4th Holiday, with the library now able to be open on Mondays. P. Marshall also informed the trustees that he has called CMS Landscaping for a quote on weeding and mulching the front

garden beds which were recently replaced by the students of the Upper Cape Technical School's Horticulture department. He hopes to do this annually to maintain the nice new look. P. Marshall also is working with town offices to get on the town wide phone system as the library is not currently on it and the existing system is so old that it can't be changed to reflect Mondays new operating hours. On June 27th, the CLAMS system will be down for maintenance but P. Marshall hopes their work will be done by noon.

Budget: See attached.

Personnel: Covered in Director's Report.

Buildings and Grounds: Covered in Director's Report.

Friends of the Library Update: L. Young reported that the Friends' Volunteer Appreciation event at the Whydah Pirate Museum was well attended and enjoyable. C. Barry asked that the trustees send a note of thank you to the Friends for hosting this annual event. L. Young informed the trustees that the Friends' newsletter is being mailed to fewer members as it is now on the internet. The annual Book Sale is scheduled for June 20- 23.

Next Meeting- Scheduled for July 10, 2018 at 5:15 pm. No agenda items at this time.

Adjournment- K. Maginnis made a motion to adjourn the meeting at 6:13pm and it was seconded by S. Kelly and the motion was carried by unanimous vote.

Respectfully submitted,
Kristine Maginnis

Director's Report
June 12, 2018
(May - June Activity)

- 5/9/18 – A/C not working. Trane called in to look at it. Facilities Director works with them.
- 5/15/18 – Attend 6 Degrees networking meeting.
- 5/16/18 – Meet with Assistant TA Glenn Cannon.
- 5/23/18 – Too Human concert – Funded through Arts Council grant.
- 5/25/18 – CLAMS Board meeting

Adam Harris has tendered his resignation from his Circulation Assistant position. He has accepted a job at Cape Cod Community College. His last day in Bourne will be June 30th. Job postings are up and due by June 22nd.

Weeding of the nonfiction collection continues. Have completed up to nonfiction 973 area. The 900s are an area which has not really been looked at for quite some time. One of the items removed stated that Alaska may become a state. I'm rooting for it.

Summer schedules are in place. Diane has an author program on Tuesday evenings again (with one being planned for Saturday, the 30th of June). Concerts will begin on Wednesday, June 11th. This is a week later than normal but the 4th is on a Wednesday this year. The Children's Department also has a full line up with summer reading kick off taking place on June 28th.

UPCOMING

1. CLAMS down for maintenance – June 27th – This will include Overdrive and anything else which requires a library card authentication.
2. Summer Reading kick-off – June 28th – Dance Party
3. Friends book sale June 20-23, 2018
4. Director will be off for vacation July 4-8, 2018
5. New library hours begin on Monday, July 9, 2018

Respectfully submitted,
Patrick W. Marshall

Budget Report
Jonathan Bourne Public Library
FY 18 -June 12, 2018

Account	Acct #	Start Balance	Expen. to date	End Balance	% Spent
Salaries - Dept Heads	5111	\$ 107,903.00	\$ 103,757.00	\$ 4,146.00	96.16%
Salaries - Supervisors	5112	\$ 199,843.00	\$ 192,174.50	\$ 7,668.50	96.16%
Salaries - Clerical/ Secretary	5113	\$ 179,397.00	\$ 169,961.33	\$ 9,435.67	94.74%
Salaries - Hourly Employees	5117	\$ 28,398.00	\$ 23,460.00	\$ 4,938.00	82.61%
Salaries - Longevity	5141	\$ 2,441.00	\$ 2,670.00	\$ (229.00)	109.38%
Salaries - Differential Pay	5142	\$ 1,800.00	\$ 1,988.00	\$ (188.00)	110.44%
TOTAL SALARY		\$ 519,782.00	\$ 494,010.83	\$ 25,771.17	95.04%
Heating Fuel (##)	5212	\$ 7,014.50	\$ 8,723.22	\$ (1,708.72)	124.36%
Non Energy - Water	5230	\$ 400.00	\$ 262.00	\$ 138.00	65.50%
R &M Miscellaneous	5240	\$ 7,000.00	\$ 8,317.05	\$ (1,317.05)	118.82%
R &M Office Equipment	5245	\$ 500.00	\$ 469.33	\$ 30.67	93.87%
R &M Machine Repair Contract	5246	\$ 6,200.00	\$ 6,392.75	\$ (192.75)	103.11%
Rentals - Misc Equipment	5275	\$ 250.00	\$ 183.36	\$ 66.64	73.34%
Services - Data Processing	5305	\$ 50,000.00	\$ 46,437.54	\$ 3,562.46	92.88%
Communications - Telephone	5340	\$ 850.00	\$ 758.86	\$ 91.14	89.28%
Postage	5341	\$ 500.00	\$ -	\$ 500.00	0.00%
Office Supplies - General	5420	\$ 1,000.00	\$ 729.51	\$ 270.49	72.95%
Office Supplies - Copy Machine	5421	\$ 500.00	\$ 715.96	\$ (215.96)	143.19%
Bldg/equip supplies-operational	5430	\$ 4,250.00	\$ 3,658.51	\$ 591.49	86.08%
Bldg/equip supplies- other (1)	5435	\$ 528.72	\$ 206.91	\$ 321.81	39.13%
Custodial Supplies - Cleaning	5450	\$ 2,000.00	\$ 2,450.23	\$ (450.23)	122.51%
Other supplies - Books (2)	5580	\$ 79,194.06	\$ 77,750.78	\$ 1,443.28	98.18%
Other supplies - Magazines	5581	\$ 8,000.00	\$ 6,470.06	\$ 1,529.94	80.88%
Other Supplies - Misc.	5595	\$ 400.00	\$ 10.03	\$ 389.97	2.51%
Travel	5710	\$ 200.00	\$ 331.95	\$ (131.95)	165.98%
Dues	5730	\$ 300.00	\$ 310.00	\$ (10.00)	103.33%
TOTAL EXPENSES		\$ 169,087.28	\$ 164,178.05	\$ 4,909.23	97.10%
	TOTAL	\$ 688,869.28	\$ 658,188.88	\$ 30,680.40	95.55%
		Start Balance	Expen. To date	Income to date	Account Bal
Revolving Fund	3534	\$ 8,765.41	\$ 10,222.06	\$ 9,337.73	\$ 7,881.08
Library Gifts & Donations	4849	\$ 17,210.25	\$ 19,461.05	\$ 12,257.46	\$ 10,006.66

Lib Incentive & MIG Grant	3402	\$ 47,074.56	\$ 13,576.89	\$ 21,638.20	\$ 55,135.87
Accounts Removed from prior Fiscal Years	5211 Electricity 5342 Printing	5307 Prof Development 5343 Advertising			

- (1) 28.72 encumbered from FY 17
- (2) \$1,194.06 encumbered from FY 17
- (##) 14.50 Encumbered from FY 17