

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

March 12, 2019
5:15 p.m.
Library Meeting Room

Call to Order

- Is meeting being recorded?
- Correspondence to be presented?
- Approval of minutes of the February 26 ,2019 meeting

New Business

- * further explore survey regarding community interests and needs

Reports

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

Executive Session: Director evaluation continued

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 March 12, 2019 Trustees Meeting

Jonathan Bourne Public Library

Trustees Present

Kathryn Tura

Lorraine Young

Stephanie Kelly

Kristine Maginnis

Cynthia Barry

Karl Spilhaus

Staff Present

Patrick Marshall

Guest Present

Paul Gately

Call to Order: Meeting was called to order at 5:19 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 all responded "No".

Approval of minutes of Feb. 26, 2019 meeting: K. Tura made a motion to accept the minutes as received and L. Young seconded the motion and it was passed unanimously.

New Business: Further exploration of survey regarding community interest and needs- P. Marshall passed around survey examples from Bellingham and Charlton, MA libraries as well as prior survey undertaken at the JBPL. A discussion was undertaken regarding what the Trustees wanted to get out of a new survey, who we wanted to poll, and did we want it simple or more detailed. K. Maginnis said that the whole community was surveyed in 2016 for the Five -Year Plan, so a short patron survey was a good idea now. C. Barry said that if it was more than one page, people would not be inclined to take it. K. Tura said she would like to take the pulse of users to see how we are doing and if we need to make a mid-course correction. C. Barry said she had experience with surveys, and agreed to look at our prior survey and update it accordingly for the next Trustees meeting.

Directors Report: P. Marshall reported that the annual Boston Bruins/Cradles to Crayons pajama drive was going strong and would end Friday Mar. 15th. The Bourne Newcomers club will be doing a Foreign film movie series with the library starting March 28th. A Genealogy workshop is scheduled for Mar. 25th. P. Marshall said the new furniture is on track to be delivered in June. K. Tura asked if the library would need to be closed for set up and P. Marshall said "no". P. Marshall reported that an irrigation pipe burst out back on 3/1 at closing time. The DPW came and shut it off. P. Marshall reported that the summer concerts were booked

and a good line up was scheduled.

Budget: P. Marshall reported that it is on track.

Personnel: Nothing to report

Buildings and Grounds: See above in Director's Report.

Friends of the Library Update: L. Young had nothing new to report as the Friends group had not met since the last Trustee's meeting.

Next Meeting- Set for 4/9/19 at 5:15 pm.

At 6:20 pm K. Tura made a motion to go into executive session for the purpose of finishing the Director evaluation discussion and not return to public session after.

The following Roll Call Vote was taken by K. Maginnis-

Kathryn Tura Aye

Lorraine Young Aye

Stephanie Kelly Aye

Kristine Maginnis Aye

Cynthia Barry Aye

Karl Spilhaus Aye

The motion passed.

Respectfully submitted,

Kristine Maginnis

Director's Report
Mar 12th, 2019
(Feb/Mar Activity)

- 2/12/19 – Close at 7 for snow.
- 2/13/19 – CLAMS Membership and CLAMS Board Meetings
- 2/21/19 – PJ Dance Party at Middle School
- 2/21/19 – Automatic door not working on inside – Company called in to fix.
- 2/22/19 – Bowling for PJs at Ryans – MBLC Attends
- 2/22/19 – Discover screen is missing from Children's Program Room window – Brought to Abbey Glass to fix. (Screen had been out for a while)
- 2/25/19 – Finance Committee budget presentation.
- 2/26/19 – Library trustees meeting.
- 2/27/19 – Useful computer online presentation – Possibility of updating all the public computers and outsourcing services.
- 2/27/19 – Second payment of Mind in the Making Grant made.
- 3/1/19 – Irrigation pipe out back bursts. CMS landscaping called. DPW came and shut off. Discovered as we were closing.
- 3/2/19 – Closed for snow.
- 3/11/19 – Concerts for the summer are booked – Good lineup.

Upcoming:

- CLAMS Board meeting March 13th.
- PJ Pizza party – March 15th.
- Genealogy workshop on March 25th
- Newcomers and library doing a joint foreign film series – first one is March 28th.

Respectfully submitted,
Patrick W. Marshall

Budget Report
Jonathan Bourne Public Library
FY 19 - March 12, 2019

Account	Acct #	Start Balance	Expen. to date	End Balance	% Spent
Salaries - Dept Heads	5111	\$ 110,061.00	\$ 78,315.68	\$ 31,745.32	71.16%
Salaries - Supervisors	5112	\$ 204,983.00	\$ 145,869.91	\$ 59,113.09	71.16%
Salaries - Clerical/ Secretary	5113	\$ 204,198.00	\$ 140,849.49	\$ 63,348.51	68.98%
Salaries - Hourly Employees	5117	\$ 28,886.00	\$ 17,707.83	\$ 11,178.17	61.30%
Salaries - Longevity	5141	\$ 2,670.00	\$ 2,670.00	\$ -	100.00%
Salaries - Differential Pay	5142	\$ 2,080.00	\$ 1,468.00	\$ 612.00	70.58%
TOTAL SALARY		\$ 552,878.00	\$ 386,880.91	\$ 165,997.09	69.98%
Heating Fuel	5212	\$ 6,000.00	\$ 4,712.56	\$ 1,287.44	78.54%
Non Energy - Water	5230	\$ 600.00	\$ 183.25	\$ 416.75	30.54%
R &M Miscellaneous	5240	\$ 7,000.00	\$ 5,332.06	\$ 1,667.94	76.17%
R &M Office Equipment	5245	\$ 500.00	\$ 645.00	\$ (145.00)	129.00%
R &M Machine Repair Contract	5246	\$ 6,200.00	\$ 5,647.50	\$ 552.50	91.09%
Rentals - Misc Equipment	5275	\$ 250.00	\$ -	\$ 250.00	0.00%
Services - Data Processing	5305	\$ 50,000.00	\$ 48,329.94	\$ 1,670.06	96.66%
Communications - Telephone	5340	\$ 850.00	\$ 252.56	\$ 597.44	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	\$ 1,852.45	\$ 2,397.55	43.59%
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	\$ 62,267.71	\$ 16,732.29	78.82%
Other supplies - Magazines	5581	\$ 8,000.00	\$ 6,747.11	\$ 1,252.89	84.34%
Other Supplies - Misc.	5595	\$ 400.00	\$ 90.98	\$ 309.02	22.75%
Travel	5710	\$ 300.00	\$ 262.15	\$ 37.85	87.38%
Dues	5730	\$ 300.00	\$ 550.00	\$ (250.00)	183.33%

TOTAL EXPENSES		\$	\$	\$	
		168,050.00	139,326.13	28,723.87	82.91%
	TO-TAL	\$ 720,928.00	\$ 526,207.04	\$ 194,720.96	72.99%
		Start Bal- ance	Expen. To date	Income to date	Account Bal
Revolving Fund	3534	\$ 6,294.05	\$ 7,646.49	\$ 7,834.87	\$ 6,482.43
Library Gifts & Donations	4849	\$ 9,686.31	\$ 2,455.15	\$ 6,195.21	\$ 13,426.37
Lib Incentive & MIG Grant	3402	\$ 55,135.87	\$ 13,134.55	\$ 10,722.79	\$ 52,724.11
Mind In The Making LSTA Grant	3820	\$ -	\$ 3,410.61	\$ 10,000.00	\$ 6,589.39
Accounts Removed from prior Fiscal Years	5211 Electricity 5342 Printing		5307 Prof Development 5343 Advertising		