

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

**May 14, 2019**  
**5:15 p.m.**  
**Library Meeting Room**

Call to Order

- Is meeting being recorded?
- Correspondence to be presented?
- Approval of minutes of the April 9 ,2019 meeting

New Business

- \* Survey
- \* PSA for Library services

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 May 14, 2019 Trustees Meeting

Jonathan Bourne Public Library

Trustees Present

Kathryn Tura

Lorraine Young

Cynthia Barry

Kristine Maginnis

Karl Spilhaus

Trustee Absent

Stephanie Kelly

Staff Present

Patrick Marshall

Guest Present

Paul Gately

Call to Order: Meeting was called to order at 5:18 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 April 9, 2019 meeting: K. Spilhaus made a motion to accept the minutes as received and L. Young seconded the motion and it was passed unanimously. K. Tura thanked L. Young and K. Maginnis for their service on the JBPL Trustees Board as they both are not running in the election for another term.

New Business: Survey: "Other" option for gender was added to the text. L. Young reported that she shared the survey with the Friends' group at their meeting. P. Marshall stated that once ready, it could be put on Survey Monkey, and left open for a period of two to three weeks. PSA for library services: A discussion was undertaken regarding using a rotation on Bourne TV of new things at the library as a PSA. C. Barry shared that at another library she saw a TV in the lobby that combines the showing of their website and all programming. P. Marshall responded that the Trustees had looked into this in the past, but due to space limitations and too much weight on the ceiling, it was deemed not viable here. Staff also felt it would be distracting in the small lobby space.

Directors Report: P. Marshall reported that approximately 150 people attended the World Series Trophy day event. He also reported that the shelving company is experiencing a backlog so Tucker furniture may not be able to deliver the new units before the summer season starts.

Budget: Nothing to report.

Personnel: Assistant Director Dianne Ranney has announced her retirement on 8-2-19 after 47 years of service to the JBPL. As this is an MLS required position, P. Marshall will initiate a search after her departure.

Buildings and Grounds: Nothing to report.

Friends of the Library Update: L. Young reported at their last meeting, renewing passes for the NE Aquarium and the Maritime Museum was discussed. The Red Sox trophy event required a lot of planning and was a success. Fall fundraisers were discussed. The Book sale is scheduled for 6-20 to 6-22-19.

Next Meeting- Set for 6-11-19 at 5:15pm. Restructuring the Board is an agenda item.

At 6:10 pm K. Tura made a motion to adjourn the meeting and K. Spilhaus seconded the motion and it was passed unanimously.

Respectfully submitted,  
Kristine Maginnis

**Director's Report  
May 14th, 2019  
(Apr/May Activity)**

- 4/10/19 – CLAMS Board Meeting.
- 4/10/19 – Sean Gaskell – West African Kora program
- 4/11/19 – Reference collection weeded – Cape Cod Collection moved to Reference area.
- 4/12/19 – Annual egg hunt.
- 4/16/19 – Partial power outage in evening.
- 4/22/19 – Friends of the JBPL Board meeting.
- 4/30/19 – Medical program
- 4/30/19 – Meet with CMS Landscape to go over work for side grounds and front yard.
- 5/6/19 – World Series Day in the library
- 5/6/19 – Town Meeting
- 5/7/19 – Town Meeting
- 5/8/19 – CLAMS Board Meeting
- 5/9/19 – Alarm motion sensor battery replaced.

Planning for the summer programs is in process. Most programs will begin the week of June 29<sup>th</sup> and run through the first week of August. Schedules will be out soon.

New shelving may be delayed until late August. Tucker Library Interiors reports that their manufacturer is behind and may not make our mid-June deadline. I've informed them that the deadline is more in place because of the busy summer season and that disruptions then would not work well. We've agreed that if we can't get things installed by end of May/early June, we will hold off until end of summer/early fall.

Town meeting has approved the library budget, revolving fund and Capital Outlay request. We will not look into re-carpeting until the fall though. Same reasons as with the shelving.

Respectfully submitted,  
Patrick W. Marshall

Budget Report  
Jonathan Bourne Public Library  
FY 19 - May 9, 2019

Account	Acct #	Start Balance	Expen. to date	End Balance	% Spent
Salaries - Dept Heads	5111	\$ 110,061.00	\$ 95,248.80	\$ 14,812.20	86.54%
Salaries - Supervisors	5112	\$ 204,983.00	\$ 177,409.67	\$ 27,573.33	86.55%
Salaries - Clerical/ Secretary	5113	\$ 204,198.00	\$ 172,016.37	\$ 32,181.63	84.24%
Salaries - Hourly Employees	5117	\$ 28,886.00	\$ 21,536.55	\$ 7,349.45	74.56%
Salaries - Longevity	5141	\$ 2,670.00	\$ 2,670.00	\$ -	100.00%
Salaries - Differential Pay	5142	\$ 2,080.00	\$ 1,800.00	\$ 280.00	86.54%
<b>TOTAL SALARY</b>		\$ 552,878.00	\$ 470,681.39	\$ 82,196.61	85.13%
Heating Fuel	5212	\$ 6,000.00	\$ 7,230.44	\$ (1,230.44)	120.51%
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	\$ -	\$ 250.00	0.00%
Services - Data Processing	5305	\$ 50,000.00	\$ 48,565.95	\$ 1,434.05	97.13%
Communications - Telephone	5340	\$ 850.00	\$ 252.64	\$ 597.36	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	\$ 71,403.45	\$ 7,596.55	90.38%
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	\$ 262.15	\$ 37.85	87.38%
Dues	5730	\$ 300.00	\$ 550.00	\$ (250.00)	183.33%

<b>TOTAL EXPENSES</b>		\$ 168,050.00	\$ 156,010.99	\$ 12,039.01	92.84%
	<b>TO-TAL</b>	\$ 720,928.00	\$ 626,692.38	\$ 94,235.62	86.93%
		Start Bal- ance	Expen. To date	Income to date	Account Bal
Revolving Fund	3534	\$ 6,294.05	\$ 7,646.49	\$ 9,259.85	\$ 7,907.41
Library Gifts & Donations	4849	\$ 9,686.31	\$ 3,674.19	\$ 7,192.46	\$ 13,204.58
Lib Incentive & MIG Grant	3402	\$ 55,135.87	\$ 13,149.63	\$ 21,691.64	\$ 63,677.88
Mind In The Making LSTA Grant	3820	\$ -	\$ 5,797.71	\$ 10,000.00	\$ 4,202.29
Accounts Removed from prior Fiscal Years	5211 Electricity 5342 Printing		5307 Prof Development 5343 Advertising		