

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

**November 13, 2018**  
**5:15 p.m.**  
**Library Meeting Room**

Call to Order

- Is meeting being recorded?
- Correspondence to be presented?
- Approval of minutes of the October 9, 2018 meeting

New Business

- \* Meet and Greet with new Friends Board
- VOTE: FY 20 Action Plan
- Director and Trustee goals for FY 2019
- Director Evaluation
- Art Hanging system
- Outline process for library renovation/building

Reports

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

Next Meeting

- Set future agenda items
- Date for next meeting: December 11 at 5:15 p.m

Adjournment

Respectfully submitted:

*Kathryn Tura*  
Chair

TRUSTEES OF THE JONATHAN BOURNE PUBLIC LIBRARY  
19 Sandwich Road  
Bourne, MA 02532  
Minutes of the Nov. 13, 2018 Trustees Meeting  
Jonathan Bourne Public Library

Trustees Present

Kathryn Tura  
Cynthia Barry  
Kristine Maginnis  
Lorraine Young  
Karl Spilhaus  
Stephanie Kelly

Staff Present

Patrick Marshall

Guest Present

Paul Gately  
Heather DiPaolo  
Anne Elliot

Call to Order: Meeting was called to order at 5:20 pm by Chair K. Tura. 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 October 9, 2018 meeting- K. Spilhaus made a motion to accept the minutes as presented and K. Tura seconded and the motion was carried by unanimous vote.

New Business:

Meet and Greet with new Friends Board: K. Tura asked new Friends’ elected officers, H. DiPaolo, President and A. Elliot, Vice President to attend this trustees meeting. H. DiPaolo stated a goal of hers was to get the visibility of the Friends group heightened, maybe thru more fundraisers for the JBPL. K. Tura said she was looking forward to working with H. DiPaolo again, as she was a prior Trustee and as such had a real understanding of roles on both boards. H. DiPaolo was asked by K. Tura “how often should the two groups get together” and H. DiPaolo responded that quarterly at first was her thought. A discussion was undertaken regarding the Beacon of Support program and how to freshen it up and rebrand possibly. Christmas Tree lighting event on 12/7/18 was discussed and S. Kelly said she would extend invitations to Selectmen, Congressman Keating, and Representatives Hunt and deMacedo.

Vote on FY20 Action Plan: P. Marshall presented action plan to trustees that would need to be filed by 12/7/18 in order to be eligible for LSTA grants. K. Maginnis made a motion to accept the FY20 Action Plan as presented by P. Marshall and K. Tura seconded the motion and all trustees voted “Aye”.

Directors and Trustee Goals for FY19: P. Marshall presented a report outlining four areas that he has been working on this fiscal year: 1) Library Facility, 2) Communication, 3) Marketing and 4) Collection. See attached.

Director Evaluation: Chair K. Tura is waiting on trustees to turn in their evaluation forms. The process will take another two to three meetings to finalize.

Art Hanging System: P. Marshall spoke with Fran Bogden of the Painted Ladies group, and reported that the purchase of a new (used) system would be great but that it is not in the budget. L. Young will ask the Friends if they would consider the purchase.

Outline library renovation/building process: P. Marshall said that a consultant from the MBLC could possibly come in to address the Trustees on this issue. K. Tura stated this should be a joint meeting with the Friends of the JBPL. P. Marshall gave a hand out from Tucker Library Interiors and a discussion was undertaken on options for new furniture and placement. P. Marshall will be making a request to town Capital Outlay Committee for new carpeting. C. Barry raised the question of painting interior versus new carpeting being laid. S. Kelly suggested that replacing carpet and adding moveable furniture was necessary to maximize space.

Reports: Reviewed above in prior discussions.

Friends Update: L. Young stated the Friends Board was very appreciative of K. Tura's address to the outgoing board at the annual meeting.

Next Meeting- Set for 12/11/18 at 5:15pm.

Adjournment- K. Tura made a motion to adjourn the meeting at 6:56 pm and it was seconded by C. Barry and the motion was carried by unanimous vote.

Respectfully submitted,  
Kristine Maginnis

**Director's Report**  
**Nov 13, 2018**  
**(Oct/Nov Activity)**

- 10/10/18 – CLAMS Board and Membership Meeting. Long meeting as it was announced that Falmouth is exploring the possibility of leaving CLAMS to join the Old Colony Library Network (OCLN).
- 10/11/18 – Meet with representatives from Tucker Furniture to go over possibilities for furniture upgrades in the main area. This would include new circulation desk and redesigning main area of adult section.
- 10/12/18 – CLAMS Finance Committee meeting.
- 10/15/18 – Facilities department in to look at boilers. They did not start up for the season. Problem fixed.
- 10/16/18 – Networking USA Canal Chapter meeting
- 10/16/18 – Mass Carpet in to measure library for carpeting estimate
- 10/22/18 – Priority Based Budgeting Department meeting/workshop. Next step is to be done where “programs” are scored.
- 10/23/18 – Weeding of Playaways is done.
- 10/24/18 – Department head mini meetings discussing Priority Based Budgeting.
- 10/26/18 – Terry Johnson and I take part in Bourne Recreation Trunk or Treat.
- 11/5/18 – Attend Massachusetts Library System Annual Meeting
- 11/8/18 – Submit Capital Outlay budget request for new carpeting in FY 20.
- 11/8/18 – Staff meeting

Carpeting request for redoing the entire library has been submitted. Looking to update the carpet as well as the furniture/shelving in the main area of the library.

Library has received word that it has met the requirements for certification. MBLC voted at their November meeting also to certify the Wareham Free Library. It is great to have them back in the program.

Will be planning to meet with the new Friends of the JBPL Board to discuss how donations and Beacon of Support program will work. There is a need to update names and how the programs will be promoted.

Planning for Christmas in Olde Bourne Village is in full swing. Tree lighting and carol singing will take place on Friday, December 7. Breakfast with Santa will take place here at the library on Saturday morning. Aine Minogue will perform on Monday the 10th.

Respectfully submitted,  
Patrick W. Marshall

<b>Jonathan Bourne Public Library, Bourne</b>	<b>FY 20</b>
<b>Patrick W. Marshall Director, pmarshall@bournelibrary.org</b>	

---

**Goal (from library's current Long-Range Plan)**  
**JBPL users will have access to training and assistance in using new and emerging technologies to connect to the online world**

---

<b>Objectives (if included in current Long-Range Plan)</b>	<b>Actions</b>	<b>Timeframe for Activity</b>	<b>By Whom (optional)</b>
JBPL staff will conduct at least two training sessions around the Bourne community	Work with community businesses and organizations to promote learning opportunities for residents	All FY 20	Library Director and Information Services Librarian
JBPL staff will conduct at least two training sessions around the Bourne community	JBPL staff will continue working with Bourne Middle school to work on Tech Buddies program.	Fall and Spring FY 20	Information Services Librarian

---

**Goal (from library's current Long-Range Plan)**  
**Library staff will provide ways to assist patrons and visitors with their immediate technology problems and issues.**

---

<b>Objectives (if included in current Long-Range Plan)</b>	<b>Actions</b>	<b>Timeframe for Activity</b>	<b>By Whom (optional)</b>
New Objective - JBPL staff will develop training and teaching opportunities for patrons	Staff will look at various online and in house produced training options that can be placed on the website and social media accounts.	All Fy 20	Technology librarian, Assistant Director

---

**Goal (from library's current Long-Range Plan)**

**The JBPL will provide appropriate programming that promotes a lifelong love of learning and literature.**

---

<b>Objectives (if included in current Long-Range Plan)</b>	<b>Actions</b>	<b>Timeframe for Activity</b>	<b>By Whom (optional)</b>
The library will provide 2 self-guided ongoing family activities.	Library will complete interactive play space according to LSTA Mind in the Making Grant Award	Beginning FY 20	Children's Librarian and Library Director
Library will investigate alternative types of programming. (New Objective)	Library staff will look into video taping story hours and programs for later viewing	All FY 20	Children's Librarian and Library Director

---

**Goal (from library's current Long-Range Plan)**

**Citizen's of Bourne will have access to an up-to-date, diverse collection that includes materials of interest for library users.**

---

<b>Objectives (if included in current Long-Range Plan)</b>	<b>Actions</b>	<b>Timeframe for Activity</b>	<b>By Whom (optional)</b>
Prioritize collection development by formats in response to public demand	Trustees will review and revise collection development policy as needed	Early FY 20	Library Trustees/ Library Director
NEW OBJECTIVE – Library will present new ways of displaying collections for ease of locating items	Staff will develop new “mini collections” such as Cape Cod items and other subjects of interest to Bourne residents.	FY 20	Library Director/ Library staff
Introduce new formats to the existing collection (non-traditional items)	Continue to add to the “library of things” available at the JBPL	FY 20	Library Director/ Assistant Director

---

**Goal (from library's current Long-Range Plan)****Library users will understand how to use and access the materials provided by the JBPL**

---

<b>Objectives (if included in current Long-Range Plan)</b>	<b>Actions</b>	<b>Timeframe for Activity</b>	<b>By Whom (optional)</b>
Library staff will create two written educational items each year to promote the library's collections by FY 20	Library will revamp publicity pamphlets, including museum pass listing for patrons in both electronic and written form	FY 20	Library staff
NEW OBJECTIVE – Library will promote library services throughout the Bourne community	Library staff will attend outside events, including network meetings, chamber events and work with town departments to promote library offerings.	FY 20	Library staff, Library Trustees, Library Friends.

Budget Report  
Jonathan Bourne Public Library  
FY 19 - November 13, 2018

Account	Acct #	Start Balance	Expen. to date	End Balance	% Spent
Salaries - Dept Heads	5111	\$ 110,061.00	\$ 42,332.80	\$ 67,728.20	38.46%
Salaries - Supervisors	5112	\$ 204,983.00	\$ 78,847.92	\$ 126,135.08	38.47%
Salaries - Clerical/ Secretary	5113	\$ 204,198.00	\$ 74,619.81	\$ 129,578.19	36.54%
Salaries - Hourly Employees	5117	\$ 28,886.00	\$ 9,571.80	\$ 19,314.20	33.14%
Salaries - Longevity	5141	\$ 2,670.00	\$ -	\$ 2,670.00	0.00%
Salaries - Differential Pay	5142	\$ 2,080.00	\$ 788.00	\$ 1,292.00	37.88%
<b>TOTAL SALARY</b>		\$ 552,878.00	\$ 206,160.33	\$ 346,717.67	37.29%
Heating Fuel	5212	\$ 6,000.00	\$ 587.14	\$ 5,412.86	9.79%
Non Energy - Water	5230	\$ 600.00	\$ 183.25	\$ 416.75	30.54%
R &M Miscellaneous	5240	\$ 7,000.00	\$ 2,650.00	\$ 4,350.00	37.86%
R &M Office Equipment	5245	\$ 500.00	\$ 645.00	\$ (145.00)	129.00%
R &M Machine Repair Contract	5246	\$ 6,200.00	\$ 3,765.00	\$ 2,435.00	60.73%
Rentals - Misc Equipment	5275	\$ 250.00	\$ -	\$ 250.00	0.00%
Services - Data Processing	5305	\$ 50,000.00	\$ 42,448.09	\$ 7,551.91	84.90%
Communications - Telephone	5340	\$ 850.00	\$ 252.53	\$ 597.47	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	\$ 1,177.82	\$ 3,072.18	27.71%
Bldg/equip supplies- other	5435	\$ -	\$ -	\$ -	#DIV/0!
Custodial Supplies - Cleaning	5450	\$ 2,500.00	\$ 363.72	\$ 2,136.28	14.55%
Other supplies - Books	5580	\$ 79,000.00	\$ 37,055.65	\$ 41,944.35	46.91%
Other supplies - Magazines	5581	\$ 8,000.00	\$ 5,624.11	\$ 2,375.89	70.30%
Other Supplies - Misc.	5595	\$ 400.00	\$ 55.56	\$ 344.44	13.89%
Travel	5710	\$ 300.00	\$ 190.31	\$ 109.69	63.44%
Dues	5730	\$ 300.00	\$ 200.00	\$ 100.00	66.67%
<b>TOTAL EXPENSES</b>		\$ 168,050.00	\$ 96,174.42	\$ 71,875.58	57.23%
	<b>TOTAL</b>	\$ 720,928.00	\$ 302,334.75	\$ 418,593.25	41.94%
		Start Balance	Expen. To date	Income to date	Account Bal
Revolving Fund	3534	\$ 6,294.05	\$ 3,864.48	\$ 4,586.43	\$ 7,016.00
Library Gifts & Donations	4849	\$ 9,686.31	\$ 2,071.80	\$ 1,449.08	\$ 9,063.59
Lib Incentive & MIG Grant	3402	\$ 55,135.87	\$ 10,770.55	\$ -	\$ 44,365.32



Accounts Removed from prior Fiscal Years	5211 Electricity 5342 Printing	5307 Prof Development 5343 Advertising		

Director Goals 2018

For the remainder of FY 19 (July 1, 2018 – June 30, 2019)

1. Library Facility – Work towards updating shelving and furniture to more functional and modern pieces. Look into organization and layout of library and make changes where appropriate for optimum usage of the library. Develop ways to make the library more welcoming and vibrant.
2. Communication – Work on continuing improvement with communications with staff, trustees and the community. Develop channels for feedback between all parties involved in the planning and implementation of library policies and services. Conduct staff meetings on a regular basis.
3. Marketing – Increase awareness of library within the community. Develop partnerships, where available, with members of the business community, community agencies and other town departments.
4. Collection – Seek out new and interesting materials, either physical or electronic which will help to fulfill the goals of the library long range plan.