

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

October 10, 2017
5:15 p.m.
Library Meeting Room

Call to Order

- Is meeting being recorded?
- Correspondence to be presented?

Action Items

- Approval of minutes of the September 12, 2017 meeting

Old Business

- Director's Report
- Budget
- Personnel
- Building and Grounds
 - UCT Project Update – Plans for Tree Planting
 - Painting
- Friends of the Library Update

New Business

- Review of JBPL Trustees Rules of Procedure
- Discuss Policy for Telescope Rental
- Discuss Policy for Waiving Fines for Seniors
- Plans for Upcoming Christmas in Olde Bourne Village

Next Meeting

- Set Future Agenda Items
- Set Date and Time for November Meeting

Adjournment

Respectfully submitted:

Stephanie Kelly

TRUSTEES OF THE JONATHAN BOURNE PUBLIC LIBRARY

19 Sandwich Road

Bourne, MA 02532

Minutes of the October 10, 2017 Trustees Meeting

Jonathan Bourne Public Library

Trustees Present

Stephanie Kelly

Kristine Maginnis

Karl Spilhaus

Kathryn Tura

Cynthia Barry

Lorraine Young (arrived 5:29pm)

Staff Present

Patrick Marshall

Guest Present

Paul Gately

Call to Order: Meeting was called to order at 5:18 pm by Board Chair S. Kelly. The chair asked “Is this meeting being recorded?” and all responded “No”. The chair asked “Is there any correspondence to be presented?” and P. Marshall said “yes”, he had received a written request from Hope Hospice in order to place a holiday remembrance tree on the front lawn of the library again this year.

Action Items: Approval of the minutes of the September 12, 2017 meeting- K. Tura made a motion to accept them as presented and K. Spilhaus seconded and the motion was carried by unanimous vote.

Old Business:

Directors Report: See attached. P. Marshall informed all that the exterior painting was being done, with some work happening on weekends. Good comments are being received from patrons. The UCT students are scheduled to return the first week in November to plant the new gardens and tree out front. The October 9th concert by North Sea Gas was attended by 105 people, overflowing the program room. Harper and Minstrel are scheduled for 11/10/17 through a cultural council grant. P. Marshall also gave a “heads up” that CLAMS fees may be going up as they are required to replace their server in FY18. Lastly, the Aldrich Astronomical Society will be here on 11/16/17 at 7pm for a public program unveiling the new telescope which will later be available for patrons to check out. P. Marshall is working on the telescope checkout policy to be presented to the board for approval.

Budget: See attached. FY19 budget process is starting in the Town of Bourne. A discussion was undertaken on hours of operation for JBPL.

Personnel: No issues or updates.

Buildings and Grounds: See above in director’s report.

Friends of the Library Update: L. Young was unable to attend their last meeting but was filled in with updates as follows. The Friends are planning events for

Christmas in Old Bourne Village the first weekend in December. The Friends' annual meeting is 10/23/17. A tour of the new shed will be given.

New Business: The discussion of both JBPL Trustees rules of procedure and the new telescope policy were tabled until next meeting. P. Marshall did a review of the question regarding waiving fines for senior patrons, which was raised at last meeting. A discussion followed with points being raised such as the library does get to keep all fines collected in its revolving fund (which helps keep us certified) whereas most other CLAMS participating libraries had to return fines to their towns' general fund. Also CLAMS fines were capped at \$3 per item, a relatively small amount. P. Marshall commented that as stewards of town property it was our job to protect our materials and collecting fines on overdue items was part of doing this. No change in current policy was therefore put forward. Holiday planning- S. Kelly will send invites from the Trustees to state representatives and town selectman to the Christmas in Old Bourne Village/library tree lighting on Friday evening 12/1/17.

Next Meeting- Scheduled for November 14, 2017 at 5:15 pm. Future agenda items are the Telescope policy, JBPL Trustees rules of Procedure and Holiday hours.

Adjournment- K. Tura made a motion to adjourn the meeting at 6:16 and it was seconded by K. Spilhaus and the motion was carried by unanimous vote.

Respectfully submitted,
Kristine Maginnis

Director's Report

October 10, 2017

(September/October Activity)

- 9/13/17 – Attend CLAMS Board meeting.
- 9/14/17 – Town in to fix bathroom exhaust fans.
- 9/15/17 – CLAMS Finance Committee meeting.
- 9/16/17 – T Johnson and I attend base “New Families Open House”
- 9/18/17 – Mass Library System Board and Personnel meetings.
- 9/26/17 – New items Playaway Locks are ordered. Startup collection should be ready to go in a couple of weeks.
- 10/1/17 – Work begins on painting the front. Looks like the company will be working weekends but still expects to finish the job by mid-October.
- 10/3/17 – CLAMS Board of Director's meeting.
- 10/5-10/6/17 – Director off.

Have begun to look at policies and procedures as it's time to begin to update them. My goal is to bring policies up to the Board for approval each month. First up our already established policies which just need to be updated or reaffirmed.

Work has begun on the front of the building. Looking like all work (building and grounds) will be done in October.

Work is beginning on the CLAMS budget. Unfortunately, FY 18 will be a season requiring the network to get a new server. Most networks are headed to the cloud as companies are no longer supporting physical servers anymore. This has the potential of raising our CLAMS bill significantly in the future as hosting fees are charged. Will keep the Board informed but this will be a yearlong process to determine what CLAMS does.

Upcoming – MLS Annual meeting will be held on Monday, November 6 at College of the Holy Cross in Worcester.

Harper and Minstrel Concert – Friday, November 10th at 7:00 p.m. Cultural Council Grant

Telescope program – unveiling of the new telescope – Thursday, November 16th at 7:00 p.m.

Continued working on weeding of nonfiction collection. Hoping to wrap this project up in November.

Respectfully submitted,

Patrick W. Marshall

Budget Report
Jonathan Bourne Public Library
FY 18 October 4, 2017

Account	Acct #	Start Balance	Expen. to date	End Balance	% Spent
Salaries - Dept Heads	5111	\$ 107,903.00	\$ 29,051.96	\$ 78,851.04	26.92%
Salaries - Supervisors	5112	\$ 199,843.00	\$ 53,808.86	\$ 146,034.14	26.93%
Salaries - Clerical/ Secretary	5113	\$ 179,397.00	\$ 45,115.64	\$ 134,281.36	25.15%
Salaries - Hourly Employees	5117	\$ 28,398.00	\$ 6,568.80	\$ 21,829.20	23.13%
Salaries - Longevity	5141	\$ 2,441.00	\$ -	\$ 2,441.00	0.00%
Salaries - Differential Pay	5142	\$ 1,800.00	\$ 560.00	\$ 1,240.00	31.11%
TOTAL SALARY		\$ 519,782.00	\$ 135,105.26	\$ 384,676.74	25.99%
Heating Fuel	5212	\$ 7,000.00	\$ 39.79	\$ 6,960.21	0.57%
Non Energy - Water	5230	\$ 400.00	\$ 136.50	\$ 263.50	34.13%
R &M Miscellaneous	5240	\$ 7,000.00	\$ 1,914.00	\$ 5,086.00	27.34%
R &M Office Equipment	5245	\$ 500.00	\$ -	\$ 500.00	0.00%
R &M Machine Repair Contract	5246	\$ 6,200.00	\$ 1,387.50	\$ 4,812.50	22.38%
Rentals - Misc Equipment	5275	\$ 250.00	\$ -	\$ 250.00	0.00%
Services - Data Processing	5305	\$ 50,000.00	\$ 37,172.93	\$ 12,827.07	74.35%
Communications - Telephone	5340	\$ 850.00	\$ -	\$ 850.00	0.00%
Postage	5341	\$ 500.00	\$ -	\$ 500.00	0.00%
Office Supplies - General	5420	\$ 1,000.00	\$ -	\$ 1,000.00	0.00%
Office Supplies - Copy Machine	5421	\$ 500.00	\$ -	\$ 500.00	0.00%
Bldg/equip supplies-operational	5430	\$ 4,250.00	\$ 676.99	\$ 3,573.01	15.93%
Bldg/equip supplies- other	5435	\$ 500.00	\$ 43.45	\$ 456.55	8.69%
Custodial Supplies - Cleaning	5450	\$ 2,000.00	\$ 447.41	\$ 1,552.59	22.37%
Other supplies - Books (1)	5580	\$ 78,000.00	\$ 21,793.12	\$ 56,206.88	27.94%
Other supplies - Magazines	5581	\$ 8,000.00	\$ 5,204.76	\$ 2,795.24	65.06%
Other Supplies - Misc.	5595	\$ 400.00	\$ -	\$ 400.00	0.00%
Travel	5710	\$ 200.00	\$ -	\$ 200.00	0.00%
Dues	5730	\$ 300.00	\$ 100.00	\$ 200.00	33.33%
TOTAL EXPENSES		\$ 167,850.00	\$ 68,916.45	\$ 98,933.55	41.06%
	TOTAL	\$ 687,632.00	\$ 204,021.71	\$ 483,610.29	29.67%
		Start Balance	Expen. To date	Income to date	Account Bal
Revolving Fund	3534	\$ 8,686.60	\$ 7,576.42	\$ 3,156.99	\$ 4,267.17
Library Gifts & Donations	4849	\$ 17,210.25	\$ 9,340.13	\$ 5,925.10	\$ 13,795.22
Lib Incentive & MIG Grant	3402	\$ 47,074.56	\$ 6,026.00	\$ -	\$ 41,048.56
Accounts Removed from prior Fiscal Years	5211 Electricity 5342 Printing		5307 Prof Development 5343 Advertising		

(1)\$1,194.06 encumbered from FY 17