

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

October 9, 2018
5:15 p.m.
Library Meeting Room

Call to Order

- Is meeting being recorded?
- Correspondence to be presented?
- Approval of minutes of the September 11, 2018 meeting

Old Business

- Phone System Install

New Business

- VOTE: Allowing Wareham Residents full access to library services pending re-certification by January 1, 2019
- Director and Trustee goals for FY 2019
- Director Evaluation

Reports

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

Next Meeting

- Set future agenda items
- Date for next meeting: November 13 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 Oct. 9, 2018 Trustees Meeting

Jonathan Bourne Public Library

Trustees Present

Kathryn Tura

Cynthia Barry

Kristine Maginnis

Lorraine Young

Karl Spilhaus

Staff Present

Patrick Marshall

Guest Present

Paul Gately

Trustees Absent

Stephanie Kelly

Call to Order: Meeting was called to order at 5:16 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 September 11, 2018 meeting- K. Tura made a motion to accept them as presented and L. Young seconded and the motion was carried by unanimous vote.

Old Business:

Directors Report: See attached. P. Marshall reported that the new phone system has been installed. Callers can still use the old -0644# for now, or use the main town number of 759-0600. P. Marshall has submitted all necessary reports for the certification process and does not have any worries about achieving it. P. Marshall informed the board that he plans to put in a request for new carpeting in the FY20 budget. A discussion was undertaken on the merits of renovation versus new building construction. L. Young asked director Marshall to outline the steps necessary in order to go forward with new library construction.

Budget: See above

Personnel: No issues

Buildings and Grounds: K. Maginnis reported that she approached Upper Cape Tech. School regarding replacing the building hours sign for library. Since their carpentry machine is out for repair, she will have to follow up with them.

Friends of the Library Update: L. Young asked director Marshall to speak directly with Fran Bogden of the Friends’ regarding the art hanging system. The Friends’ annual meeting and luncheon is scheduled for 10/22/18 at 11:30. New officers are to be elected. A mini book sale is set to be held on 11/16 and 11/17. Christmas in Old Bourne Village and Giving Tree programs are being worked on.

New Business- P. Marshall reported that it looks like the Wareham library will regain their certification soon. K. Tura made a motion to vote to allow Wareham residents full use of the JBPL pending recertification by Feb. 28, 2019. C.J. Barry seconded the motion and all other Trustee's voted "aye". P. Marshall also informed the Trustees that the Assistant Town Administrator was looking for reports on JBPL Director and Trustee goals.

Next Meeting- Future Agenda Items- Outline process for new library construction. Art Hanging system. Director's Evaluation. Director and Trustee goals. Date for next meeting scheduled for November 13, 2018 at 5:15 pm.

Adjournment- K. Tura made a motion to adjourn the meeting at 6:25 pm and it was seconded by L. Young and the motion was carried by unanimous vote.

Respectfully submitted,
Kristine Maginnis

Director's Report
Oct 9, 2018
(Sep/Oct Activity)

- 9/14/18 – Completed eBook and eAudio orders for the month.
- 9/18/18 – CLAMS Board meeting
- 9/19/18 – Meeting with Assistant Town Administrator Glenn Cannon
- 9/19/18 – North Sea Gas concert – 80 people attended.
- 9/20/18 – Weeding of nonfiction collection finally completed.
- 9/21/18 – Attend MHEC Expo in Worcester. Met with flooring companies and furniture companies for possible work in the library.
- 9/24/18 – Attend Friends of the Library monthly meeting
- 9/26/18 – Finish MBLC Finance Form – Last step in the certification application process
- 10/1/18 – Attend Bourne Town Meeting.
- 10/2/18 – New phones have been activated.
- 10/3/18 – Meet with one flooring firm to get ideas and schedule measurements for estimates to bring forth to Capital Outlay Committee for FY 20 budget.

New phone system has been installed. Staff are learning how to use the various features. Library is now tied in to Town Hall and users can reach us now by dialing the main town number of 508-759-0600. Our old 508-759-0644 is also still usable and brings callers to the Town Hall line.

Library reports for the certification process are all in. There should be no issue with certification this year.

I am looking to get rough estimates for carpeting and flooring within the library. I am meeting with a couple of companies through the MHEC cooperative and hoping to place a request for funding in with the Capital Outlay Committee this fall for funding in the FY 20 budget.

UPCOMING

Friends of the Library Annual Meeting will be held on October 22 at 11:00 a.m. here at the library. Many new faces will be elected to take the reins from the outgoing board members.

Giving tree program will be back in full swing in November. Annual event will run from roughly November 12th through mid-December.

Respectfully submitted,
Patrick W. Marshall

Budget Report
Jonathan Bourne Public Library
FY 19 - October 9, 2018

Account	Acct #	Start Balance	Expen. to date	End Balance	% Spent
Salaries - Dept Heads	5111	\$ 110,061.00	\$ 29,632.96	\$ 80,428.04	26.92%
Salaries - Supervisors	5112	\$ 204,983.00	\$ 55,193.10	\$ 149,789.90	26.93%
Salaries - Clerical/ Secretary	5113	\$ 204,198.00	\$ 51,244.59	\$ 152,953.41	25.10%
Salaries - Hourly Employees	5117	\$ 28,886.00	\$ 6,700.26	\$ 22,185.74	23.20%
Salaries - Longevity	5141	\$ 2,670.00	\$ -	\$ 2,670.00	0.00%
Salaries - Differential Pay	5142	\$ 2,080.00	\$ 560.00	\$ 1,520.00	26.92%
TOTAL SALARY		\$ 552,878.00	\$ 143,330.91	\$ 409,547.09	25.92%
Heating Fuel	5212	\$ 6,000.00	\$ 23.77	\$ 5,976.23	0.40%
Non Energy - Water	5230	\$ 600.00	\$ 183.25	\$ 416.75	30.54%
R &M Miscellaneous	5240	\$ 7,000.00	\$ 2,175.00	\$ 4,825.00	31.07%
R &M Office Equipment	5245	\$ 500.00	\$ 645.00	\$ (145.00)	129.00%
R &M Machine Repair Contract	5246	\$ 6,200.00	\$ 1,882.50	\$ 4,317.50	30.36%
Rentals - Misc Equipment	5275	\$ 250.00	\$ -	\$ 250.00	0.00%
Services - Data Processing	5305	\$ 50,000.00	\$ 42,048.23	\$ 7,951.77	84.10%
Communications - Telephone	5340	\$ 850.00	\$ 169.64	\$ 680.36	19.96%
Postage	5341	\$ 400.00	\$ -	\$ 400.00	0.00%
Office Supplies - General	5420	\$ 1,000.00	\$ 68.00	\$ 932.00	6.80%
Office Supplies - Copy Machine	5421	\$ 500.00	\$ 97.34	\$ 402.66	19.47%
Bldg/equip supplies-operational	5430	\$ 4,250.00	\$ 320.14	\$ 3,929.86	7.53%
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	\$ 26,843.49	\$ 52,156.51	33.98%
Other supplies - Magazines	5581	\$ 8,000.00	\$ 5,624.11	\$ 2,375.89	70.30%
Other Supplies - Misc.	5595	\$ 400.00	\$ -	\$ 400.00	0.00%
Travel	5710	\$ 300.00	\$ -	\$ 300.00	0.00%
Dues	5730	\$ 300.00	\$ 200.00	\$ 100.00	66.67%
TOTAL EXPENSES		\$ 168,050.00	\$ 80,644.19	\$ 87,405.81	47.99%
	TOTAL	\$ 720,928.00	\$ 223,975.10	\$ 496,952.90	31.07%
		Start Balance	Expen. To date	Income to date	Account Bal
Revolving Fund	3534	\$ 6,294.05	\$ 291.28	\$ 3,454.24	\$ 9,457.01
Library Gifts & Donations	4849	\$ 9,686.31	\$ 1,492.17	\$ 1,310.23	\$ 9,504.37
Lib Incentive & MIG Grant	3402	\$ 55,135.87	\$ 10,401.07	\$ -	\$ 44,734.80
Accounts Removed	5211 Electricity		5307 Prof Development		

from prior Fiscal Years

5342 Printing

5343 Advertising

NOTE: Revolving Fund, Library Gifts and Library Incentives are estimates for starting balances. The Town has not given the actual amounts. Some funds listed may have been expended in FY 18 not 19.