

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

**September 11, 2018**  
**5:15 p.m.**  
**Library Meeting Room**

Call to Order

- Is meeting being recorded?
- Correspondence to be presented?
- Approval of minutes of the July 10, 2018 meeting

Old Business

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

New Business

- Policy review

Next Meeting

- Set future agenda items
- Date for next meeting

Adjournment

Respectfully submitted:

*Kathryn G Tura*

TRUSTEES OF THE JONATHAN BOURNE PUBLIC LIBRARY

19 Sandwich Road

Bourne, MA 02532

Minutes of the Sep. 11, 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 5:15 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. It was noted that the previous month’s meeting of Aug. 14, 2018 was cancelled due to a lack of quorum.

Action Item: Approval of the minutes of the July 10, 2018 meeting- K. Spilhaus made a motion to accept them as presented and K. Tura seconded and the motion was carried by unanimous vote.

Old Business:

Directors Report: See attached. P. Marshall reported that the library has been very busy. Putting the library on the town wide phone system is still being worked upon. Also, the book drop at the reopened Community Center is back up. The ARIS report is complete.

Budget: P. Marshall stated that the selectmen are looking to have the FY20 budget submitted by mid-November and portions of the priority- based budgeting process are going to be implemented.

Personnel: P. Marshall announced Judith Santangelo has started as circulation assistant and is a great addition to the library team. One staff member has been on limited desk duty because of a medical issue.

Buildings and Grounds: The drip irrigation system is on near the front tree and garden beds. CMS Landscape is contracted to come in once a month to weed. The building’s front door sign needs to be replaced as the old one has rotted. K. Maginnis said she would contact UCT to see if this is a project they could do.

Friends of the Library Update: L. Young reported that she had to miss the last meeting but has been told that the Friends’ focus is on the giving tree program and Christmas in Old Bourne Village planning. The Friends’ annual meeting is

scheduled for October 22, 2018. Elections for new officers will take place as existing members are retiring.

New Business- P. Marshall reported that the mezzanine art gallery policy needs to be revisited in the near future. A new hanging hardware system should be explored as the existing one is cumbersome and dated.

Next Meeting- Future Agenda Items- Vote on allowing Wareham residents full access to JBPL services depending upon recertification of the Wareham public library. Also, Director and JBPL Board goals, and Director evaluation. Date for next meeting scheduled for October 9, 2018 at 5:15 pm.

Adjournment- K. Maginnis made a motion to adjourn the meeting at 5:47pm and it was seconded by K. Tura and the motion was carried by unanimous vote.

Respectfully submitted,  
Kristine Maginnis

**Director's Report**  
**Aug 14, 2018**  
**(July/Aug Activity)**

- 7/11/18 – Concert on the Lawn program – Twangtown Paramours
- 7/17/18 – Attended a workshop at Plymouth Library going over a study done by the MBLC about the evolving ecosystem of public libraries in Massachusetts. You can find the study here <https://mblc.state.ma.us/ecosystem/#/> . It is generating conversation about how libraries are used in Massachusetts. There is a comment section which I've copied and paste information here –

We still want your input, though – those of you who were unable to attend a meeting or those who did and have additional comments, please send them our way! There are several ways to do this:

1. Send an email to [ecosystem@mblc.state.ma.us](mailto:ecosystem@mblc.state.ma.us)
2. Fill out the web form at <https://mblc.state.ma.us/ecosystem/#/contact>
3. Contact me directly at the phone number or email shown below

- 7/18/18 – Meet with Assistant TA Glenn Cannon
- 7/18/18 – Concert on the Lawn – Swing Fever Trio.
- 7/25/18 – Concert on the Lawn – Denya
- 8/1 – 8/6/18 – Away on vacation
- 8/7/18 – Attend 6 Degrees Meeting
- 8/8/18 – Clams Board and Final Concert of the Summer

Mondays have been proving to be busier than anticipated. People counters report that 207 people came through our doors the first Monday it rose to 346 on August 6<sup>th</sup>. Definitely word is getting out there that we are open.

Judith Santangelo started as our newest Circulation Assistant on August 8<sup>th</sup>. She is learning the ropes and is fitting in well with the staff.

ARIS reports are almost completed. Circulation has dropped from last year which is the norm in most libraries. We saw a large increase in the number of participants to our programs. This is the first report for Certification. Second one is financial report due in the fall.

#### UPCOMING

1. Phone system will, hopefully, be upgraded by the end of ~~July~~ (August). We are closer though as new wires needed to be pulled to get us on the town system. Those have been done and system will hopefully be up soon. This should also allow us to switch our public access computer IPs over to Open Cape from the current Comcast lines.

Respectfully submitted,  
Patrick W. Marshall

**Director's Report**  
**Sept 11, 2018**  
**(Aug/Sept Activity)**

- 8/13/18 – Believed a fire alarm went off in back work room. Fire Department called. Nothing out of order. Possible noise was from outside.
- 8/14/18 – Catch up on ordering of library materials, including audio, eBooks, rentals and more.
- 8/21/18 – Attend 6 Degrees networking meeting.
- 8/27/18 – Attend Friends of the Library Meeting – President, Co-Vice Presidents and Treasurer announce that they will not seek another term in October. Friends agree to pay for North Sea Concert and Hurricane of 38 program in September.
- 8/28/18 – Attend Mass Board of Library Commissioners PR committee meeting in Marlboro.

It has been very busy in the library the past two months. Some staff have been fitting in their vacations while one is on limited duty because of a medical issue. Everyone has been pitching in getting through the backlog. Have spent a lot of time catching up with basic administration work.

ARIS report is completed and Library section of the Town Report will be turned in by weeks end. The finance report for the MBLC is the next step in the annual reporting to the MBLC.

Town Administrator has stated that the Selectmen will be trying to have the budget for FY 20 submitted by mid-November this year. Some of the Priority Based Budget principles will also be implemented. More details to come.

UPCOMING

1. Phone system will, hopefully, be upgraded by the end of ~~July~~ ~~August~~ (September). We are still closer than in August as new phones have been given to the library. Town technology department is programming the system for the library.

Respectfully submitted,  
Patrick W. Marshall

Budget Report  
Jonathan Bourne Public Library  
FY 19 - August 10, 2018

Account	Acct #	Start Balance	Expen. to date	End Balance	% Spent
Salaries - Dept Heads	5111	\$ 110,061.00	\$ 12,699.84	\$ 97,361.16	11.54%
Salaries - Supervisors	5112	\$ 204,983.00	\$ 23,653.34	\$ 181,329.66	11.54%
Salaries - Clerical/ Secretary	5113	\$ 204,198.00	\$ 20,077.63	\$ 184,120.37	9.83%
Salaries - Hourly Employees	5117	\$ 28,886.00	\$ 2,871.54	\$ 26,014.46	9.94%
Salaries - Longevity	5141	\$ 2,670.00	\$ -	\$ 2,670.00	0.00%
Salaries - Differential Pay	5142	\$ 2,080.00	\$ 228.00	\$ 1,852.00	10.96%
<b>TOTAL SALARY</b>		<b>\$ 552,878.00</b>	<b>\$ 59,530.35</b>	<b>\$ 493,347.65</b>	<b>10.77%</b>
Heating Fuel	5212	\$ 6,000.00	\$ -	\$ 6,000.00	0.00%
Non Energy - Water	5230	\$ 600.00	\$ -	\$ 600.00	0.00%
R &M Miscellaneous	5240	\$ 7,000.00	\$ -	\$ 7,000.00	0.00%
R &M Office Equipment	5245	\$ 500.00	\$ 390.00	\$ 110.00	78.00%
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	\$ 33,731.30	\$ 16,268.70	67.46%
Communications - Telephone	5340	\$ 850.00	\$ -	\$ 850.00	0.00%
Postage	5341	\$ 400.00	\$ -	\$ 400.00	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	\$ 175.86	\$ 4,074.14	4.14%
Bldg/equip supplies- other	5435	\$ -	\$ -	\$ -	#DIV/0!
Custodial Supplies - Cleaning	5450	\$ 2,500.00	\$ -	\$ 2,500.00	0.00%
Other supplies - Books	5580	\$ 79,000.00	\$ 10,172.43	\$ 68,827.57	12.88%
Other supplies - Magazines	5581	\$ 8,000.00	\$ 5,547.11	\$ 2,452.89	69.34%
Other Supplies - Misc.	5595	\$ 400.00	\$ -	\$ 400.00	0.00%
Travel	5710	\$ 300.00	\$ -	\$ 300.00	0.00%
Dues	5730	\$ 300.00	\$ -	\$ 300.00	0.00%
<b>TOTAL EXPENSES</b>		<b>\$ 168,050.00</b>	<b>\$ 51,899.20</b>	<b>\$ 116,150.80</b>	<b>30.88%</b>
	<b>TOTAL</b>	<b>\$ 720,928.00</b>	<b>\$ 111,429.55</b>	<b>\$ 609,498.45</b>	<b>15.46%</b>
		Start Balance	Expen. To date	Income to date	Account Bal
Revolving Fund	3534	\$ 6,294.05	\$ 291.28	\$ 1,391.27	\$ 7,394.04
Library Gifts & Donations	4849	\$ 9,686.31	\$ 1,400.00	\$ 623.34	\$ 8,909.65
Lib Incentive & MIG Grant	3402	\$ 55,135.87	\$ 3,323.80	\$ -	\$ 51,812.07

Accounts Removed from prior Fiscal Years	5211 Electricity 5342 Printing	5307 Prof Development 5343 Advertising
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**NOTE: Revolving Fund, Library Gifts and Library Incentives are estimates for starting balances. The Town has not given the actual amounts. Some funds lists may have been expended in FY 18 not 19.**

Budget Report  
Jonathan Bourne Public Library  
FY 19 - September 11, 2018

Account	Acct #	Start Balance	Expen. to date	End Balance	% Spent
Salaries - Dept Heads	5111	\$ 110,061.00	\$ 23,283.04	\$ 86,777.96	21.15%
Salaries - Supervisors	5112	\$ 204,983.00	\$ 43,365.69	\$ 161,617.31	21.16%
Salaries - Clerical/ Secretary	5113	\$ 204,198.00	\$ 39,556.98	\$ 164,641.02	19.37%
Salaries - Hourly Employees	5117	\$ 28,886.00	\$ 5,264.49	\$ 23,621.51	18.23%
Salaries - Longevity	5141	\$ 2,670.00	\$ -	\$ 2,670.00	0.00%
Salaries - Differential Pay	5142	\$ 2,080.00	\$ 428.00	\$ 1,652.00	20.58%
<b>TOTAL SALARY</b>		\$ 552,878.00	\$ 111,898.20	\$ 440,979.80	20.24%
Heating Fuel	5212	\$ 6,000.00	\$ 10.91	\$ 5,989.09	0.18%
Non Energy - Water	5230	\$ 600.00	\$ -	\$ 600.00	0.00%
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	\$ 33,844.30	\$ 16,155.70	67.69%
Communications - Telephone	5340	\$ 850.00	\$ 83.77	\$ 766.23	9.86%
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	\$ -	\$ 2,500.00	0.00%
Other supplies - Books	5580	\$ 79,000.00	\$ 21,116.07	\$ 57,883.93	26.73%
Other supplies - Magazines	5581	\$ 8,000.00	\$ 5,580.11	\$ 2,419.89	69.75%
Other Supplies - Misc.	5595	\$ 400.00	\$ -	\$ 400.00	0.00%
Travel	5710	\$ 300.00	\$ -	\$ 300.00	0.00%
Dues	5730	\$ 300.00	\$ -	\$ 300.00	0.00%
<b>TOTAL EXPENSES</b>		\$ 168,050.00	\$ 65,823.14	\$ 102,226.86	39.17%
	<b>TOTAL</b>	\$ 720,928.00	\$ 177,721.34	\$ 543,206.66	24.65%
		Start Balance	Expen. To date	Income to date	Account Bal
Revolving Fund	3534	\$ 6,294.05	\$ 291.28	\$ 2,733.68	\$ 8,736.45
Library Gifts & Donations	4849	\$ 9,686.31	\$ 1,400.00	\$ 1,104.38	\$ 9,390.69
Lib Incentive & MIG Grant	3402	\$ 55,135.87	\$ 10,389.78	\$ -	\$ 44,746.09



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