

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

February 11, 2020
5:15 p.m.
Library Meeting Room

Call to Order

- Is meeting being recorded?
- Correspondence to be presented?
- Approval of minutes of the January 15, 2019 meeting

New Business

- * 5 year Plan
- * library card replacement
- * carpeting
- * Late fees
- * Garden Club

Reports

- Director's Report
- Budget
- Personnel
- Building and Grounds
- Friends of the Library Update from Friends President Heather DiPaolo

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 February 11, 2020 Trustees Meeting
Jonathan Bourne Public Library

Trustees Present

Kiki Tura
Karl Spilhaus
Christine Crane
Stephanie Kelly
Alison DeCosta

Staff Present

Patrick Marshall

Guests Present

Paul Gately

Trustees Absent

Cynthia Barry

Call to Order: Meeting was called to order at 5:20 pm by Chair K. Tura. K. Tura asked, “Is this meeting being recorded?” and all responded “No”. She then asked, “Is there any correspondence to be presented?” No correspondence was presented.

Approval of minutes of January 15, 2020 meeting: K. Tura made a motion to accept the minutes as presented. K. Spilhaus seconded and the motion was carried with one abstention by S.Kelly.

New Business:

1. 5-Year Plan: P. Marshall advised that the current 5-year plan will expire on 10/1/2020 and asked trustees to review the current plan.
2. P. Marshall reported on plans for carpet installation. Trustees voted to close the library for March 2 and 3 at the January meeting. P. Marshall proposed that the library close for an additional day (March 4) to allow adequate time for the installation. K. Tura moved that the library be closed on March 4 in addition to March 2 and 3. C. Crane seconded and the motion was unanimously carried.
3. P. Marshall requested that the fee for library card replacement be reduced from \$3 to \$1. K. Tura moved that the fee for library card replacement be reduced from \$3 to \$1. K. Spilhaus seconded and the motion was unanimously carried.
4. Trustees discussed CLAMS policies for collecting late fees, amounts for late fees, length of loan periods.
5. C. Crane reported that the Garden Club would like to be advised of any landscaping needs the library might have.

Director’s Report: – Attached. In addition,

- Cupola has frost damage and is in need of repair.
- Library has been added to the National Historic Register. A plaque will be installed.
- Stop & Shop bag fundraiser is going on. For every community bag sold at \$2.50, \$1.00 will be donated to the library during the month of February
- Reminder for trustees to complete required ethics course.

Friends of JBPL: – C. Crane reported on upcoming fundraising ideas and events and that Cathy Fox Alfano is interested in becoming a library trustee.

Personnel: Kate Haynes is reducing hours to part-time. Rebecca Duncan filling Kate’s position. P. Marshall is advertising for Rebecca’s position. Lee Sevard retired as of January 6, 2020.

Budget Report: Report attached. P. Marshall advised that the budget proposal for the next fiscal year would be presented to the Selectmen on March 2 at 7:00 p.m. Budget proposal is attached.

Next Meeting Date and Agenda Items: March 10, 2020 at 5:15 p.m. No future agenda items were presented.

Adjournment: K. Tura moved to adjourn the meeting. The motion was seconded by K. Spilhaus and carried by unanimous vote and the meeting was adjourned at 6:02 p.m.

Respectfully submitted

Stephanie G. Kelly

Budget Report
Jonathan Bourne Public Library
FY 20 - February 11, 2020

Account	Acct #	Start Balance	Expen. to date	End Balance	% Spent
Salaries - Dept Heads	5111	\$ 112,263.00	\$ 68,557.44	\$ 43,705.56	61.07%
Salaries - Supervisors	5112	\$ 212,734.00	\$ 96,991.02	\$ 115,742.98	45.59%
Salaries - Clerical/ Secretary	5113	\$ 210,211.00	\$ 123,714.49	\$ 86,496.51	58.85%
Salaries - Hourly Employees	5117	\$ 29,384.00	\$ 18,461.14	\$ 10,922.86	62.83%
Salaries - Longevity	5141	\$ 3,904.00	\$ 3,806.42	\$ 97.58	97.50%
Salaries - Differential Pay	5142	\$ 2,080.00	\$ 1,068.00	\$ 1,012.00	51.35%
TOTAL SALARY		\$ 570,576.00	\$ 312,598.51	\$ 257,977.49	54.79%
Heating Fuel	5212	\$ 7,000.00	\$ 2,847.83	\$ 4,152.17	40.68%
Non Energy - Water	5230	\$ 600.00	\$ 158.55	\$ 441.45	26.43%
R &M Miscellaneous	5240	\$ 8,000.00	\$ 5,156.25	\$ 2,843.75	64.45%
R &M Office Equipment	5245	\$ 500.00	\$ 534.02	\$ (34.02)	106.80%
R &M Machine Repair Contract	5246	\$ 8,000.00	\$ 5,874.00	\$ 2,126.00	73.43%
Rentals - Misc Equipment	5275	\$ 250.00	\$ -	\$ 250.00	0.00%
Services - Data Processing	5305	\$ 50,000.00	\$ 45,884.70	\$ 4,115.30	91.77%
Communications - Telephone	5340	\$ 900.00	\$ 0.10	\$ 899.90	0.01%
Postage	5341	\$ 300.00	\$ -	\$ 300.00	0.00%
Office Supplies - General	5420	\$ 1,000.00	\$ 199.96	\$ 800.04	20.00%
Office Supplies - Copy Machine	5421	\$ 700.00	\$ 390.00	\$ 310.00	55.71%
Bldg/equip supplies-operational	5430	\$ 4,250.00	\$ 1,135.68	\$ 3,114.32	26.72%
Custodial Supplies - Cleaning	5450	\$ 2,500.00	\$ 1,105.10	\$ 1,394.90	44.20%
Other supplies - Books	5580	\$ 80,000.00	\$ 49,853.81	\$ 30,146.19	62.32%
Other supplies - Magazines	5581	\$ 8,000.00	\$ 6,721.11	\$ 1,278.89	84.01%

Other Supplies - Misc.	5595	\$ 400.00	\$ 128.85	\$ 271.15	32.21%
Travel	5710	\$ 300.00	\$ 87.28	\$ 212.72	29.09%
Dues	5730	\$ 300.00	\$ 305.00	\$ (5.00)	101.67%
TOTAL EXPENSES		\$ 173,000.00	\$ 120,382.24	\$ 52,617.76	69.59%
	TO-TAL	\$ 743,576.00	\$ 432,980.75	\$ 310,595.25	58.23%
		Start Bal- ance	Expen. To date	Income to date	Account Bal
Revolving Fund	3534	\$ 2,859.55	\$ 115.48	\$ 4,842.02	\$ 7,586.09
Library Gifts & Donations	4849	\$ 11,653.29	\$ 3,613.62	\$ 6,934.72	\$ 14,974.39
Lib Incentive & MIG Grant	3402	\$ 63,277.88	\$ 59,544.13	\$ 11,509.13	\$ 15,242.88
Mind In The Making LSTA Grant	3820	\$ -	\$ 10,000.00	\$ 10,000.00	\$ -
(Must be spent by 10/1/19) Fed FY					