

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

January 15, 2020
5:15 p.m.
Library Meeting Room

Call to Order

- Is meeting being recorded?
- Correspondence to be presented?
- Approval of minutes of the November 12, 2019 meeting

New Business

- * Board Membership

Reports

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

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 January 15, 2020 Trustees Meeting
Jonathan Bourne Public Library

Trustees Present

Karl Spilhaus
Alison DeCosta
Kathryn Tura
Christine Crane

Trustees Absent

Stephanie Kelly
Cynthia Barry

Staff Present

Patrick Marshall (Library Director)
Irja Finn (Assistant Director)
Sara Rose (Info Services Librarian)

K Tura called the meeting to order at 5:17 p.m. – Nobody was recording the meeting

Correspondence – Letter from Cape Cod Healthcare was presented thanking the Trustees and library staff for allowing the Tree of Memories to be placed on the library grounds.

Staff Intro – Irja Finn introduced herself as the new Assistant Library Director. She has been working since the end of October and has brought a lot of new program ideas to the library. Sara Rose was introduced as the new Information Services Librarian. Sara has been working since the end of December and is getting acclimated to the library, staff and public. Trustees welcomed both new additions to the staff.

Approval of Minutes – Minutes of the November 12, 2019 meeting were approved – Karl S. motioned, K Tura Second – 4-0-0. There was no meeting in December.

New Business – Board Membership – Cynthia and Stephanie are up for reelection this spring. K Tura wanted to see what evening was good for scheduling with meetings as some members have conflicts. It was agreed that Tuesdays were still the best day and so the next meeting will be on the second Tuesday of February.

Director's Report (attached) – In addition, P Marshall noted the following:

1. The library has been selected as the Stop and Shop Bag program's February non-profit. The library will receive \$1 for every \$2.50 reusable bag sold during the month.
2. Annual pajama drive runs from February 1st through March 15th.
3. CLAMS has started Auto-renewals where items are automatically renewed. This will have an impact on overdue fines though which normally would go into our revolving fund to purchase more library materials.
4. Would like to see the fee for replacement cards dropped from the current \$3 to \$1.
5. 2020 is the year that the library staff and trustees need to update the library's long range plan.
6. Painting request for Capital outlay has been deferred to a later Town Meeting.
7. State has taken over database subscriptions for Career Transitions and Heritage Quest.

Budget Report – (Attached)

Personnel Report – Lee Savard has resigned from her position as Technical Services Library Assistant as of January 6th, 2020. Town Administrator has given the okay to advertise this position and increased the hours from 16 to 19 a week.

Building and Grounds – No report

Friends – Chris Crane reported that the Friends have formed a fundraising committee and are beginning to plan for future events. She wanted to be sure to thank the Garden Club for all their efforts around the library. Giving Trees raised over \$4,000 for various charities and was considered a great success. Friends next meet on Monday, January 27th at 10:00 a.m.

Future Agenda Items-

1. Long Range Plan
2. Discussion on fines and the trend for going fine free
3. Vote to change replacement card fees.

Chris Crane move to adjourn the meeting at 6:10 p.m. Unanimous vote.

Respectfully submitted
Patrick W. Marshall
Library Director

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

Account	Acct #	Start Balance	Expen. to date	End Balance	% Spent
Salaries - Dept Heads	5111	\$ 112,263.00	\$ 59,987.76	\$ 52,275.24	53.44%
Salaries - Supervisors	5112	\$ 212,734.00	\$ 85,504.78	\$ 127,229.22	40.19%
Salaries - Clerical/ Secretary	5113	\$ 210,211.00	\$ 109,372.57	\$ 100,838.43	52.03%
Salaries - Hourly Employees	5117	\$ 29,384.00	\$ 16,218.99	\$ 13,165.01	55.20%
Salaries - Longevity	5141	\$ 3,904.00	\$ 3,806.42	\$ 97.58	97.50%
Salaries - Differential Pay	5142	\$ 2,080.00	\$ 916.00	\$ 1,164.00	44.04%
TOTAL SALARY		\$ 570,576.00	\$ 275,806.52	\$ 294,769.48	48.34%
Heating Fuel	5212	\$ 7,000.00	\$ 1,658.20	\$ 5,341.80	23.69%
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	\$ 134.02	\$ 365.98	26.80%
R &M Machine Repair Contract	5246	\$ 8,000.00	\$ 3,916.00	\$ 4,084.00	48.95%
Rentals - Misc Equipment	5275	\$ 250.00	\$ -	\$ 250.00	0.00%
Services - Data Processing	5305	\$ 50,000.00	\$ 45,648.70	\$ 4,351.30	91.30%
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	\$ 88.00	\$ 912.00	8.80%
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	\$ 44,281.72	\$ 35,718.28	55.35%
Other supplies - Magazines	5581	\$ 8,000.00	\$ 6,721.11	\$ 1,278.89	84.01%
Other Supplies - Misc.	5595	\$ 400.00	\$ 82.50	\$ 317.50	20.63%
Travel	5710	\$ 300.00	\$ 87.28	\$ 212.72	29.09%
Dues	5730	\$ 300.00	\$ 130.00	\$ 170.00	43.33%
TOTAL EXPENSES		\$ 173,000.00	\$ 110,693.21	\$ 62,306.79	63.98%

	TO-TAL	\$ 743,576.00	\$ 386,499.73	\$ 357,076.27	51.98%
		Start Bal- ance	Expen. To date	Income to date	Account Bal
Revolving Fund	3534	\$ 2,859.55	\$ 115.48	\$ 4,567.36	\$ 7,311.43
Library Gifts & Donations	4849	\$ 11,653.29	\$ 3,556.42	\$ 6,568.57	\$ 14,665.44
Lib Incentive & MIG Grant	3402	\$ 63,277.88	\$ 57,102.13	\$ 11,509.13	\$ 17,684.88
Mind In The Making LSTA Grant	3820	\$ -	\$ 10,000.00	\$ 10,000.00	\$ -
(Must be spent by 10/1/19) Fed FY					