

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

July 16, 2019
5:15 p.m.
Library Meeting Room

Call to Order

- Is meeting being recorded?
- Correspondence to be presented?
- Approval of minutes of the June 11 ,2019 meeting

New Business

- * Vote-Assistant Director recognition
- * survey

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 July 16, 2019 Trustees Meeting
Jonathan Bourne Public Library

Trustees Present

Kiki Tura
Karl Spilhaus
Christine Crane
Stephanie Kelly

Staff Present

Patrick Marshall

Guests Present

Paul Gately

Trustees Absent

Alison DeCosta
Cynthia Barry

Call to Order: Meeting was called to order at 5:15 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 June 11, 2019 meeting: K. Tura made a motion to accept the minutes as received and K. Spilhaus noted misspelling of his name. K. Tura amended her motion to accept the minutes with the noted correction. S. Kelly seconded and the motion was unanimously carried.

New Business: P. Marshall reported on progress of Diane Ranney’s retirement recognition events. Currently, there are 60+ individuals registered to attend the event at Mezza Luna on 7/29. Day-long farewell reception planned for 8/2. S. Kelly moved that the Program Room be renamed to the “Diane Ranney Program Room” and that a plaque be ordered for display in the library. S. Kelly also moved that another plaque be purchased for presentation to Diane at the retirement party. K. Tura seconded and the motion was unanimously carried.

Director’s Report: – Attached. P. Marshall also reported on the preliminary results of survey. P. Marshall will present written results by August Trustees meeting.

Personnel: P. Marshall reported that Lee Sevard has been out for an extended period due to illness.

Budget Report: No written report this month. P. Marshall gave an update on Wintermeyer Fund. Will be requesting final payment from trust.

Building and Grounds: P. Marshall reported that:

- installation of shelving is completed.
- Emily Bourne funds were used for the side garden clean up.
- Sign noting new business hours will be created by UCS in the fall.

Friends of JBPL: – C. Crane reported that:

- Booksale did very well. Approximately \$3100 including sales and membership dues.
- There will be one more print version of the Friends newsletter then it will be distributed in digital form with hard copies available in the Library.
- Discussion about installation of a fan or dehumidifier for the shed to allow for year-round storage of books for sales.
- Friends will have a table at the Canal Day Celebration on 9/14.
- Friends are still seeking a Treasurer.

Next Meeting Date and Agenda Items: September 10, 2019 at 5:15 p.m. Nothing was added under future agenda items.

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 6:21 p.m.

Respectfully submitted

Stephanie G. Kelly

**Director's Report
July 15th, 2019
(June/July Activity)**

- 6/13/19 – Attend Mass Board of Library Commissioners PR Committee meeting in Natick. Some nice new Overdrive publicity coming in the fall from the MBLC.
- 6/14/19 – Staff, with help of Facilities Department, take out all the old shelving in preparation for new shelves coming in.
- 6/17-6/18/19 – New shelves installed, old ones taken out. It looks really good and we have received a lot of positive feedback from customers regarding the new look. Facilities Department removed remaining shelves by the end of the week.
- 6/24/19 – Attend Friends of the JBPL meeting
- 6/25/19 – Ads for Assistant Director Position are placed.
- 6/26/19 – First summer concert (Stanley & Grimm) has great turnout. 62 people attended.
- 6/28/19 – Summer reading kickoff dance party. Boston Bruins Blades with staff from the Board of Library Commissioners attend. Representative David Vieira also attended and we talked about the library and our services.
- 7/1-7/5/19 – Director away on vacation.
- 7/10/19 – Attend CLAMS Board meeting.
- 7/10/19 – Second concert of the season Harper & the Minstrel
- 7/11-7/12/19 – Director on vacation.

Wow. Basically, that's my report for this month. So much happening here at the library. Again, can't believe how great the new furniture looks. Customers are liking the layout and we are happy with how it turned out. I am beginning to look at the fall flooring project and will be meeting with company representatives over the next couple of weeks.

Ads have been placed for the Assistant Director position. Roughly 10 or so applicants received as of now. Deadline is not until the end of the month and I suspect the holiday kept people busy.

We have three substitute circulation assistants that have been selected. Over the next couple of weeks, I will be scheduling them to come in for training.

UPCOMING

1. Will need to complete the ARIS report this month. Step one of the certification project.
2. Preliminary FY 21 budget will be due sometime in August.
3. Concerts each Wednesday through the 7th of August. All summer reading programs will go through that week.

Respectfully submitted,
Patrick W. Marshall