

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

November 12, 2019
5:15 p.m.
Library Meeting Room

Call to Order

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

New Business

*Holiday Hours

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 November 12, 2019 Trustees Meeting
Jonathan Bourne Public Library

Trustees Present

Kiki Tura
Karl Spilhaus
Christine Crane
Stephanie Kelly
Alison DeCosta

Staff Present

Patrick Marshall

Guests Present

Anthony Schiavi, Town Administrator
Paul Gately

Trustees Absent

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 October 15, 2019 meeting: K. Tura made a motion to accept the minutes as presented. S. Kelly seconded and the motion was unanimously carried.

New Business: K. Tura made a motion that the library close at 5:00 p.m. on New Year's Eve (December 31, 2019) and reopen on January 2, 2020. S. Kelly seconded and the motion was unanimously carried.

Library Trustees welcomed Anthony Schiavi, new Bourne Town Administrator, to discuss the library, the Bourne community and Mr. Schiavi's plans for moving the town forward.

Friends of JBPL: – C. Crane reported that the Friends:

- now have 259 members;
- will be conducting a mini book sale at the Library on 11/22 and 11/23;
- are considering offering a scholarship in the future;
- will be staggering the terms of officers moving forward; and
- newsletter has been mailed and will be the last print version. Future newsletters will be distributed electronically with print copies available at the Library.

Director's Report: – Attached. P. Marshall also reported on the following upcoming events:

- 12/6 – Annual tree lighting at 6:00 p.m.
- 12/9 – Aine Minogue concert
- 12/29 – Dewey Classic mini golf event in the Library
- 12/31 – Noon Year's Eve event

Personnel: Irja Finn, new Assistant Library Director, started her employment on October 21.

Budget Report: No report at this time.

Building and Grounds: C. Crane brought a pothole situation in the parking lot to P. Marshall's attention.

Next Meeting Date and Agenda Items: December 10, 2019 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 6:05 p.m.

Respectfully submitted

Stephanie G. Kelly

Director's Report
November 12, 2019
(Oct/Nov Activity)

- 10/16/19 – Clams upgrade. System down for morning.
- 10/18/19 – Work on orders for DVD's, Large Print,
- 10/21/19 – Irja Finn starts work as Assistant Director
- 10/25/19 – T Johnson and I represent library at Bourne Recreation Department's annual Trunk or Treat.
- 10/28/19 – Friends volunteer reception and annual meeting
- 10/28/19 – Attend Special Town Meeting
- 11/1/19 – Hungrytown Concert – 47 people attend
- 11/4/19 – Brian Meneses in to go over technology of the library with staff.
- 11/5/19 – Attend Networking Group meeting
- 11/6/19 – Department head meeting – Meet new Town Administrator
- 11/6/19 – Conduct interviews for Information Systems Librarian Position

Irja Finn started as the new Assistant Director. She has fit in nicely with the staff and has dug into the job with great gusto. She is a welcome addition to the staff.

We are busy planning a number of activities to take place throughout the month of December. The Dewey Classic Mini Golf and Noon Year's Eve Celebrations will be held during Christmas break. Beginning of the month is filled with Christmas in Olde Bourne Village (including Breakfast with Santa and the Aine Minogue Concert). Mixed in will be a couple of children's programs and a princess party sing along.

Town will be conducting an equipment evaluation of all town buildings. Consultant will be in the week of November 18th to go over all HVAC equipment as well as all the other systems for the library. This is being handled through the Facility Department and FCA is the consultant doing the work.

Respectfully submitted,
Patrick W. Marshall

Budget Report
Jonathan Bourne Public Library
FY 20 - November 8, 2019

Account	Acct #	Start Balance	Expen. to date	End Balance	% Spent
Salaries - Dept Heads	5111	\$ 112,263.00	\$ 40,705.98	\$ 71,557.02	36.26%
Salaries - Supervisors	5112	\$ 212,734.00	\$ 55,454.14	\$ 157,279.86	26.07%
Salaries - Clerical/ Secretary	5113	\$ 210,211.00	\$ 74,385.53	\$ 135,825.47	35.39%
Salaries - Hourly Employees	5117	\$ 29,384.00	\$ 10,852.89	\$ 18,531.11	36.93%
Salaries - Longevity	5141	\$ 3,904.00	\$ 606.08	\$ 3,297.92	15.52%
Salaries - Differential Pay	5142	\$ 2,080.00	\$ 680.00	\$ 1,400.00	32.69%
TOTAL SALARY		\$ 570,576.00	\$ 182,684.62	\$ 387,891.38	32.02%
Heating Fuel	5212	\$ 7,000.00	\$ 52.44	\$ 6,947.56	0.75%
Non Energy - Water	5230	\$ 600.00	\$ 158.55	\$ 441.45	26.43%
R &M Miscellaneous	5240	\$ 8,000.00	\$ 2,106.25	\$ 5,893.75	26.33%
R &M Office Equipment	5245	\$ 500.00	\$ -	\$ 500.00	0.00%
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	\$ 38,201.80	\$ 11,798.20	76.40%
Communications - Telephone	5340	\$ 900.00	\$ 0.09	\$ 899.91	0.01%
Postage	5341	\$ 300.00	\$ -	\$ 300.00	0.00%
Office Supplies - General	5420	\$ 1,000.00	\$ -	\$ 1,000.00	0.00%
Office Supplies - Copy Machine	5421	\$ 700.00	\$ 390.00	\$ 310.00	55.71%
Bldg/equip supplies-operational	5430	\$ 4,250.00	\$ 798.80	\$ 3,451.20	18.80%
Custodial Supplies - Cleaning	5450	\$ 2,500.00	\$ 704.22	\$ 1,795.78	28.17%
Other supplies - Books	5580	\$ 80,000.00	\$ 29,596.47	\$ 50,403.53	37.00%
Other supplies - Magazines	5581	\$ 8,000.00	\$ 1,673.80	\$ 6,326.20	20.92%
Other Supplies - Misc.	5595	\$ 400.00	\$ -	\$ 400.00	0.00%
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	\$ 77,815.70	\$ 95,184.30	44.98%

	TO-TAL	\$ 743,576.00	\$ 260,500.32	\$ 483,075.68	35.03%
		Start Bal- ance	Expen. To date	Income to date	Account Bal
Revolving Fund	3534	\$ 2,859.55	\$ 115.48	\$ 3,599.20	\$ 6,343.27
Library Gifts & Donations	4849	\$ 11,653.29	\$ 3,438.39	\$ 1,432.77	\$ 9,647.67
Lib Incentive & MIG Grant	3402	\$ 63,277.88	\$ 57,102.13	\$ -	\$ 6,175.75
Mind In The Making LSTA Grant	3820	\$ -	\$ 10,000.00	\$ 10,000.00	\$ -
(Must be spent by 10/1/19) Fed FY					