

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

October 15, 2019
5:15 p.m.
Library Meeting Room

Call to Order

- Is meeting being recorded?
- Correspondence to be presented?
- Approval of minutes of the July 16,2019 meeting

New Business

* encumbered Executive minutes

Reports

- Director's Report
- Budget
- Personnel
- Building and Grounds
- Friends of the Library Update from 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 October 15, 2019 Trustees Meeting
Jonathan Bourne Public Library

Trustees Present

Kiki Tura
Cynthia Barry
Christine Crane
Stephanie Kelly
Alison DeCosta

Staff Present

Patrick Marshall

Guests Present

Paul Gately
Heather DiPaolo

Trustees Absent

Karl Spilhaus

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?" K. Tura presented a thank you card from retired Assistant Director, Diane Ranney. P. Marshall presented a thank you letter from the Bourne Food Pantry.

Approval of minutes of July 16, 2019 meeting: P. Marshall noted the misspelling of Lee Savard's name and C. Crane made a motion to accept the minutes with the noted correction. K. Tura seconded and the motion was unanimously carried.

New Business: A discussion was held regarding encumbered Executive minutes and K. Tura moved to leave the minutes encumbered. S. Kelly seconded and the motion was unanimously carried.

P. Marshall reported that Cape Cod Healthcare Foundation will be having its *Tree of Memories* at the library with a small remembrance ceremony on December 10, 2019 at 12:00 p.m.

Director's Report: – Attached.

Personnel: Irja Finn has been hired as Assistant Library Director.

Budget Report: Attached.

Building and Grounds: P. Marshall reported that:

- Carpet has been chosen and a January/February 2020 installation is expected. P. Marshall reported that he is considering various ideas for library closing when installation occurs including using the meeting room and back hallway as a temporary location, planning a staff development day or field trip offsite, etc.
- S. Kelly moved to approve proposal from State Contract Carpet company in the amount of \$96,776 to replace flooring in the Jonathan Bourne Public Library. C. Crane seconded the motion and it was unanimously carried.

Friends of JBPL: – C. Crane reported on plans for the Friends to purchase a projector for the library. Friends approved the purchase and will be selecting one soon. C. Barry mentioned purchasing a mosquito repelling machine for use at outdoor concerts. K. Tura suggested that she conduct research and bring it to the next meeting. H. DiPaolo reported that it has been suggested that the outdoor benches will be needing repairs by the artist who created them at the cost of \$1,200 to \$4,000. H. DiPaolo also gave an overview of the Friends upcoming volunteer appreciation event on October 28, 2019.

Next Meeting Date and Agenda Items: November 12, 2019 at 5:15 p.m. Setting library hours for the holidays was added as an agenda item for that meeting.

Adjournment: S. Kelly moved to adjourn the meeting. The motion was seconded by K. Tura and carried by unanimous vote and the meeting was adjourned at 6:15 p.m.

Respectfully submitted

Stephanie G. Kelly

Director's Report
October 15, 2019
(Sept/Oct Activity)

- 9/11/19 – Clams Board Meeting
- 9/12/19 – Caught up posting Trustee minutes on library web page.
- 9/17/19 – B. Meneses tenders his resignation effective October 4th.
- 9/17/19 – Attend Selectmen's Meeting for approval to hire new Assistant Director.
- 9/17/19 – Attend Networking Group meeting.
- 9/18/19 – Clams Membership meeting in Osterville
- 9/19/19 – Finish MBLC Financial report – second report required for certification.
- 9/20/19 – Peking & The Mystics Concert – Friday evening concert – 49 attendees.
- 9/23/19 – Attend Friends of the JBPL monthly meeting.
- 9/24/19 – Attend MBLC PR Committee meeting at Carver Library.
- 9/25/19 – Department Head meeting at Community Building
- 9/26/19 – Attend MHEC Conference in Worcester with Facilities Director.
- 9/27/19 – Meet with Tanya Mayce of State Contract Carpet to go over samples and how the project will be accomplished.
- 10/1/19 – CLAMS Finance Committee meeting here in Bourne.
- 10/1/19 – North Sea Gas Concert – 84 attendees.
- 10/1-10/3/19 – Phone system not working. Town IT department worked on it and finally found a fix to get it up and running.
- 10/4/19 – Brian's last day.
- 10/7/19 – Meet with T Johnson and the Friends board to discuss budget.
- 10/8/19 – Annual Town Report completed and turned in.
- 10/8/19 – Circulation desk terminal down. Spent a while with CLAMS trying to figure out problem. Not solved but working better.
- 10/9/19 – Attend CLAMS Board Meeting.
- 10/11/19 – Director on vacation.

Being short staffed since Diane left has presented its challenges. With Brian giving his notice, it's all hands on deck for now. Ads have been posted for the Information Services Librarian position and will hopefully produce a good pool of candidates.

Irja Finn will start as the new Assistant Director on Monday, October 21st. She comes to us from the Pelham NH library where she has been Assistant Director, Director and Acting Director at various times. She also has great library experience from libraries from the northeastern Massachusetts area. We look forward to her arrival.

My time has been pretty busy with trying to do both the Assistant Director's position and some of the Information Systems position. I'm (mostly) caught up with ordering library materials and have worked to bring in subs to cover desk time as needed. The staff is doing a great job while we are short staffed and I'm very grateful to all of them for stepping up their game.

UPCOMING

1. CLAMS will be down the night of October 15th into the morning of October 16th for an upgrade. We will work to get publicity out on this.
2. Hungrytown Concert on November 1st at 7:00 p.m.
3. Special Town Meeting on October 28th. Nothing library related on the warrant.

Respectfully submitted,
Patrick W. Marshall

Budget Report
Jonathan Bourne Public Library
FY 20 - October 15, 2019

Account	Acct #	Start Balance	Expen. to date	End Balance	% Spent
Salaries - Dept Heads	5111	\$ 112,263.00	\$ 32,136.30	\$ 80,126.70	28.63%
Salaries - Supervisors	5112	\$ 212,734.00	\$ 46,115.88	\$ 166,618.12	21.68%
Salaries - Clerical/ Secretary	5113	\$ 210,211.00	\$ 58,791.33	\$ 151,419.67	27.97%
Salaries - Hourly Employees	5117	\$ 29,384.00	\$ 8,205.45	\$ 21,178.55	27.92%
Salaries - Longevity	5141	\$ 3,904.00	\$ 606.08	\$ 3,297.92	15.52%
Salaries - Differential Pay	5142	\$ 2,080.00	\$ 548.00	\$ 1,532.00	26.35%
TOTAL SALARY		\$ 570,576.00	\$ 146,403.04	\$ 424,172.96	25.66%
Heating Fuel	5212	\$ 7,000.00	\$ 39.87	\$ 6,960.13	0.57%
Non Energy - Water	5230	\$ 600.00	\$ 158.55	\$ 441.45	26.43%
R &M Miscellaneous	5240	\$ 8,000.00	\$ 2,011.25	\$ 5,988.75	25.14%
R &M Office Equipment	5245	\$ 500.00	\$ -	\$ 500.00	0.00%
R &M Machine Repair Contract	5246	\$ 8,000.00	\$ 1,958.00	\$ 6,042.00	24.48%
Rentals - Misc Equipment	5275	\$ 250.00	\$ -	\$ 250.00	0.00%
Services - Data Processing	5305	\$ 50,000.00	\$ 36,181.80	\$ 13,818.20	72.36%
Communications - Telephone	5340	\$ 900.00	\$ 0.06	\$ 899.94	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	\$ 22,708.12	\$ 57,291.88	28.39%
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	\$ 80.00	\$ 220.00	26.67%
TOTAL EXPENSES		\$ 173,000.00	\$ 66,791.75	\$ 106,208.25	38.61%

	TO-TAL	\$ 743,576.00	\$ 213,194.79	\$ 530,381.21	28.67%
		Start Bal- ance	Expen. To date	Income to date	Account Bal
Revolving Fund	3534	\$ 2,859.55	\$ 115.48	\$ 2,868.97	\$ 5,613.04
Library Gifts & Donations	4849	\$ 11,653.29	\$ 3,187.44	\$ 1,206.06	\$ 9,671.91
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					