

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

September 10, 2019
5:15 p.m.
Library Meeting Room

Call to Order

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

New Business

- * encumbered Executive minutes

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 September 10, 2019 Trustees Meeting
Jonathan Bourne Public Library

Trustees Present

Karl Spilhaus
Cynthia Barry
Kathryn Tura

Trustees Absent

Stephanie Kelly
Alison DeCosta
Christine Crane

Staff Present

Patrick Marshall (Library Director)

Guest Present

Paul Gately (Bourne Courier)

There not being a quorum to conduct business, the Trustees of the JBPL did not hold a meeting.
Next meeting is scheduled for October 15th, 2019 at 5:15 p.m. at the library

Director's Report
September 9, 2019
(July/Aug/Sept Activity)

- 7/17/19 – Toast and Jam Concert
- 7/24/19 – Swing Fever Trio Concert
- 7/25 & 7/26/19 – Director away on vacation
- 7/29/19 – Diane's surprise retirement party. Truly a fun event and amazing that we were able to keep it a surprise. Special thanks to so many who helped organize this event.
- 7/30/19 – Painting program
- 7/31/19 – Leandra Botta Concert
- 8/2/19 – Friends' Reception for Diane. Diane's Last day.
- 8/6/19 – Networking in the morning. Theatre program in the evening.
- 8/7/19 – Last concert of the summer – Monica Rizzio
- 8/8 – 8/13/19 – Work on the ARIS report for the MBLC.
- 8/14/19 – Audio order completed.
- 8/19 – 8/21/19 – Interviews for the Assistant Director position conducted. Special thanks to Assistant Town Administrator Glenn Cannon and Children's Librarian Terry Johnson who sat in on the interviews with me. Total of 22 candidates for the position applied.
- 8/26-8/30/19 – Director away on vacation.
- 9/3/19 – Attend Networking meeting.
- 9/4/19 – Staff meeting
- 9/5/19 – Book order for August completed.

Well, it has been a busy time at the library since the last Trustee's meeting. With Diane Ranney's position vacant, I have been trying to keep up with tasks for both jobs. Diane did the majority of the material ordering for the library as well as supervised the circulation desk. Other staff have stepped up to help and things are getting done...just a bit slower than we would like.

There were 22 applicants for the Assistant Director position. The Assistant Town Administrator, Children's Librarian and I interviewed 6 strong applicants. From here, we are in a bit of a holding pattern as the Board of Selectmen must weigh in on any job fulfillments within the town. They basically have to approve any offers. Their next meeting is on the 17th of the month.

A very preliminary FY 21 budget has been sent in to the Town Administrator's office. It did not reflect any changes in staffing and only slight adjustments in the expense line. A preliminary Capital Outlay request for interior painting of the library has also been filed. We will need to work with the Facilities Department though to come up with estimates for the project.

UPCOMING

1. Will need to complete the State Finance Report this month. Step two of the certification process.
2. Peking and the Mystics Concert – September 20th, North Sea Gas Concert October 1st.
3. CLAMS Board will meet on September 11th and Membership will meet on the 18th
4. Grand opening of the Mind in the Making room will be held on Saturday the 21st. We are very excited about all the work Terry has put in to make this project a success.

Respectfully submitted,
Patrick W. Marshall

Budget Report
Jonathan Bourne Public Library
FY 20 - September 9, 2019

Account	Acct #	Start Balance	Expen. to date	End Balance	% Spent
Salaries - Dept Heads	5111	\$ 112,263.00	\$ 23,566.62	\$ 88,696.38	20.99%
Salaries - Supervisors	5112	\$ 212,734.00	\$ 33,732.55	\$ 179,001.45	15.86%
Salaries - Clerical/ Secretary	5113	\$ 210,211.00	\$ 39,478.43	\$ 170,732.57	18.78%
Salaries - Hourly Employees	5117	\$ 29,384.00	\$ 6,081.92	\$ 23,302.08	20.70%
Salaries - Longevity	5141	\$ 3,904.00	\$ 606.08	\$ 3,297.92	15.52%
Salaries - Differential Pay	5142	\$ 2,080.00	\$ 404.00	\$ 1,676.00	19.42%
TOTAL SALARY		\$ 570,576.00	\$ 103,869.60	\$ 466,706.40	18.20%
Heating Fuel	5212	\$ 7,000.00	\$ 26.00	\$ 6,974.00	0.37%
Non Energy - Water	5230	\$ 600.00	\$ -	\$ 600.00	0.00%
R &M Miscellaneous	5240	\$ 8,000.00	\$ 1,445.00	\$ 6,555.00	18.06%
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	\$ 36,063.80	\$ 13,936.20	72.13%
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	\$ -	\$ 700.00	0.00%
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	\$ 16,620.61	\$ 63,379.39	20.78%
Other supplies - Magazines	5581	\$ 8,000.00	\$ 634.80	\$ 7,365.20	7.94%
Other Supplies - Misc.	5595	\$ 400.00	\$ -	\$ 400.00	0.00%
Travel	5710	\$ 300.00	\$ -	\$ 300.00	0.00%
Dues	5730	\$ 300.00	\$ -	\$ 300.00	0.00%
TOTAL EXPENSES		\$ 173,000.00	\$ 58,251.29	\$ 114,748.71	33.67%

	TO-TAL	\$ 743,576.00	\$ 162,120.89	\$ 581,455.11	21.80%
		Start Bal- ance	Expen. To date	Income to date	Account Bal
Revolving Fund	3534	\$ 2,859.55	\$ 115.48	\$ 2,026.99	\$ 4,771.06
Library Gifts & Donations	4849	\$ 11,653.29	\$ 3,105.22	\$ 540.62	\$ 9,088.69
Lib Incentive & MIG Grant	3402	\$ 63,277.88	\$ 57,102.13	\$ -	\$ 6,175.75
Mind In The Making LSTA Grant (Must be spent by 10/1/19) Fed FY	3820	\$ -	\$ 9,768.40	\$ 10,000.00	\$ 231.60