

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

October 13, 2020

5:15 p.m.

Zoom Remote: Public Access: See Below

If anyone from the public wishes to access the meeting, they can do so by calling the following conference line: **1 929 205 6099 Meeting ID: 338 701 8873 Password: 0CEtpt** or by using the following link: **<https://us02web.zoom.us/j/3387018873?pwd=T0puWWx3UTdyQ1pRd-FFZbjVEM3JpZz09>**

If you already have the Zoom App downloaded to your device or computer, you may simply join the meeting by entering the Meeting ID and Password noted above, or go to <https://zoom.us/meetings> and look for the Join Meeting button

Participants wishing to speak should click the “participants” icon on the lower toolbar and then click “Raise Hand” in the dialog box to notify the Chair. The Chair will recognize participants. Participants who are calling into the meeting and wishing to speak should press *9 to notify the Chair. The Chair will recognize participants.

Call to Order

- Chair shall ask if meeting being recorded?
- Correspondence to be presented?
- Approval of minutes of the September 22, 2020 meeting

New Business

- *Director Evaluation
- *Holiday Hours for building (Vote next meeting)

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:

Karl Spilhaus
Chair

Trustees of the Jonathan Bourne Public Library

Meeting Minutes - 13 October 2020

The monthly meeting of the Trustees was held on 13 October 2020 via Zoom. The meeting was called to order at 5:15pm and it was recorded.

Attendees: Karl Spilhaus (Chair), Kiki Tura, Christine Crane, Alison Mahanna, Kathy Fox Alfano, Kristina Prodouz and Patrick Marshall (Library Director)

The minutes of the September meeting were approved. It was confirmed that the meeting was recorded.

New Business

- Chris Crane resigned as Recording Secretary. A vote on her replacement will be held at the November meeting.
- A subcommittee was formed to review the Director's Evaluation Form (sent by Kiki Tura) and Chris Crane, Kathy Fox Alfano and Tina Prodouz volunteered. They will review and update the form if needed and send to the Trustees for comment. Karl Spilhaus would like to have this completed before May 2021. A discussion of the Evaluation Form will be an agenda item at the December meeting.

Director's Report and Budget

- Patrick Marshall reported that there is no word on plans for opening the building or any potential reopening costs.
- No personnel changes have occurred in the last 2 weeks.
- Patrick Marshall will present the proposed holiday hours at the next meeting for Trustee approval.

Friends of the Library

- Chris Crane gave an update on the Friends of the Library annual meeting held on October 5th at Aptuxet Trading Post.
- The outdoor book sale was a success and raised \$1,500.
- An appeal letter for donations has been sent out to the membership.
- Kiki Tura suggested a virtual road race as a future fundraising event.

Future Agenda Items

- Kathy Fox Alfano cited a recent webinar that stressed the need for a local Library advocate to communicate with the town and other boards.
- New Trustees will schedule 1 on 1 meetings with Patrick Marshall.

The next Trustees meeting will be held on November 10th at 5:15pm via Zoom. The meeting was adjourned at 6:00pm.

Director's Report
October 13, 2020
(September/October Update)

- 9/23/20 – Attend CLAMS Network Membership virtual meeting.
- 9/25/20 – Director off
- 9/28/20 – Attend Friends Virtual Board meeting.
- 9/30/20 – Facilities in to fix outdoor spigots that froze during the winter.
- 10/6/20 – Attend Networking Group Meeting
- 10/6/20 – Attend Friends Annual Meeting
- 10/8/20 – Department Head Meeting
- Audio material order completed
- EBook and EAudio order completed

Facilities in to see about placing a generator in the building. Hope is to have the one currently installed at the old police station moved here. This would allow library to be a warming and cooling location for the community as needed. It is unclear still if the generator will work here. As time allows, facilities, in conjunction with the emergency management director, will work on this.

Budget process will begin soon. Process for departments to get rough draft in is being sped up. The Town Administrator, along with the Finance Department, is looking to change how the process has been done in the past. The goal is to work the Town Budget into better alignment with the Long Range Plan for the town.

Children's Department will continue story walk programs through October. Also looking at some other online and small group (outside) programs. The department continues to work hard to provide as much service as possible to residents and children of the community.

Respectfully submitted,
Patrick W. Marshall

Budget Report
Jonathan Bourne Public Library
FY 21 -October 9, 2020

Account	Acct #	Start Balance	Expen. to date	End Balance	% Spent
Salaries - Dept Heads	5111	\$ 115,631.00	\$ 32,340.90	\$ 83,290.10	27.97%
Salaries - Supervisors	5112	\$ 193,848.00	\$ 55,472.85	\$ 138,375.15	28.62%
Salaries - Clerical/ Secretary	5113	\$ 220,191.00	\$ 59,947.59	\$ 160,243.41	27.23%
Salaries - Hourly Employees	5117	\$ 31,217.00	\$ 7,641.64	\$ 23,575.36	24.48%
Salaries - Longevity	5141	\$ 2,401.00	\$ -	\$ 2,401.00	0.00%
Salaries - Differential Pay	5142	\$ 2,080.00	\$ 252.00	\$ 1,828.00	12.12%
TOTAL SALARY		\$ 565,368.00	\$ 155,654.98	\$ 409,713.02	27.53%
Heating Fuel	5212	\$ 8,000.00	\$ -	\$ 8,000.00	0.00%
Non Energy - Water	5230	\$ 600.00	\$ 70.50	\$ 529.50	11.75%
R &M Miscellaneous	5240	\$ 8,000.00	\$ 1,990.00	\$ 6,010.00	24.88%
R &M Office Equipment	5245	\$ 500.00	\$ -	\$ 500.00	0.00%
R &M Machine Repair Contract	5246	\$ 8,500.00	\$ 2,136.00	\$ 6,364.00	25.13%
Rentals - Misc Equipment	5275	\$ 250.00	\$ -	\$ 250.00	0.00%
Services - Data Processing	5305	\$ 50,000.00	\$ 37,888.61	\$ 12,111.39	75.78%
Communications - Telephone	5340	\$ -	\$ -	\$ -	#DIV/0!
Postage	5341	\$ 300.00	\$ -	\$ 300.00	0.00%
Office Supplies - General	5420	\$ 1,500.00	\$ 100.76	\$ 1,399.24	6.72%
Office Supplies - Copy Machine	5421	\$ 900.00	\$ 60.00	\$ 840.00	6.67%
Bldg/equip supplies-operational	5430	\$ 4,500.00	\$ 417.90	\$ 4,082.10	9.29%
Custodial Supplies - Cleaning	5450	\$ 2,500.00	\$ 289.22	\$ 2,210.78	11.57%
Other supplies - Books	5580	\$ 85,000.00	\$ 29,275.18	\$ 55,724.82	34.44%
Other supplies - Magazines	5581	\$ 8,000.00	\$ 112.00	\$ 7,888.00	1.40%
Other Supplies - Misc.	5595	\$ 400.00	\$ -	\$ 400.00	0.00%
Travel	5710	\$ 500.00	\$ -	\$ 500.00	0.00%
Dues	5730	\$ 300.00	\$ -	\$ 300.00	0.00%
TOTAL EXPENSES		\$ 179,750.00	\$ 72,340.17	\$ 107,409.83	40.24%
	TO-TAL	\$ 745,118.00	\$ 227,995.15	\$ 517,122.85	30.60%
		Start Bal- ance	Expen. To date	Income to date	Account Bal
Revolving Fund	3534	\$ 7,116.59	\$ -	\$ 282.90	\$ 7,399.49
Library Gifts & Donations	4849	\$ 24,994.07	\$ 6,150.00	\$ 20,525.04	\$ 39,369.11
Lib Incentive & MIG Grant	3402	\$ 26,929.36	\$ 8,702.14	\$ -	\$ 18,227.22
COVID		\$ -	\$ -	\$ -	\$ -

