

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

September 22,2020
5:15 p.m.
Zoom Meeting

Call to Order

- Is meeting being recorded?
- Correspondence to be presented?
- Approval of minutes of the March 10, 2020 meeting

New Business

- *Welcome new members
- *Restructure Board-requires Vote

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

Jonathan Bourne Library Board of Trustees 9/22/20 Minutes
5:15 via Zoom

Present - Kathryn, Alison, Chris, Kathy, Tina, Karl, Patrick
no members of the public or reporters present

Meeting was called to order at 5:18. Not recorded, no correspondence. March minutes were approved unanimously.

New Business - Kristina Prodouz and Kathy Fox Alfano – new trustees were welcomed. They gave their background and interest in the library.

Board was restructured. Karl – Chair, Kiki- Vice Chair and Chris – Secretary. All votes were unanimous.

Reports -

Directors Report -

- 1 – Plaque for Stephanie Kelly for her years of service as a Trustee to be added to Trustee Room
- 2 – No fines for late books due to delay with CLAMS check in process
- 3 – Town Administrator said budget process will begin soon
- 4 – Carpet is pulling up, installer with repair in Oct.
- 5 – JBPL budget in good shape. Tina asked for explanation of line items which Patrick provided
- 6 – No personnel changes, some juggling of hours to allow for spacing staff. He also commended staff for their hard work during the Covid time.

JBPL Friends -

- 1 – Booksale update – Plans will be sent to Patrick by Chris. Book Drop off Sept 25, Sale Oct 3 outside in parking lot
- 2 – Annual Meeting, Mon Oct 5 at 1 at Aptuxet Trading Post
- 3 – News letter will be published shortly.
- 4 – Caring and Sharing Holiday Auction for Charity will be done virtually this season.

Some discussion of changing day or time – may have to move in future to avoid conflicts

The state has extended time for 5 year plan due to Covid. Check library website for more info.

Library Director evaluation coming up - Kiki will send template

Trustee board consists of 6 members, so 4 is a quorum. Please avoid ethical conflicts as four of us are often together at social events, as does happen in a small town like Bourne

Next meeting - Oct 13 at 5:15 via Zoom - Town of Bourne Zoom will be used to allow public access

Motion to adjourn - 6:25

Director's Report
August 18, 2020
(Brief March through August Update)

- 3/16/20 – Library is closed (as are all town buildings) to the public for the Corona Virus Pandemic. Staff remain working in the building. Book drop is closed and all programming is cancelled.
- 3/25/20 – Town closes down per Governor's stay at home order. Library staff continue library services online, via phone and through e-mail. The goal is to show that the library is not closed, it just isn't able to provide in person services. Library staff ramped up online offerings by increasing the monthly limit allowed by patrons to borrow on hoopla and purchase a subscription to Kanopy, an online, independent film resource. Friends of the library purchase Beanstack which allows the library patrons to track their reading in minutes and create classroom challenges and summer reading programs. Circulation staff are provided with daily staff development assignments to complete at home. During the month of May, professional staff alternated days in the library to make sure the building was okay and to prepare for whatever way in person services can begin.
- 6/15/20 – Curbside service begins at the library. Health Director asks the library to offer services Monday through Friday only so the hours of 10 to 4 on each of those days is chosen. This gives staff time before and after to prepare the holds shelf (pull items from the shelves, check in the book drop and delivery items and disinfect high tough surfaces
- 6/29/20 – Bourne Annual Town Meeting – FY 21 budget passed as presented. Questions still remain if this can be sustained as the State has not set its FY 21 budget yet.
- 7/27/20 – If anyone had septic back up on their 2020 Apocalypse bingo card, you can check that square off today. Septic is blocked. Staff sent home at noon while Director stayed to finish curbside service for the day. Facilities department was hopeful that all would be fixed by late morning on the 28th so staff arrived late that day only to be sent home again around noon. Director stayed to complete curbside service that day. Children's Librarian, Assistant Director, Tech Librarian and a Library Assistant volunteer to come in on Wednesday to do a partial day of curbside service. Facilities department has the septic issue resolved by early afternoon and all is functioning again.
- 8/20/21 – Facilities Department has asked if the book drop normally at the Community Center can be used temporarily by the Town Clerk's Office for the voting season as an early voting drop off box. Since there is no plan currently to use the book drop, after consultation with the Trustee Chair, it was decided that that would be okay so long as it is known that the book drop, at some point, will be put back in use.

Covid has made library service interesting over the past few months. We continue to work hard to provide as much service as possible while still keeping the safety of patrons and staff in mind. At this time, the Town is not looking to open buildings to the public. Our library building is not designed for social distancing and staff themselves are finding it difficult to conduct their work in the closed building. In an effort to increase service, we will be expanding our curbside hours beginning Monday, August 31 to include Tues, Wed and Thurs evenings and Saturdays. The Health Director has given her okay to this plan. Cleaning supplies continue to be hard to keep in stock but, so far, we are succeeding. Fines are continued to be waived in CLAMS for all library materials. We are required to quarantine items for a minimum of three days that are returned to the library. Terry and Irja are looking into possible ways to do some fall programming, including a story walk, online story hours and take home crafts.

Respectfully submitted,
Patrick W. Marshall

Director's Report
September 18, 2020
(August -September Update)

- 8/31/20 – Expanded Curbside hours begin – Now Mon, Fri and Sat 10 to 4 and Tues through Thurs 10 to 7:30 p.m.
- 8/31-9/3/20 – Director away on vacation
- 9/3/20 – Sink in ladies bathroom has clogged. Facilities in to create a cleanout access and will call in someone to chain it.
- 9/15/20 – Meet with Town Administrator and Assistant Town Administrator for a quick update on what is happening at the library.
- 9/16/20 – Hit And Run History: Stephano program – Joint program with BourneTV. Documentary runs on BourneTV channel 13 and a live chat with the producer immediately followed.
- ARIS and State Aid Compliance reports completed and sent into the Board of Library Commissioners. Bourne will be certified for FY 21.

Curbside service is going well. Staff have commented that individuals have been happy with the increased opportunity to get library materials. We continue to work on ways to offer library services to people in a safe manner during these strange times.

The Children's Department has had good turnout for their story walks and crafts on Wednesdays. They will continue through October (weather permitting). The department is looking at other programs as well. Terry is working closely with the Health Agent and following state mandates and guidelines.

Some of the new carpet is coming up. The contractor is away of the issue and is scheduling a time for the installer to come back and fix the issues.

Upcoming:

CLAMS Membership Meeting – September 23

Town Administrator has stated that the FY 22 Budget process will begin soon. A department head meeting will be scheduled within the next month to get things going.

Respectfully submitted,
Patrick W. Marshall

Budget Report
Jonathan Bourne Public Library
FY 21 -September 18, 2020

Account	Acct #	Start Balance	Expen. to date	End Balance	% Spent
Salaries - Dept Heads	5111	\$ 115,631.00	\$ 25,695.51	\$ 89,935.49	22.22%
Salaries - Supervisors	5112	\$ 193,848.00	\$ 44,074.32	\$ 149,773.68	22.74%
Salaries - Clerical/ Secretary	5113	\$ 220,191.00	\$ 47,607.36	\$ 172,583.64	21.62%
Salaries - Hourly Employees	5117	\$ 31,217.00	\$ 6,071.44	\$ 25,145.56	19.45%
Salaries - Longevity	5141	\$ 2,401.00	\$ -	\$ 2,401.00	0.00%
Salaries - Differential Pay	5142	\$ 2,080.00	\$ 128.00	\$ 1,952.00	6.15%
TOTAL SALARY		\$ 565,368.00	\$ 123,576.63	\$ 441,791.37	21.86%
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	\$ 1,710.00	\$ 6,290.00	21.38%
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	\$ 37,770.61	\$ 12,229.39	75.54%
Communications - Telephone	5340	\$ -	\$ -	\$ -	#DIV/0!
Postage	5341	\$ 300.00	\$ -	\$ 300.00	0.00%
Office Supplies - General	5420	\$ 1,500.00	\$ 31.99	\$ 1,468.01	2.13%
Office Supplies - Copy Machine	5421	\$ 900.00	\$ 60.00	\$ 840.00	6.67%
Bldg/equip supplies-operational	5430	\$ 4,500.00	\$ 217.94	\$ 4,282.06	4.84%
Custodial Supplies - Cleaning	5450	\$ 2,500.00	\$ 289.22	\$ 2,210.78	11.57%
Other supplies - Books	5580	\$ 85,000.00	\$ 21,963.43	\$ 63,036.57	25.84%
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	\$ 64,361.69	\$ 115,388.31	35.81%
	TOTAL	\$ 745,118.00	\$ 187,938.32	\$ 557,179.68	25.22%
		Start Balance	Expen. To date	Income to date	Account Bal
Revolving Fund	3534	\$ 7,116.59	\$ -	\$ 37.00	\$ 7,153.59
Library Gifts & Donations	4849	\$ 24,994.07	\$ 6,150.00	\$ 20,475.04	\$ 39,319.11
Lib Incentive & MIG Grant	3402	\$ 26,929.36	\$ 6,622.14	\$ -	\$ 20,307.22
COVID		\$ -	\$ -	\$ -	\$ -