

Agenda
Library Board of Trustees
Jonathan Bourne Public Library – 2nd floor conference room
Tuesday, December 19th 2012 at 4:30pm

Approval September 19th & November 29th, 2012 Minutes

New Business

- Review Fiscal Year 14 budget
- Trustee Worksheet – goal setting
- Consider next policy review

Updates

- Director's Report
- Personnel
- Building & Grounds
- Friends of the Library
- Coffee station in library

Next Meeting

- Set future agenda items
- Set date

TRUSTEES OF THE JONATHAN BOURNE PUBLIC LIBRARY
19 Sandwich Road
Bourne, Massachusetts 02532

Minutes of the December 18th, 2012 Trustees Meeting at the Jonathan Bourne Public Library

Trustees Present:

Heather DiPaolo
Joan Simpson
Stephanie Kelly
Kiki Tura

Staff Present:

Patrick Marshall

Trustees Absent:

Diane Flynn
Claudine Wrighter

Guests:

Paul Gately, Reporter,
The Bourne Courier

Heather DiPaolo called the meeting to order at 4:30 p.m.

Minutes -- Kiki moved that the November meeting minutes be approved. Joan seconded the motion. After a brief discussion, the following correction was made to the November minutes. Under the "Library Policies" section of the minutes, the third paragraph has been changed to read:

"Patrick also indicated that the next policy for review will likely be one for printing and copying due to the library's investigation into new copier options."

The change was approved by unanimous vote.

Joan moved to approve the September 19th minutes. Kiki seconded and the motion was carried by unanimous vote.

Fiscal Year 14 Budget – Patrick reported that the budget that he will be proposing to the Town remains the same as that provided to the Trustees at the November 29, 2012 meeting.

Director's Report:

Patrick reported:

- Randy's position has not been posted yet but Patrick believes that it will be posted shortly;
- A fall occurred in the parking lot during the month. Patrick checked the video of the fall and an incident report was completed;
- Alarm system work has been done and the radio box has been replaced;
- Patrick will be contacting the Town about securing ceiling tiles that are loose;

- PALS has assisted with installing shelving, clearing out and moving items, etc. They may also be assisting with the possible creation of additional storage for the Children's Librarian;
- Deb has been working with Boston on the digitization of Base reports that are currently kept at the library;
- Deb is also working with the Bourne Historical Society;
- The Board of Library Commissioners has responded to the two Letters of Intent submitted by Deb and Diane with regard to the LSTA FY 2014 Direct Grant Program. The Board encouraged pursuing the request for the "Libraries for Job Seekers" grant as only one request may be submitted;
- Approximately 70 people attended the Aine Minogue concert;
- Because there has been no response to someone taking over as chairman of the Dewey Classic, it will not be held this year. The majority of the funds for the summer concert series come from this fundraiser. There was a brief discussion about how to raise funds for them, i.e. whether Patrick might be able to submit grant requests to local businesses with Trustees' assistance, etc.;
- The Friends are purchasing a chair for Terry and are waiting for January to assess where they are financially;
- The library has subscribed to Zinio, an online magazine service with 79 titles available for download.

Coffee Station --Joan reported that the coffee station has been steady but the holiday flavors have not been big sellers.

Trustee Worksheet: The Trustees reviewed the "Organizational Competency Issues Workform K" which was distributed at the November meeting and prioritized focus areas as follows:

1. E. Marketing and Public Relations
2. A. External Partnerships
3. C. Fundraising
4. (Alternate) J. Training and Staff Development

Future Agenda Items -- Heather set the following items for inclusion on the January meeting agenda:

- Holiday closure schedule
- Summer concert series funding
- Review of long-term strategic planning
- Organizational Competency Issues worksheet follow-up and discussion
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Next Meeting Date: The next meeting is scheduled for January 15, 2013 at 5:00 p.m.

Adjournment:

Joan moved and Heather seconded the motion to adjourn the meeting at 6:22 p.m.

Respectfully submitted,

Stephanie Kelly