

**Agenda**  
**Library Board of Trustees**  
Jonathan Bourne Public Library – 2<sup>nd</sup> floor conference room  
**Tuesday, July 16th, 2013 at 5:30pm**

Restructuring of the JBPL Board

Approval April 18th 2013 Minutes and June 18<sup>th</sup> 2013 Minutes

New Business

- Front Tree specifics
- 'Little Free Library' program
- Friends Pig Roast report

Updates

- Seismograph progress
- Director's Report
- Personnel
- Building & Grounds
- Friends of the Library

Next Meeting

- Set future agenda items
- Set date

Adjournment

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

Minutes of the July 17, 2013 Trustees Meeting at the Jonathan Bourne Public Library

**Trustees Present:**

Heather DiPaolo  
Stephanie Kelly  
Kristine Maginnis  
Claudine Wrighter  
Kathryn Tura

**Staff Present:**

Patrick Marshall

**Trustees Absent:**

Joan Simpson

**Guests:**

Paul Gately, Reporter,  
*The Bourne Courier*  
Kathy Sargent-O'Neill, KSO  
Scott Buckhoff, Seaside Arborists

Heather DiPaolo called the meeting to order at 5:36 p.m.

**Minutes:** Voting on the minutes from the April 12, 2013 meeting was tabled to the August 2013 trustees meeting. Katherine moved and Claudine seconded the motion to accept the June minutes as presented. The motion was carried by unanimous vote.

**Building and Grounds:** A discussion was held with regard to the replacement of the tree on the front lawn of the library. Patrick reported that the DPW will dig up the old stump before the fall planting of the tree. Steve Buckhoff reported that the price for a 15' White Fir is the same as that quoted for a Norway Spruce of the same size, i.e. \$1,500. Kathy Sargent-O'Neill would like to review the KSO questionnaire with the Trustees before finalizing a location for the placement of the tree. Suggestions for maintaining the tree included approaching the Upper Cape Tech landscaping department (Steve), Americorps (KSO), seniors through a community outreach program (Kiki). Steve suggested we look at the tree once we decide the species that will be planted. It can be seen at Dale Tree Movers.

Heather moved and Kiki seconded the motion to plant a 15' white fir tree in front of the library building to be planted in the fall. The motion was carried by unanimous vote.

**Little Free Library:** Kiki reported that Oak Bluffs Library's Little Free Library was constructed by prisoners. There are no reports of vandalism. It frequently needs to be filled. The library staff currently fills it with children's picture books to summer reading novels and everything in between. Kiki indicated that Norton (Norton Anti-Virus fame) wanted to know how to help fund it for Oak Bluffs. He is a resident there. It needs to be placed on town property so placement needs to be approved by the town selectmen. The next step is to figure out a viable location. Kiki asked for three recommendations from

each of the Trustees at the August meeting for a location. Heather will contact the principal of the Upper Cape with regard to their assistance with constructing the unit. Patrick also mentioned the possibility of combining the Little Free Library with an additional book drop location.

**Pig Roast Fundraiser:** Stephanie reported that plans were progressing. Joan is working on getting the liquor license and the insurance for the event. Tent has been obtained. Flyers and registration forms were provided for trustees to take to local businesses and friends. The next step is to continue to work diligently to get the word out. Paul Gately said that he will begin placing a blurb in the Bourne Courier weekly to generate interest.

**Seismograph Progress:** Patrick reported that he and Stephanie would be meeting next week to begin drafting a grant request to submit to the Cape Cod Foundation. Deadline for submission of the grant application is October 1, 2013.

**Director's Report:** Patrick reported:

- There were 1,012 patrons in one day on July 9, 2013!
- MA Board of Library Commissioners approved \$7,500 Libraries for Job Seekers grant.
- August program is an author who will present on the African American experience
- September author will be presenting on the topic of jazz
- Grave Stone Girls presentation had 45 people in attendance and was well received
- Concerts are averaging 60 attendees

**Budget:** End of Year FY13 and FY14 attached

**Next Meeting Date:** The next meeting will be held on August 20, 2013 at 5:30 p.m. The following items will be included on the August meeting agenda:

- Voting on the April, 2013 meeting minutes;
- 'Free Little Library;'
- Tree;
- Pig Roast Fundraiser.

Claudine moved and Kiki seconded the motion to adjourn the meeting at 6:45 p.m.

Respectfully submitted,

***Stephanie Kelly***

Budget Report  
Jonathan Bourne Public Library  
FY 13 (July 10, 2013)

Account	Acct #	Start Balance	Expen. to date	End Balance	% Spent
Salaries - Dept Heads	5111	\$ 87,828.00	\$ 87,815.52	\$ 12.48	99.99%
Salaries - Supervisors	5112	\$185,712.00	\$ 168,553.64	\$ 17,158.36	90.76%
Salaries - Clerical/ Secretary	5113	\$122,022.00	\$ 125,697.02	\$ (3,675.02)	103.01%
Salaries - Hourly Employees	5117	\$ 29,369.00	\$ 20,270.48	\$ 9,098.52	69.02%
Salaries - Longevity	5141	\$ 1,643.00	\$ 1,661.00	\$ (18.00)	101.10%
Salaries - Differential Pay	5142	\$ 1,800.00	\$ 1,812.00	\$ (12.00)	100.67%
<b>TOTAL SALARY</b>		<b>\$428,374.00</b>	<b>\$ 405,809.66</b>	<b>\$ 22,564.34</b>	<b>94.73%</b>
Electricity	5211	\$ 17,250.00	\$ 12,395.14	\$ 4,854.86	71.86%
Heating Fuel	5212	\$ 12,000.00	\$ 7,240.20	\$ 4,759.80	60.34%
Non Energy - Water	5230	\$ 300.00	\$ 255.50	\$ 44.50	85.17%
R & M Miscellaneous	5240	\$ 8,000.00	\$ 6,756.12	\$ 1,243.88	84.45%
R & M Office Equipment	5245	\$ 500.00	\$ 59.95	\$ 440.05	11.99%
R & M Machine Repair Contract	5246	\$ 6,700.00	\$ 7,572.90	\$ (872.90)	113.03%
Rentals - Misc Equipment	5275	\$ 250.00	\$ 224.00	\$ 26.00	89.60%
Services - Data Processing	5305	\$ 40,000.00	\$ 37,271.78	\$ 2,728.22	93.18%
Professional Development	5307	\$ -	\$ 95.00	\$ (95.00)	#DIV/0!
Communications - Telephone	5340	\$ 900.00	\$ 661.71	\$ 238.29	73.52%
Postage	5341	\$ 1,200.00	\$ 1,092.00	\$ 108.00	91.00%
Printing	5342	\$ 1.00	\$ -	\$ 1.00	0.00%
Advertising	5343	\$ 1.00	\$ -	\$ 1.00	0.00%
Office Supplies - General	5420	\$ 900.00	\$ 588.55	\$ 311.45	65.39%
Office Supplies - Copy Machine	5421	\$ 700.00	\$ 380.67	\$ 319.33	54.38%
Bldg/equip supplies-operational	5430	\$ 3,200.00	\$ 4,530.51	\$ (1,330.51)	141.58%
Bldg/equip supplies- other	5435	\$ 350.00	\$ 1,024.78	\$ (674.78)	292.79%
Custodial Supplies - Cleaning	5450	\$ 1,500.00	\$ 1,621.45	\$ (121.45)	108.10%
Other supplies - Books	5580	\$	\$ 77,169.11	\$	109.77%

		70,300.00		(6,869.11)	
Other supplies - Magazines	5581	\$ 7,250.00	\$ 6,301.02	\$ 948.98	86.91%
Other Supplies - Misc.	5595	\$ 450.00	\$ 490.35	\$ (40.35)	108.97%
Travel	5710	\$ 300.00	\$ 136.40	\$ 163.60	45.47%
Dues	5730	\$ 250.00	\$ 330.00	\$ (80.00)	132.00%
<b>TOTAL EXPENSES</b>		\$172,302.00	\$ 166,197.14	\$ 6,104.86	96.46%
	<b>TOTAL</b>	\$600,676.00	\$ 572,006.80	\$ 28,669.20	95.23%
		Start Balance	Expen. To date	Income to date	Account Bal
Revolving Fund	3534	\$ 6,404.48	\$ 11,414.38	\$ 14,630.46	\$ 9,620.56
Library Gifts & Donations	4849	\$ 7,464.75	\$ 5,060.15	\$ 9,834.04	\$ 12,238.64
Lib Incentive & MIG Grant	3402	\$ 41,865.18	\$ 20,722.31	\$ 16,652.20	\$ 37,795.07
Teens & Tweens **** (FY 12)	3463	\$ 7,500.00	\$ 7,500.00	\$ -	\$ -
Teens & Tweens **** (FY 13)		\$ 7,500.00	\$ 6,464.30	\$ -	\$ 1,035.70
****Goes by Federal FY(Oct-Sep)					

Budget Report  
Jonathan Bourne Public Library  
FY 14 (July 16, 2013)

Account	Acct #	Start Balance	Expen. to date	End Balance	% Spent
Salaries - Dept Heads	5111	\$ 92,950.00	\$ 5,342.01	\$ 87,607.99	5.75%
Salaries - Supervisors	5112	\$176,450.00	\$ 10,141.44	\$ 166,308.56	5.75%
Salaries - Clerical/ Secretary	5113	\$121,782.00	\$ 6,974.91	\$ 114,807.09	5.73%
Salaries - Hourly Employees	5117	\$ 25,254.00	\$ 1,121.64	\$ 24,132.36	4.44%
Salaries - Longevity	5141	\$ 2,111.00	\$ -	\$ 2,111.00	0.00%
Salaries - Differential Pay	5142	\$ 1,800.00	\$ 100.00	\$ 1,700.00	5.56%
<b>TOTAL SALARY</b>		<b>\$420,347.00</b>	<b>\$ 23,680.00</b>	<b>\$ 396,667.00</b>	<b>5.63%</b>
Electricity	5211	\$ 16,500.00	\$ -	\$ 16,500.00	0.00%
Heating Fuel	5212	\$ 11,000.00	\$ 12.08	\$ 10,987.92	0.11%
Non Energy - Water	5230	\$ 300.00	\$ -	\$ 300.00	0.00%
R &M Miscellaneous	5240	\$ 8,000.00	\$ 564.00	\$ 7,436.00	7.05%
R &M Office Equipment	5245	\$ 500.00	\$ -	\$ 500.00	0.00%
R &M Machine Repair Contract	5246	\$ 6,700.00	\$ -	\$ 6,700.00	0.00%
Rentals - Misc Equipment	5275	\$ 250.00	\$ -	\$ 250.00	0.00%
Services - Data Processing	5305	\$ 45,000.00	\$ 31,714.53	\$ 13,285.47	70.48%
Professional Development	5307	\$ -	\$ 95.00	\$ (95.00)	#DIV/0!
Communications - Telephone	5340	\$ 900.00	\$ 661.71	\$ 238.29	73.52%
Postage	5341	\$ 750.00	\$ 1,092.00	\$ (342.00)	145.60%
Printing	5342	\$ -	\$ -	\$ -	#DIV/0!
Advertising	5343	\$ -	\$ -	\$ -	#DIV/0!
Office Supplies - General	5420	\$ 900.00	\$ -	\$ 900.00	0.00%
Office Supplies - Copy Machine	5421	\$ 700.00	\$ -	\$ 700.00	0.00%
Bldg/equip supplies-operational	5430	\$ 4,000.00	\$ 109.14	\$ 3,890.86	2.73%
Bldg/equip supplies- other	5435	\$ 500.00	\$ -	\$ 500.00	0.00%
Custodial Supplies - Cleaning	5450	\$ 2,000.00	\$ 191.77	\$ 1,808.23	9.59%
Other supplies - Books	5580	\$	\$ 10,658.64	\$	14.21%

		75,000.00		64,341.36	
Other supplies - Magazines	5581	\$ 7,250.00	\$ 647.06	\$ 6,602.94	8.92%
Other Supplies - Misc.	5595	\$ 300.00	\$ 490.35	\$ (190.35)	163.45%
Travel	5710	\$ 400.00	\$ 136.40	\$ 263.60	34.10%
Dues	5730	\$ 250.00	\$ 330.00	\$ (80.00)	132.00%
<b>TOTAL EXPENSES</b>		\$181,200.00	\$ 46,702.68	\$ 134,497.32	25.77%
	<b>TOTAL</b>	\$601,547.00	\$ 70,382.68	\$ 531,164.32	11.70%
		Start Balance	Expen. To date	Income to date	Account Bal
Revolving Fund	3534		\$ -	\$ 671.12	\$ 671.12
Library Gifts & Donations	4849		\$ 1,700.77	\$ 2,661.46	\$ 960.69
Lib Incentive & MIG Grant	3402		\$ 436.24	\$ -	\$ (436.24)
Teens & Tweens **** (FY 12)	3463	\$ 7,500.00	\$ 7,500.00	\$ -	\$ -
Teens & Tweens **** (FY 13)		\$ 7,500.00	\$ 6,543.05	\$ -	\$ 956.95
****Goes by Federal FY(Oct-Sep)					