

Agenda
Library Board of Trustees
Jonathan Bourne Public Library – 2nd floor conference room
Thursday, November 29th 2012 at 5:00pm

Approval October 25th, 2012 Notes

New Business

Review Collection Development Policy

Review Library Card Policy

Trustee Worksheet

Updates

Director's Report

Personnel

Building & Grounds

Friends of the Library

Coffee station in 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 November 29th, 2012 Trustees Meeting at the Jonathan Bourne Public Library

Trustees Present:

Heather Dipaolo
Joan Simpson
Stephanie Kelly
Kiki Tura
Claudine Wrighter

Staff Present:

Patrick Marshall

Trustees Absent:

Diane Flynn

Guests:

Paul Gately, Reporter,
The Bourne Courier

Heather DiPaolo called the meeting to order at 5:00 p.m.

Minutes -- Joan moved that the September meeting minutes be approved. Kiki seconded the motion and it was carried by unanimous vote.

Coffee Station --Joan reported that the coffee station has not yet broken even. Joan will work with Terry to “liven up” the poster for the coffee station, buy holiday cups, etc. in an attempt to boost sales.

Patrick and Diane Ranney are working together to host an “all book club” potluck event on February 1st.

Patrick and Debra DeJonker-Berry have presented the Friends with a wish list of items.

Director’s Report: Attached

In addition, Patrick reported:

- that Deb and Diane have submitted Letters of Intent for the LSTA FY 2014 Direct Grant Program (copies are attached hereto);
- that an action update for FY 13 and 14 will be submitted (copy attached hereto);
- that the Bourne Historical Society will be exhibiting historical canal dioramas at the library as part of the celebration events scheduled in 2014. A letter from the Bourne Historical Society is attached.

Budget Report: Attached

Children’s Department Report: Attached

Budget Request Worksheet: Attached

Library Policies: Patrick provided Trustees with a copy of the updated Materials Selection Policy. Joan moved to accept the policy as presented and Kiki seconded the motion. The motion was carried by unanimous vote.

Patrick indicated that at some point the library card policy will need to be reviewed regarding non-residents, etc.

Patrick also indicated that the next policy for review will likely be one for printing and copying because of a recent switch to using a Kenmark system for this purpose.

Trustee Worksheet: Heather handed out an Organization Competency Issues form and asked Trustees to complete it for discussion at the next Trustees meeting.

Next Meeting Date: A discussion was held with regard to scheduling future meetings. It was decided by unanimous decision that the next two meetings will be scheduled as follows:

- December 18, 2012 at 5:00 p.m.
- January 15, 2013 at 5:00 p.m.

Adjournment:

Joan moved and Heather seconded the motion to adjourn the meeting at 6:15 p.m.

Respectfully submitted,

Stephanie Kelly

Director's Report
November 29, 2012 Board of Trustees Meeting
(Oct/Nov Activity)

- 10/29/12 – Hurricane Sandy – Town Employees told to stay home (Library closed on Mondays). Building survives the storm okay.
- 11/1/12 – Man passed out in library. Police called. Person taken away, believed to be on something.
- 11/1/12 – Patron notices branch hanging on wires. Electric company called to remove. No power issues.
- 11/5/12 – Massachusetts Library Systems Annual Meeting in Worcester.
- 11/5/12 – First of two trips to Westwood to get furniture. Sherriff's Dept brings a box truck and workers to assist. Second trip conducted on 12/8/12. Items being set up around library.
- 11/7/12 – NorEaster does what Hurricane Sandy couldn't. Roof in conference room leaks. Believed to be from Cupola. Still awaiting options to see what can be done to fix.
- 11/9/12 – Department Head meeting at Town Hall. FY 14 budgets will be lean as State revenues are not good. Preliminary budgets due on December 5th.
- 11/9/12 – Attend CLAMS Finance committee meeting.
- 11/15/12 – Meet with HR Director regarding staff position analysis questionnaires. Town is beginning process of reviewing all positions. Staff given forms to fill out to describe the work and education needed to do their jobs.
- 11/19/12 – Friends of the JBPL Annual Meeting.
- 11/28/12 – Weeding of Video Cassettes completed. These will move towards the DVD area.
- 11/28/12 – alarm company in to figure out problem with system. It appears that reception for our wireless unit is poor. A new unit will have to be installed.

UPCOMING

- 12/7/12 – Christmas in Olde Bourne Village – Carols, hot chocolate, tree lighting, all happening this evening. 5-7 p.m.
- 12/8/12 – Breakfast with Santa at the Trowbridge
- 12/10/12 – Aine Minogue concert 7:00
- 12/14/12 – Tree auction 5-7
- 12/13-12/17/12 – Director away.
- 12/29/12 – Randy Mason's last day

A lot of holiday activities are occurring in the coming month and will keep staff busy through the holiday season.

Not much planned for December. We are looking at January as a time to implement a few new things, including print management, new copier, and public scanner. Deb is looking to conduct a number of technology workshops in December to try and get a feel for what patrons are looking for and the final move of furniture and shelving should be completed.

Work will begin on the FY 14 budget. Not anticipating any major changes in programs or funding but see as we move into the budget year.

Respectfully submitted,
Patrick W. Marshall

Budget Report
Jonathan Bourne Public Library
FY 13 (as of Nov 29,2012)

Account	Acct #	Start Balance	Expen. to date	End Balance	% Spent
Salaries - Dept Heads	5111	\$ 87,828.00	\$ 37,152.72	\$ 50,675.28	42.30%
Salaries - Supervisors	5112	\$185,712.00	\$ 70,350.14	\$ 115,361.86	37.88%
Salaries - Clerical/ Secretary	5113	\$122,022.00	\$ 52,797.94	\$ 69,224.06	43.27%
Salaries - Hourly Employees	5117	\$ 29,369.00	\$ 9,041.78	\$ 20,327.22	30.79%
Salaries - Longevity	5141	\$ 1,643.00	\$ 1,661.00	\$ (18.00)	101.10%
Salaries - Differential Pay	5142	\$ 1,800.00	\$ 776.00	\$ 1,024.00	43.11%
TOTAL SALARY		\$428,374.00	\$ 171,779.58	\$ 256,594.42	40.10%
Electricity	5211	\$ 17,250.00	\$ 5,152.09	\$ 12,097.91	29.87%
Heating Fuel	5212	\$ 12,000.00	\$ 540.87	\$ 11,459.13	4.51%
Non Energy - Water	5230	\$ 300.00	\$ 129.00	\$ 171.00	43.00%
R &M Miscellaneous	5240	\$ 8,000.00	\$ 1,299.53	\$ 6,700.47	16.24%
R &M Office Equipment	5245	\$ 500.00	\$ -	\$ 500.00	0.00%
R &M Machine Repair Contract	5246	\$ 6,700.00	\$ 4,027.90	\$ 2,672.10	60.12%
Rentals - Misc Equipment	5275	\$ 250.00	\$ -	\$ 250.00	0.00%
Services - Data Processing	5305	\$ 40,000.00	\$ 30,247.92	\$ 9,752.08	75.62%
Professional Development	5307	\$ -	\$ -	\$ -	#DIV/0!
Communications - Telephone	5340	\$ 900.00	\$ 292.63	\$ 607.37	32.51%
Postage	5341	\$ 1,200.00	\$ 540.00	\$ 660.00	45.00%
Printing	5342	\$ 1.00	\$ -	\$ 1.00	0.00%
Advertising	5343	\$ 1.00	\$ -	\$ 1.00	0.00%
Office Supplies - General	5420	\$ 900.00	\$ 87.08	\$ 812.92	9.68%
Office Supplies - Copy Machine	5421	\$ 700.00	\$ -	\$ 700.00	0.00%
Bldg/equip supplies-operational	5430	\$ 3,200.00	\$ 2,571.83	\$ 628.17	80.37%
Bldg/equip supplies- other	5435	\$ 350.00	\$ 293.98	\$ 56.02	83.99%
Custodial Supplies - Cleaning	5450	\$	\$	\$	52.95%

		1,500.00	794.32	705.68	
Other supplies - Books	5580	\$ 70,300.00	\$ 26,242.42	\$ 44,057.58	37.33%
Other supplies - Magazines	5581	\$ 7,250.00	\$ 1,693.20	\$ 5,556.80	23.35%
Other Supplies - Misc.	5595	\$ 450.00	\$ 261.61	\$ 188.39	58.14%
Travel	5710	\$ 300.00	\$ -	\$ 300.00	0.00%
Dues	5730	\$ 250.00	\$ 50.00	\$ 200.00	20.00%
TOTAL EXPENSES		\$172,302.00	\$ 74,224.38	\$ 98,077.62	43.08%
	TOTAL	\$600,676.00	\$ 246,003.96	\$ 354,672.04	40.95%
		Start Balance	Expen. To date	Income to date	Account Bal
Revolving Fund	3534	\$ 6,404.48	\$ 4,732.87	\$ 7,091.23	\$ 8,762.84
Library Gifts & Donations	4849	\$ 7,464.75	\$ 2,041.60	\$ 2,614.82	\$ 8,037.97
Lib Incentive & MIG Grant	3402	\$ 41,865.18	\$ 15,688.16	\$ 8,150.35	\$ 34,327.37
Teens & Tweens **** (FY 12)	3463	\$ 7,500.00	\$ 7,500.00	\$ -	\$ -
Teens & Tweens **** (FY 13)		\$ 7,500.00	\$ 644.23	\$ -	\$ 6,855.77
****Goes by Federal FY(Oct-Sep)					

Children's Report
November 2012

- November & December drop-in groups started this week.
- Registration for the winter story hour and playgroup session will begin December 1st. Winter session begins on January 7th,
- The Giving Trees have arrived!!
The Tree Lighting/ Christmas is Old Bourne Village will be Friday, December 7th, 5-7pm. The
Silent auction will be Friday, December 14th, 5-7pm.
- Our Teen/Tween group has created a tree to benefit the MSPCA.
- Santa's Pancake Breakfast will be on Saturday, December 8th, 8:30am @ The Canal Room of the Trowbridge Tavern. Tickets must be purchased in advance, \$12 for adults, and \$6 for children 2 years and older.
- December 8th, 3-4pm Holiday Cookie Swap - Bring 5 dozen (one kind) of your own home baked cookies to swap for 5 dozen assorted cookies. No pre-registration required.
- The 12 Days of Christmas Holiday Tea will be Thursday, December 15th, 7pm. Tickets cost \$5 and must be purchased in advance.
- Brenna's Basket – One of our story hour families has a 10 month old who was recently diagnosed with cancer. They have four children ages; 6, 4 & 10 months (twins). To help them we are collecting pantry items in The Children's Room.

Terry Johnson
Children's Librarian