

Agenda
Library Board of Trustees

Jonathan Bourne Public Library – 2nd floor conference room
Wednesday, September 19th 2012 at 5:00pm

Approval July 26th, 2012 Minutes

New Business

Presentation by Bourne Preservation Society (Beth Eliis)

Presentation by Bourne Hospice:
Memorial garden on library property

Review JBPL employee handbook

Review Tobacco Use Policy

Garden Landscapes
Tour gardens outside library

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 September 19, 2012 Trustees Meeting at the Jonathan Bourne Public Library

Trustees Present:

Heather Dipaolo
Joan Simpson
Kiki Tura
Claudine Wrighter

Staff Present:

Patrick Marshall

Trustees Absent:

Stephanie Kelly
Diane Flynn

Guests:

Beth Ellis from Preservation Society

Heather DiPaolo called the informational meeting to order at 5:16 p.m. and welcomed Beth Ellis from the Bourne Preservation Society. Ms Ellis presented the following information to Heather Dipaolo, Claudine Wrighter, Patrick Marshall and Kiki Tura:

The Bourne Preservation Society is interested in obtaining the authentic 17th century home that is located next to the library at 9 Sandwich Road. The home would require extensive restorations however the property has potential for many Town departments. The property can be accessed on Sandwich Road or from Perry Ave. The Preservation Society is requesting a Letter of Support be sent from the Trustees to the Board of Selectmen. Informational Meeting Ends at 5:34 pm.

Joan Simpson arrives at 5:35 pm, quorum met, meeting called to order by Heather Dipaolo.

9 Sandwich Road Property: Discussion regarding informational meeting by Beth Ellis. Heather Dipaolo motions that a Letter of Support be sent in support of the town's purchase of 9 Sandwich Road. Joan Simpson seconded the motion and it was approved by unanimous vote. Heather Dipaolo to draft letter and send to Beth Ellis.

Bourne Hospice: They have not yet responded to Patrick Marshall's calls. Tour of memorial gardens planned for end of meeting.

Employee Handbook: Trustees given copies of current JBPL Personnel and Library Policies. The following forms and policies were discussed:

1. Tobacco Use on the Library Grounds. Claudine Wrighter made motion to waive the Board's right to wait 30 days before accepting modification to policies, Kiki Tura seconded and the vote was approved unanimously.

2. **Emergency Contact Information form.** Claudine Wrighter suggested that health care facility preference be added to the form.
3. **Circulation Policy: Library Card Applications.** Policy clarified to stated that you do not need to the JBPL computers and that the JBPL honors reciprocity with all Massachusetts Public Libraries in regard to library cards. Joan Simpson made a motion to accept the clarifications of these policies and waive the right to wait 30 days before accepting modification to policies, Claudine Wrighter seconded and the vote was approved unanimously.
4. **Request for Reconsideration of Library Material.** Correction of typographical error on page 2 of policy. Heather Dipaolo made a motion to accept the clarifications of these policies and waive the right to wait 30 days before accepting modification to policies, Joan Simpson seconded and the vote was approved unanimously.

Joan Simpson made a motion to accept the Employee Handbook as the Policy and Procedure Manual the the operation of the JBPL. Heather Dipaolo seconded, vote carried unanimously.

Minutes: Heather DiPaolo moved to approve the minutes from the July 26, 2012 meeting. Joan Simpson seconded the motion and the minutes were approved by unanimous vote.

Updates:

Director's Report:

Patrick reported that the first step of ARIS has been completed. Google Virtual Map of the interior of the library is to be performed on 9/24/2012.

Coffee Station: Attached and Joan Simpson reports that Hot Cider is to be added in October.

Concerts on the Lawn: Thank you note from the Bourne Food Pantry.

Friends of JBPL: The Friends have cancelled the dinner/dance fundraiser for June 2, 2012 due to poor ticket sales, Joan Simpson has suggested a clambake/clamboil at The Aptucxet Trading Post as a joint fundraiser between the Friends and the Historical Society.

New Business:

Patrick Marshall discussed the upcoming Veteran's Day holiday falls on 11/11/12 which is a Sunday this year. The JBPL would normally be closed on Monday (as always) and then closed on the Tuesday so that the employees could celebrate the holiday. Kiki Tura motioned that the library be open for business on Tuesday 11/13/12. Joan Simpson seconded the motion and the minutes were approved by unanimous vote.

Patrick Marshall additionally reports that he is looking for someone to take over running the Dewey Classic indoor Mini Golf held annually in the library.

Next Meeting Date: The next meeting is scheduled for Thursday, October 18, 2012 at 5:00 p.m. Agenda items to include continued policy review.

Adjournment:

Heather Dipaolo moved and Claudine Wrighter seconded the motion to adjourn the meeting at 6:35 p.m. For interested parties, tour of recent tree cutting/shrub removal tour provided by Patrick Marshall.

Respectfully submitted,

Kathryn Tura

Director's Report
September 19, 2012 Board of Trustees Meeting
(July - Sept Activity)

- 7/27-8/4/12 – Director away on vacation
- 8/9/12 – ARIS report for the MBLC completed. This is the first report for certification of the library reporting statistics and usage for FY 12.
- 8/15/12 – Alarm Company in to show how to use system. Benches were overturned and staff could not figure out how to go back for videos.
- 8/20/12 – Friends of the JBPL Board Meeting
- 8/20/12 – Randall Mason submits his letter of retirement – Last day will be December 29, 2012.
- 8/22/12 – State Aid report for the MBLC completed. This is the second part for certification of the library reporting finances, both budgeted and spent, for FY 12. We will be certified without waiver for FY 13.
- 8/22/12 – DVD order for August completed.
- 8/27/12 – Massachusetts Library System Board meeting in Boston.
- 8/29/12 – Department Head meeting at Town Hall.
- 9/6/12 – Bourne Library Telegram newsletter completed.
- 9/7/12 – DVD order for September completed
- 9/10/12 – DPW in to do tree cutting and clearing.
- 9/17/12 – Complete work on Employee Handbook draft for Trustee approval
- 9/18/12 – Annual Report draft completed.
- 9/19/12 – Open Cape representatives in splice library lines.

Change is the operative word for the past few months. Debra DeJonker-Berry and Diane Ranney have worked hard to move collections around the library to provide a more functional set up. Some of the changes include:

1. Moving the paperbacks from the back stacks to the reference U shelf in the front.
2. Playaways have been relocated to just outside the audio room allowing for more space for DVD's and Books on CD
3. Biography has been moved from the end of non-fiction to the beginning.
4. Non-fiction is being shifted back to allow for more space for fiction.
5. Newspapers have been relocated to the audio room on new racks.
6. Children's reference has been moved to the space the newspapers vacated.
7. MP3 units have been interfiled with Books on CD.

Other changes include new chairs for the public computer area and new furniture for the YA room. The microfilm machine has been moved to the back room and storage areas are beginning to see their fall cleaning.

Diane and Debra hope to have all the shifting and moving done as representatives from Google will be here on the 24th of September to photograph the library for a virtual, online tour/map of the building. This work is being done for free and will be online for people to browse our library to see how things look.

We are still behind in a number of staff tasks, especially in the area of Cataloging. As Diane continues to work to juggle two jobs (Cataloging and Circulation Supervisor), I have been having Kathleen Haynes come in to work 5 hours a week in the back room to assist in getting materials out on a timely basis. Kate's work has been tremendous and it has helped us to stay afloat. It reminds me that we are still slightly below staffing levels of two years ago, which were below what we needed at that time. When the FY 14 budget process begins, I will be asking for more library assistant positions.

Debra has been in touch with the Westwood Library as they have a number of furniture up for grabs when they move to their new building sometime in October. Items include display tables, chairs, shelving and

other items. (Diane and Debra toured the building and basically tried to claim anything not nailed down.). We continue to communicate with the Director of that library to see what we will end up with to help update our furniture.

Terry Johnson has two new programs this fall. One an inter-generational story time conducted with the adaptive day program at the COA and the other "Hop Skip and Read with Lauren" also held at the Community Building. These programs, along with the Wednesday group, allow us to hold 3 story times on the other side of the Canal.

Finally, the Teens and Tweens grant program, year one, is winding down. Kathy Gattoni has worked with her teen advisory board and developed some fun programs. They have also expanded the teen drop in from one day a week to two. Teens are able to take a bus from school to the library on Tuesday and Thursdays to hang out, get homework help, play games or do special projects.

Respectfully submitted,

Patrick W. Marshall

Budget Report
 Jonathan Bourne Public Library
 FY 13 (as of Sept 19,2012)

Account	Acct #	Start Balance	Expen. to date	End Balance	% Spent
Salaries - Dept Heads	5111	\$ 87,828.00	\$ 20,265.12	\$ 67,562.88	23.07%
Salaries - Supervisors	5112	\$185,712.00	\$ 37,615.64	\$148,096.36	20.25%
Salaries - Clerical/ Secretary	5113	\$122,022.00	\$ 28,774.12	\$93,247.88	23.58%
Salaries - Hourly Employees	5117	\$ 29,369.00	\$ 4,726.88	\$ 24,642.12	16.09%
Salaries - Longevity	5141	\$ 1,643.00	\$ -	\$ 1,643.00	0.00%
Salaries - Differential Pay	5142	\$ 1,800.00	\$ 424.00	\$ 1,376.00	23.56%
TOTAL SALARY		\$428,374.00	\$ 91,805.76	\$336,568.24	21.43%
Electricity	5211	\$ 17,250.00	\$ 1,867.88	\$ 15,382.12	10.83%
Heating Fuel	5212	\$ 12,000.00	\$ 70.46	\$ 11,929.54	0.59%
Non Energy - Water	5230	\$ 300.00	\$ 129.00	\$ 171.00	43.00%
R &M Miscellaneous	5240	\$ 8,000.00	\$ 961.03	\$ 7,038.97	12.01%
R &M Office Equipment	5245	\$ 500.00	\$ -	\$ 500.00	0.00%
R &M Machine Repair Contract	5246	\$ 6,700.00	\$ 2,897.90	\$ 3,802.10	43.25%
Rentals - Misc Equipment	5275	\$ 250.00	\$ -	\$ 250.00	0.00%
Services - Data Processing	5305	\$ 40,000.00	\$ 29,405.37	\$ 10,594.63	73.51%
Professional Development	5307	\$ -	\$ -	\$ -	#DIV/0!
Communications - Telephone	5340	\$ 900.00	\$ 145.15	\$ 754.85	16.13%
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	\$ 54.08	\$ 845.92	6.01%
Office Supplies - Copy Machine	5421	\$ 700.00	\$ -	\$ 700.00	0.00%
Bldg/equip supplies- operational	5430	\$ 3,200.00	\$ 1,948.75	\$ 1,251.25	60.90%
Bldg/equip supplies- other	5435	\$ 350.00	\$ 229.88	\$ 120.12	65.68%
Custodial Supplies - Cleaning	5450	\$ 1,500.00	\$ 511.56	\$ 988.44	34.10%
Other supplies - Books	5580	\$ 70,300.00	\$ 20,264.50	\$ 50,035.50	28.83%

Other supplies - Magazines	5581	\$ 7,250.00	\$ 471.80	\$ 6,778.20	6.51%
Other Supplies - Misc.	5595	\$ 450.00	\$ -	\$ 450.00	0.00%
Travel	5710	\$ 300.00	\$ -	\$ 300.00	0.00%
Dues	5730	\$ 250.00	\$ -	\$ 250.00	0.00%
TOTAL EXPENSES		\$172,302.00	\$ 59,497.36	\$ 112,804.64	34.53%
	TOTAL	\$600,676.00	\$ 151,303.12	\$ 449,372.88	25.19%
		Start Balance	Expen. To date	Income to date	Account Bal
Revolving Fund	3534	\$ 6,404.48	\$ -	\$ 3,831.35	\$ 10,235.83
Library Gifts & Donations	4849	\$ 7,464.75	\$ 2,041.60	\$ 2,488.07	\$ 7,911.22
Lib Incentive & MIG Grant	3402	\$ 41,865.18	\$ 15,020.16	\$ -	\$ 26,845.02
Teens & Tweens ****	3463	\$ 7,500.00	\$ 7,290.01	\$ -	\$ 209.99
****Goes by Federal FY(Oct-Sep)					

**Jonathan Bourne Public Library
19 Sandwich Road
Bourne, MA 02532**

**Patrick W Marshall
Director**

**Phone: 508-759-0644
Fax: 508-759-0647**

Tobacco Use on Library Grounds

The use of any tobacco products within the library or on library grounds by any individual, including library personnel, is prohibited at all times.

Board of Trustees adopted
4/19/07

Re-Affirmed 9/19/12

Jonathan Bourne Public Library
19 Sandwich Road
Bourne, MA 02532

Patrick W Marshall
Director

Phone: 508-759-0644
Fax: 508-759-0647

Circulation Policy:
Library Card Applications

All patrons wishing to check-out materials at the Jonathan Bourne Public Library must be registered with the library or be card holders from another CLAMS library. As stated in Massachusetts General Law Ch.78:19B s.7, The Jonathan Bourne Public Library will also issue library cards to those holding cards from other Massachusetts Public Libraries on a reciprocal basis.

1. **Identification Required:** To be issued a library card, the borrower must provide at least one piece of identification bearing the borrower's name and current address.
 - a. **Acceptable Identification:** A driver's license is the preferred identification, but a military ID, State Issued ID, current check book, bank book, voter registration card, utility bill, postmarked mail they have received or other means of documenting a bona fide mailing address may be acceptable.
 - b. **Accommodation:** In the interest of good public relations, if a patron indicates the identification process presents a hardship, the library employee should attempt to make a reasonable accommodation. This can include (but not be limited to) issuing the library card and mailing it to the patron's address, verification over the phone and/or combining picture ID with another form of documentation.
2. **Juvenile/ Young Adults:**
 - a. **Requirements** – Children and young adults between the ages of 5 and 18 may register for a library card if they are accompanied by a parent or guardian who presents either a valid CLAMS card or valid ID bearing name and current address.
 - b. **Student ID's** – Children between the ages of 16 and 18, with valid picture ID (school ID, military ID, learners permit) may apply for library card without parent's signature. A letter will be mailed to the parent/guardian of any student registering without a parent's signature notifying them that their child has registered for a library card.
3. All applicants must provide full address(es) including house number, street, town and a current mailing address if different from the street address. Seasonal residents will be asked to provide both summer and winter addresses. Current telephone numbers are also required. In the event that a person has no home phone, a business phone will be required.
4. Massachusetts State Law (G.L. c78:7) prohibits disclosure by a public library of a patron's identity or patron's borrowing history. The law does not differentiate among categories of library patrons and applies equally to records of minor patrons and those of adults.

5. Library cards are not transferable. The user is responsible for all materials checked out on his or her card. If the card is lost or stolen, please report it immediately. Report change of name, address or phone number immediately. There is a \$3 charge to replace a lost card.

Board of Trustees Adopted Sept 25, 2008 Revised Sept 19, 2012

Jonathan Bourne Public Library
Request for Reconsideration of Library Material

1. Type of material (book, magazine, DVD, audio, etc.) -

2. Author/Editor _____
Title _____
Publisher/Producer _____

3. Collection in which work is located:

Adult _____ Large Type _____
Young Adult _____ Children's _____

4. What is your objection to this work? (Please be specific.)

5. What do you think might be the effect of reading/listening to/seeing this work?

6. Would you recommend this work for anyone? _____
If "yes," what age group?

7. Have you read/listened to/seen the entire work? _____
If "no," which parts have you read/listened to/ seen?

8. Have you checked reviews of this work?
If "yes," where?

9. Do you believe there is anything good about this work? (Please explain.)

10. What do you believe is the theme of this work?
11. What would you like the library to do about this work?
Do not lend it to your child _____
Send it back to staff selection official for re-evaluation _____
Other (Please explain.) _____
12. What, in your opinion, is a better work of this type?
13. Have you read the American Library Association's Library Bill of Rights
and
Intellectual Freedom Statement?
14. Other comments?
15. This request for reconsideration of library material initiated by:
Name _____
Address _____
City/Town _____ Zip _____
Telephone Number _____
- Do you represent an organization or group?
If "yes," please identify:
- Signature _____ Date _____

*Thank you for your interest. Your comments will be carefully considered. The
Library Director
will respond, in writing, within four weeks of this
request.*

ACTION TAKEN

**Form approved 10/19/06 by Library Board of Trustees
Revised 9/19/12**