

BUCKS COUNTY FREE LIBRARY
MINUTES OF THE REGULAR MEETING OF FEBRUARY 16, 2016

The Regular Meeting of the Board of Directors of the Bucks County Free Library was held at the Doylestown District Center Library. The meeting was called to order at 6:06 p.m. Present were: Roberta Foerst, President; Constance Moore, Vice President; Richard Rogers, Treasurer; Bill Draper, Larry Jones, and Dan Johansson, Board Trustees; Martina Kominiarek, CEO; John Doran, Chief Financial Officer; and Pamela Riley, HR Administrator. Also in attendance were Lisa Kern, Assistant Director; Joe Thompson, Administrative Services Director; and Judy Benfield, Library Manager. Jerry Balchis, Secretary, was absent.

Clarification was made that the board committees will consist of:

- Finance – Rick Rogers, Chair; Jerry Balchis and Larry Jones
- Governance – Constance Moore, Chair; Bill Draper and Dan Johansson

A MOTION to APPROVE the minutes of the Regular Meeting of January 19, 2016 was made by Draper, SECONDED by Jones, and APPROVED unanimously.

STAFF REPORTS

Roberta Foerst, Board President, distributed cards from BCFL staff members thanking the board for recent items sent to the branches for all staff.

Report of Chief Executive Officer/Martina Kominiarek

An introduction of Doylestown Friends President, Rocio Higney, was made to the board. The Friends group has been enthusiastically supporting the Doylestown library under her leadership. Thanks were made to the Doylestown Friends for providing a holiday party for all staff at the Doylestown location.

Thanks went to Constance Moore, Board Vice President, for arranging a tour of the new Bristol Township school. There was an opportunity to inform staff of the services offered by libraries, and many were excited to hear about lynda.com and other resources offered for free.

A policy currently under development regarding use of the parking lot and outside areas will be brought to the Governance Committee when the draft is completed.

Report of Chief Financial Officer/John Doran

MOTION to APPROVE the check register for January 2016 in the amount of \$733,459.84 was made by Rogers, SECONDED by Moore, and APPROVED unanimously.

MOTION to APPROVE the December 2015 financial statements (subject to audit) was made by Jones, SECONDED by Draper, and APPROVED unanimously.

MOTION to APPROVE the January 2016 financial statements (subject to audit) was made by Johansson, SECONDED by Rogers, and APPROVED unanimously.

At the April board meeting the board will receive a quarterly report on fundraising, including expenditures, presented by Development Officer Michelle Wexler.

Board Committee Reports:

Rick Rogers, Finance Committee Chair, said that the committee met with representatives from Vanguard at their last meeting. Vanguard reviewed investments held with them for 2015.

Governance Committee did not meet, but will meet in March.

Correspondence – Thank you cards received for staff recognition were passed around.

Public Comment – Rocio Higney, Doylestown Friends President, discussed the steps the Friends are taking to revitalize their group and support the Doylestown Library. She invited board members to attend their upcoming events.

Unfinished business – None

New Business – Bids for the Bensalem branch window replacement, which has been on the capital project list for 2-3 years, were provided to the board. Lowest bid came from Smitty's Door Service, and it was recommended that they award it to the lowest bidder.

MOTION to APPROVE the awarding of the Bensalem branch window replacement project to Smitty's Door Service was made by Rogers, SECONDED by Johansson, and APPROVED unanimously.

The board was informed about another window replacement project. This one would be for the Yardley-Makefield branch using funds from Lower Makefield Township. Information was received from a Lower Makefield Township Citizens' Budget Committee representative that the township has been carrying a line item for the library that is now about \$89,219. He offered to personally handle applying for the funds on behalf of the library. A letter and back-up material will be provided to him as soon as possible, and he will submit it to Lower Makefield Township.

There being no further business, a MOTION to ADJOURN was made at 7:22 p.m. by Rogers, SECONDED by Johansson, and so MOVED.

APPROVED BY BOARD OF DIRECTORS
MARCH 15, 2016