

BUCKS COUNTY FREE LIBRARY
MINUTES OF THE REGULAR MEETING OF APRIL 19, 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 6:00 p.m. Present were: Roberta Foerst, President; Constance Moore, Vice President; Jerry Balchis, Secretary; Richard Rogers, Treasurer; 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; Judy Benfield, Doylestown Library Manager, and Michelle Wexler, Development Officer. Bill Draper, Board Trustee, was absent.

A MOTION to APPROVE the minutes of the Regular Meeting of March 15, 2016 was made by Johansson, SECONDED by Rogers, and APPROVED unanimously.

STAFF REPORTS

Board President's Report/Roberta Foerst

A discussion regarding communicating executive session information for absentee members resulted in a motion that a concerted effort be made to verbally inform anyone who does not attend.

A MOTION to APPROVE communicating executive session information to absent board members was made and APPROVED unanimously.

Report of Chief Executive Officer/Martina Kominiarek

Board members received the district budget for their review. An explanation of how district funds are received and budgeted was provided to the board. Two board members attended the Public Library Association (PLA) Conference in Denver and shared information with the board.

Report of Development Officer/ Michelle Wexler

The board heard about the development efforts that have been made to date and plans for the upcoming months as well. A mailer was provided to the board that was sent to Bucks County residents asking for their donations and support. A "thank you" event is planned for the fall for donors.

Report of Chief Financial Officer/John Doran

MOTION to APPROVE the check register for April 2016 in the amount of \$426,116.42 was made by Rogers, SECONDED by Moore, and APPROVED unanimously.

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

The 2016 budget report in draft form was presented to the board with explanations about what each section represented. It was noted that BCFL is celebrating its 60th year in October, which coincides with a planned donor recognition. The Finance Committee spent several hours reviewing the proposed budget. This is the first year the budget was presented in a report format, which is useful for fundraising presentations. The highlights of the report were noted.

Because carpet is being replaced in the Quakertown branch, there is an immediate need for mobile shelving for transitioning items while carpet is installed and as a permanent item for the branch. The mobile shelving amount of \$32,000 is included as part of the budget. Also included are plans to create an operating reserve equal to three months of funds set aside in the event of a funding delay.

MOTION to APPROVE the 2016 budget was made by Moore, SECONDED by Balchis, and APPROVED unanimously.

BCFL signed an engineering contract for Yardley branch improvements and sent it to Lower Makefield Township. If approved, the Township will provide the funding for the branch improvements.

Board Committee Reports:

Finance Committee met on April 14, 2016 to discuss the 2016 budget.

Governance Committee was scheduled to meet on April 27, 2016 at 6:00 p.m. at the Bensalem branch.

Correspondence – No correspondence

Public Comment – No public commented

Unfinished business – None

New Business – It was proposed to increase the hours open for several BCFL libraries effective June 1, 2016.

- The Yardley-Makefield and Bensalem branches will stay open on Thursdays until 9:00 p.m. (currently 6:00 p.m.).
- The Doylestown District Center Library will stay open on Fridays until 6:00 p.m. (currently 5:00 p.m.)

MOTION to APPROVE the change in hours open as noted above was made by Johansson, SECONDED by Balchis, and APPROVED unanimously.

There being no further business, a MOTION to ADJOURN was made at 7:31 p.m. by Johansson, SECONDED by Moore, and so MOVED.

APPROVED BY BOARD OF DIRECTORS
MAY 17, 2016