

**BUCKS COUNTY FREE LIBRARY**  
**MINUTES OF THE REGULAR MEETING OF MAY 20, 2015**

The Regular Meeting of the Board of Directors of the Bucks County Free Library was held at the Yardley-Makefield branch. The meeting was called to order at 5:44 p.m. after a brief dedication of a garden bench in memory of former Yardley-Makefield Friends President Lois Mangold. Present were: Larry Jones, President; Roberta Foerst, Vice President; Constance Moore, Secretary; Richard Rogers, Treasurer; Bill Draper, Jerry Balchis, and Dan Johansson, Board Trustees; Martina Kominiarek, Executive Director; John Doran, Chief Financial Officer; and Pamela Riley, Executive Assistant. Also in attendance were Lisa Kern, Assistant Director; Joe Thompson, Administrative Services Manager; Anne Reiser, Yardley-Makefield Library Manager; and Nicole Lynch, Yardley-Makefield Asst. Library Manger.

A MOTION to APPROVE the minutes of the Regular Meeting of April 21, 2015 as well as a correction to February 17, 2015 minutes (first motion add one abstention) was made by Johansson; SECONDED by Rogers, and APPROVED unanimously.

Auditors Bee, Bergvall and Co. CPAs presented Bucks County Free Library's 2014 audited financial statements and the 2014 IRS Form 990. They thanked the staff for their assistance and discussed the financial highlights. They stated that there were no changes to the financial statements nor any significant findings during their review.

A MOTION to APPROVE the 2014 audited financial statements was made by Foerst, SECONDED by Balchis, and APPROVED unanimously.

A MOTION to APPROVE the Form 990 was made by Foerst, SECONDED by Draper, and APPROVED unanimously.

**STAFF REPORTS**

**Report of Library Manager/Anne Reiser**

Anne introduced Assistant Library Manager Nicole Lynch and thanked the board for the lovely tribute to Lois Mangold and the recognition of what she did for the library as well as what staff do. Yardley-Makefield has an additional garden maintained by the Friends group that has roses blooming. Thank you to John Doran for his help in implementing the garden areas.

### Report of Executive Director

The draft purchasing policies are being reviewed by BCFL counsel and will be presented to the board upon his approval. The board received a copy of the 2015-16 District Negotiated Agreement and Budget. An overview was provided as to how districts are funded and what the libraries have to do in return. It was noted that the budget could change depending on what happens with the Pennsylvania state budget.

### Report of Chief Financial Officer

MOTION to APPROVE the check register for April 2015 in the amount of \$439,280.52 was made by Rogers, SECONDED by Balchis, and APPROVED unanimously.

MOTION to APPROVE the April 2015 financial statements (subject to audit) was made by Foerst, SECONDED by Rogers, and APPROVED unanimously.

### **Board Committee Reports:**

**Finance Committee:** A meeting on May 7<sup>th</sup> was held to meet with the auditors, who presented a draft version of the audited financial statements and reviewed their findings with the committee. John Doran reviewed the April 2015 internal financial statements with the committee to give them a deeper understanding of BCFL's accounting system. The committee also reviewed a draft capital budget and wish list, and the committee recommended spending available funds on items contained in the draft budget.

**Governance Committee:** A meeting was held to discuss BCFL Policy GOV-5: Duties and Responsibilities of the Director and the Board. Suggestions were solicited from each board member, and the committee reviewed and came up with a first draft of the policy. The Governance Committee will meet again in June to review and edit the draft policy.

**Correspondence** – Submitted in writing

**Public Comment** – Langhorne community members Betsy Satterthwaite and Donna Rayner commented on various library services.

**Unfinished business** – None

**New Business** – Penn’s Little Village architectural proposal was on the agenda for approval. It was suggested that the contract should have an indemnification clause for both parties, and Joe Thompson, Administrative Services Director, will ask if this can be added.

MOTION to APPROVE the Penn’s Little Village architectural proposal from RHG Associates, PC for Phases 3 through 7 in the total amount of \$55,200 was made by Balchis, SECONDED by Moore, and APPROVED unanimously.

It was asked if a calendar could be created and provided to the board of upcoming fundraisers for 2015 that Bucks County libraries are planning. The District Consultant will be asked to obtain this information from the community public libraries.

There being no further business, a MOTION to ADJOURN was made at 7:09 p.m. by Johansson, SECONDED by Draper, and so MOVED.

APPROVED BY BOARD OF DIRECTORS  
JUNE 16, 2015