

BUCKS COUNTY FREE LIBRARY
MINUTES OF THE REGULAR MEETING OF JANUARY 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 5:30 p.m. Present were: Larry Jones, President; Roberta Foerst, Vice President; Richard Rogers, Treasurer; Bill Draper, Jerry Balchis, 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. Constance Moore, Secretary, was not in attendance but accessed the meeting via Skype.

A MOTION to APPROVE the minutes of the Regular Meeting of November 17, 2015 was made by Balchis, SECONDED by Draper, and APPROVED unanimously. (The December meeting was cancelled because there wasn't a quorum.)

STAFF REPORTS

Report of Chief Executive Officer/Martina Kominiarek

An update on funding was provided. Although the final state budget has not passed, libraries were approved as a line item for a 1.8% increase, and the county approved an increase in funding of 2.5%. The final BCFL budget is delayed pending Collective Bargaining Agreement negotiations.

The board received information on BCFL employee turnover for 2015. The numbers indicated that turnover was not a problem this year.

Report of Chief Financial Officer/John Doran

MOTION to APPROVE the check register for November 2015 in the amount of \$331,565.34 was made by Rogers, SECONDED by Draper, and APPROVED unanimously.

MOTION to APPROVE the check register for December 2015 in the amount of \$558,573.86 was made by Draper, SECONDED by Balchis, and APPROVED unanimously.

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

There was no December 2015 financial statement report because it is the year-end financial statement, and additional journal entries and statements still have to be received and entered.

The annual gift campaign mailing went out and received average donations of \$53 and total donations of over \$31,000 so far. The board was given a copy of the mailing that went out. Development Officer Michelle Wexler will attend a future board meeting to update the board on the annual gift campaign and plans for 2016.

Board Committee Reports:

No committees met, but Finance is scheduled to meet on February 11, 2016 with Vanguard representatives to go over their year-end reports.

Correspondence – None

Public Comment – No public commented.

Unfinished business – It was proposed to move board meetings for 2016 to the fourth Tuesday. Because of additional schedule conflicts, the board opted to keep the meetings on the third Tuesday. The start time was changed from 5:30 to 6:00 p.m.

MOTION to APPROVE the 2016 Board Meeting Schedule for third Tuesdays at 6:00 p.m. and no meetings scheduled for August and November was made by Foerst, SECONDED by Draper, and APPROVED unanimously.

The board made revisions to the bylaws at the previous meeting, and those changes were sent to the board for review.

MOTION to APPROVE the revised BCFL Board Bylaws was made by Johansson, SECONDED by Balchis, and APPROVED unanimously.

Election of Officers: The nominating committee of Jerry Balchis and Dan Johansson presented a slate of officers as follows: President – Roberta Foerst; Vice President – Constance Moore; Secretary – Jerry Balchis; and Treasurer – Rick Rogers. The board was polled to see if there were any others interested, and there were not.

A MOTION to CLOSE the nominations for president was made by Johansson, SECONDED by Draper, and so MOVED.

A MOTION to CLOSE the nominations for vice president was made by Johansson, SECONDED by Draper, and so MOVED.

A MOTION to CLOSE the nominations for secretary was made by Johansson, SECONDED by Draper, and so MOVED.

A MOTION to CLOSE the nominations for treasurer was made by Johansson, SECONDED by Draper, and so MOVED.

The slate of officers was, therefore, approved. A vote was then taken, and all officers were approved unanimously.

New Business – Bids were received for renovations at the Langhorne branch, including the creation of Penn’s Little Village. The architect recommended awarding the construction to Walter Brucker and Co., Inc., whose bid of \$819,040 was the lowest. The board questioned some amounts on the bids that seemed incorrect, and a five-minute recess was taken in order to produce the original bid paperwork. After the recess the amounts in question were verified as the amounts submitted by the contractors.

A MOTION to APPROVE the Langhorne branch renovations including Penn’s Little Village to Walter Brucker and Co., Inc. in the amount of \$819,040 was made by Foerst, SECONDED by Balchis, and APPROVED unanimously.

Board committees for 2016 will be:

Finance – Rick Rogers, Chair; Jerry Balchis and Dan Johansson

Governance – Constance Moore, Chair; Bill Draper, Larry Jones, and Dan Johansson

There being no further business, a MOTION to ADJOURN was made at 6:39 p.m. by Draper, SECONDED by Balchis, and so MOVED.

APPROVED BY BOARD OF DIRECTORS

FEBRUARY 16, 2016