

BUCKS COUNTY FREE LIBRARY
MINUTES OF THE REGULAR MEETING OF JANUARY 17, 2017

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; Bill Draper, Larry Jones, and Dan Johansson, Board Trustees; Martina Kominiarek, Chief Executive Officer; John Doran, Chief Financial Officer; and Pamela Riley, HR Administrator. Also in attendance were Joe Thompson, Acting Chief Operating Officer; Michelle Wexler, Development Officer; Betsy Hafer, Finance Administrator; and Eric Asaris, Doylestown Library Manager. Bill Draper, Board Trustee, was absent.

A MOTION to APPROVE the minutes of the Regular Meeting of December 20, 2016 was made by Johansson, SECONDED by Jones, and APPROVED unanimously.

PRESIDENT'S REPORT

Larry Jones was appointed to head the Nominating Committee for 2017 board officers. After speaking to and emailing board members, he determined that the current slate of officers were all agreeable to continuing for 2017: President Roberta Foerst; Vice President Constance Moore; Secretary Jerry Balchis; and Treasurer Rick Rogers.

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 Rogers, and so MOVED.

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

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

STAFF REPORTS

Report of Chief Executive Officer/Martina Kominiarek

Michael Kumer, a nonprofit board consultant, is presenting a workshop for board members on Saturday, April 8, 2017 from 9:00 – 12:30. The board was asked to “save the date,” with more information to follow. There will also be another presentation by John Chrastkra, Founder and Executive Director of EveryLibrary, which is a “nonprofit social welfare organization chartered to work on local library ballot initiatives.” He will be addressing board best practices. More information to follow.

2017 Update

- Dianne Wachtendorf, Children’s Services Coordinator, is now on board, and plans are in place to do a lot of innovative programming in children’s services.
- Every branch will do an interactive fun fair to kick off this year’s Summer Reading Program.
- Outreach efforts will now include “popup story times” for local businesses, such as coffee shops and car dealers. This will enhance the visibility of libraries in new areas.
- All library children’s areas are receiving facelifts, starting with interactive wall toy installations during the first quarter of 2017.
- Through a block party grant from the State, there will be massive amounts of blocks at each library to help children learn and develop through block play.
- BCFL is participating in a free meal service for children during the summer months at both the Levittown and Bensalem branches.
- Planning continues for implementation of a bookmobile service.
- Plans are in place to expand the Help Desk project to include more offsite programming.
- PA libraries are involved in an effort called ScanPA to encourage community members to bring historic photos to their libraries for digitization. Chris Snyder will oversee designated staff in hosting ScanPA events and make sure that the photos go into state and national historic photo archives.
- Library consultants are currently visiting BCFL libraries and the Collection Management Department to review workflows and see if there are improvements they can recommend.
- BCFL’s web design is under review. Look for new ways for information to be displayed in the first half of the year.
- With the purchase of a new Sirsi product called Blue Cloud Analytics, we’ll be able to have more specific and powerful statistics. Examples include what time of the day is most popular for checkouts, what kinds of materials are currently circulating.
- RFID implementation – many libraries are currently using this technology for more efficient operations. Research and recommendations will be completed soon
- In Facilities the Levittown branch is getting a facelift, increasing the size of the children’s area and adding more mobile shelving. The Levittown Friends have donated funds that will help fund some of these improvements. At the Bensalem branch mobilization is almost complete. There are plans underway for Froggy’s Garden, an outdoor area at the Doylestown Library, to implement design ideas obtained from a consultant through funding of a recent grant. The design elements will incorporate learning into different areas of the outdoor space.
- For staff development the biggest area for improvement is training. The goal in 2017 is to have a life cycle set of training for every job classification, including orientation, first year, advanced and core items.

Report of Development Officer/Michelle Wexler

A Fundraising Report was distributed to the board. A review of the past year’s highlights and accomplishments along with plans for 2017 was also provided.

Report of Chief Financial Officer/John Doran

MOTION to APPROVE the check register for December 2016 in the amount of \$879,364.75 was made by Moore, SECONDED by Johansson, and APPROVED unanimously.

There was no December 2016 financial statement report because it is the year-end financial statement. Additional journal entries and statements still have to be received and entered.

Board Committee Reports:

Governance Committee – A meeting was held on January 11. They discussed changing the format of the CEO annual evaluation to include all board members. A new form was devised and distributed to board members with responses due to the President not later than February 1. The final evaluation is to be completed by the end of February. Going forward the CEO will complete a self-evaluation by November 30, and Governance Committee members will meet and discuss in December.

Correspondence – None

Public Comment – No public commented.

Unfinished business – None

New Business – None

There being no further business, a MOTION to ADJOURN was made at 6:45 p.m. by Johansson, SECONDED by Moore, and so MOVED.

APPROVED BY BOARD OF DIRECTORS
FEBRUARY 21, 2017