

BUCKS COUNTY FREE LIBRARY
MINUTES OF THE REGULAR MEETING OF DECEMBER 20, 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; Richard Rogers, Treasurer; Bill Draper, Larry Jones, and Dan Johansson, Board Trustees; Martina Kominiarek, Chief Executive Officer; John Doran, Chief Financial Officer; Joe Thompson, Acting Chief Operating Officer; and Pamela Riley, HR Administrator. Also in attendance were Eric Asaris, Doylestown Library Manager; and Margarita Hossaini-zadeh, Doylestown Assistant Library Manager. Jerry Balchis, Secretary, was absent.

Because of schedule conflicts, it was decided that the Executive Session that was originally scheduled for the end of the meeting would be moved to the beginning.

The Executive Session ended and the regular meeting recommenced at 6:30 p.m.

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

A MOTION to APPROVE the minutes of the Regular Meeting of October 18, 2016 was made by Johansson, SECONDED by Moore, and APPROVED.

PRESIDENT'S REPORT

The president deferred the discussion of board officer nominations until later in the meeting.

STAFF REPORTS

Report of Doylestown Library Manager/Eric Asaris

Two new staff members were introduced: Assistant Library Manager Margarita Hossaini-zadeh and Youth Services Librarian 3 Kaitlin Malixi. The highlights of the Doylestown District Center Library's past year were provided to the board. The Summer Reading Program was very successful with over 500,000 minutes read by participants, The library continued to hold musical performances both inside and outside the library, and for 2017 more local talent will be showcased. Movie night has been revived and has had great turnouts. The Doylestown Friends group and their president, Rocio Higney, were thanked for their support. Rocio thanked Doylestown Library Manager Eric Asaris for his part in their effort to introduce 20 families to the Doylestown Library who normally wouldn't have an opportunity to visit. They were extremely happy to obtain library cards and discover all the resources the library has to offer.

Report of Chief Executive Officer/Martina Kominiarek

The five Bucks County Library system members met to discuss dissolving their system arrangement. Further discussions will take place in February to review the Consortium agreement, and more information will be provided to the board at their March meeting. At a recent district meeting members discussed making changes to the circulation policies, and in the early part of 2017 there will be updates to them. BCFL will be applying to the state to participate in a summer free lunch program for children. Two libraries qualify – Bensalem and Levittown – and those libraries would serve as sites for children to obtain free lunches during the summer. Participating local caterers would supply the lunchboxes to the libraries.

Report of Chief Financial Officer/John Doran

MOTION to APPROVE the check register for October 2016 in the amount of \$460,210.95 was made by Draper, SECONDED by Foerst, and APPROVED unanimously.

MOTION to APPROVE the check register for November 2016 in the amount of \$261,708.77 was made by Johansson, SECONDED by Foerst, and APPROVED unanimously.

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

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

A review of finances included the purchase of a trailer to transport the scissor lift among branches. Future projects, including the addition of three offices in administration and rehab of the sidewalks at the Yardley-Makefield branch, were moved to 2017 using remaining funds from 2016. The board was offered to view a list of planned expenditures from the 2016 favorable variance.

The Finance Committee reviewed the 2017 budget. One of the more exciting items on the budget for 2017 was an outreach bookmobile, which would: enable materials and services to be taken out to seniors and daycare centers; attend local market days; and provide a great opportunity for marketing. The board reviewed the capital budget, which included projects BCFL will complete in 2017.

MOTION to APPROVE the 2017 Operating and Capital Budget was made by Jones, SECONDED by Rogers, and APPROVED unanimously.

A resolution was presented to the board authorizing the CEO to sign the Disbrow Trust agreement with the Branch Banking and Trust Company (BB&T) on behalf of the board.

MOTION to APPROVE the board resolution authorizing the CEO to sign the Disbrow Trust agreement with the Branch Banking and Trust Company (BB&T) dated December 20, 2016 was made by Rogers, SECONDED by Draper, and APPROVED unanimously.

The board was presented with a proposal for a Management Attendance Incentive Program. This program rewards management and non-represented employees who do not use sick leave with an opportunity to earn extra personal days.

MOTION to APPROVE the Management Attendance Incentive Program was made by Johansson, SECONDED by Jones, and APPROVED unanimously.

Board Committee Reports:

The Finance Committee met and reviewed the budget and several upcoming changes in the finance area, including banking changes.

The Governance Committee met and changed the Board bylaws to address remote attendance.

MOTION to APPROVE the BCFL Board Bylaw changes to Article VII - Meetings was made by Johansson, SECONDED by Foerst, and APPROVED unanimously.

The next Governance committee is scheduled for January 11, 2017.

Correspondence – None

Public Comment – A former BCFL employee addressed the board.

Unfinished business – None

New Business

The election of BCFL board officers normally takes place in December. Since there was no November meeting, a nominating committee was not in place to present a slate of officers. The president proposed sitting the same executive board for 2017 but the board wanted to check the bylaws to see if that was allowed. The election of officers was then tabled for next month.

Bids for the construction of offices on the second floor of the Doylestown Library was presented to the board, with the lowest bid coming from Donald E. Reisinger, Inc. in the amount of \$66,485. The bids were reviewed by the Finance Committee at their December meeting.

MOTION to APPROVE a bid from Donald E. Reisinger, Inc. in the amount of \$66,485 for office construction was made by Jones, SECONDED by Draper, and APPROVED unanimously.

Three policies were updated and presented for approval:

- 1) Grants Policy (DEV 2) – Changes made to this policy were to move supervision and responsibility to the Finance and Development Office.
- 2) Gifts of Library Materials (DEV 5) – Donations of materials were part of the Collection Management policies. This update changes it to the Finance and Development Office..
- 3) Inclement Weather Policy (MNG 7) – Information on how to find out about library closing or delays are now included in the policy.

MOTION to APPROVE the revised Grants Policy – DEV 2 was made by Moore, SECONDED by Draper, and APPROVED unanimously.

MOTION to APPROVE the revised Gifts of Library Materials Policy – DEV 5 was made by Moore, SECONDED by Foerst, and APPROVED unanimously.

MOTION to APPROVE the revised Inclement Weather Policy – MNG 7 was made by Rogers, SECONDED by Draper, and APPROVED unanimously.

There being no further business, a MOTION to ADJOURN was made at 7:15 p.m. by Jones, SECONDED by Rogers, and so MOVED.

APPROVED BY BOARD OF DIRECTORS
JANUARY 17, 2017