

BUCKS COUNTY FREE LIBRARY
MINUTES OF THE REGULAR MEETING OF MARCH 24, 2015

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 5:31 p.m. Present were: Larry Jones, President; Roberta Foerst, Vice President; 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 Director; and Judy Benfield, Library Manager. Constance Moore, Secretary; Richard Rogers, Treasurer; and Bill Draper, Board Trustee, were absent.

Several changes to the February 17, 2015 board meeting minutes were suggested. Since the changes were numerous and the board did not have an opportunity to review them, Roberta Foerst abstained from voting, and the remaining members did not have a quorum. Approval was tabled until the next board meeting. Pam Riley will email to all board members the proposed changes.

STAFF REPORTS

Report of Executive Director/Martina Kominiarek

Two PowerPoint presentations were made: 1) Finance and Accounting Policies Update; and 2) a farewell presentation for CFO John Doran.

An explanation about how public libraries gather statistics was provided. It was explained that libraries do not gather statistics in the manner requested by board members at the last board meeting. As part of measuring the success of the strategic plan, target goals are established for certain parts of the collection. The Executive Director distributed copies of the board-approved strategic plan objectives from October 2014 and pointed out places where collection target goals are identified. The strategic plan objectives are updated quarterly. The board will receive this report as part of the April board packet.

As a result of Pennsylvania's more stringent laws on background checks, BCFL is creating a Background Check policy and will be requiring all employees and volunteers to obtain clearances. Going forward every three years employees will be rechecked. Although new employees will obtain these clearances at their own expense, the initial group and the three-year rechecks will be funded by BCFL, so

there will be budget repercussions. In addition, the law requires that every employee who regularly comes in contact with children is a mandated reporter and should receive training, which will also need to be budgeted using either the legal or personnel budget. The board will be presented with a draft policy as soon as it is completed. The Governance Committee will receive a Volunteer Policy for their review and to discuss the pros and cons of paying for volunteers.

Report of Chief Financial Officer

MOTION to APPROVE the check register for February 2015 in the amount of \$350,235.34 was made by Foerst, SECONDED by Balchis, and APPROVED unanimously.

The Yardley library will be having a “Big Bank” installed using Disbrow trust funds. To create the area it is necessary to immediately purchase mobile shelving units. Foerst made a motion to allow library staff to expend a predetermined amount from the Disbrow trust to purchase the needed items. Jones proposed emailing the rest of the board. Foerst withdrew her motion.

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

At last month’s meeting a board member asked for information on the library’s collection company, Unique Management Services, Inc., and a monthly report listing income and expenses was distributed to the board.

Board Committee Reports:

The Finance Committee met with Vanguard to review their 2014 performance, and it was reported that we received a 9% return in 2014. The next Finance Committee meeting will be held on Thursday, April 9.

The Governance Committee will meet on Wednesday, April 1. Several items to be discussed are reviewing old policies and discussing procedures for amending the minutes.

The BCFL organization charts were distributed to the board, and it was asked that revision dates and page numbers be added. The organization charts will be provided to the Governance Committee Chair, Roberta Foerst, for their meeting.

Correspondence – No correspondence.

Public Comment – Betsy Satterthwaite asked for updates on the Langhorne branch grant, and she was told that although there wasn’t much since it was in the

initial planning stages, the Langhorne library manager could provide her with any information available.

Vonna DeArmond asked how to go about making suggestions. She was told to write down what it was she needed as a starting point and submit it to the Doylestown library manager. She was also told the BCFL website has features to contact administration and the board.

Unfinished business – None

New Business – None

There being no further business, a MOTION to ADJOURN was made at 7:18 p.m. by Johansson, SECONDED by Balchis, and so MOVED.

APPROVED BY BOARD OF DIRECTORS
APRIL 21, 2015