

BUCKS COUNTY FREE LIBRARY
MINUTES OF THE REGULAR MEETING OF APRIL 21, 2015

The Regular Meeting of the Board of Directors of the Bucks County Free Library was held at the Quakertown branch. The meeting was called to order at 5:44 p.m. Present were: Larry Jones, President; Roberta Foerst, Vice President; Constance Moore, Secretary; Richard Rogers, Treasurer; Bill Draper 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; Holly Ambrose, Library Manager; Bonnie White, Asst. Library Manager; Emily Knorr, Youth Services Librarian; and Beth Anderson, Collection Management Administrator. Board Trustee Jerry Balchis was absent.

Minutes of December 16, 2014: It was noted that there was an error in the minutes where there was a motion to approve the 2014 budget but should have been the 2015 budget.

A MOTION to APPROVE the correction of the typographical error was made by Jones, SECONDED by Johansson and APPROVED unanimously.

Minutes of February 17, 2015: It was requested to add “one abstention” to every motion vote except adjournment.

A MOTION to APPROVE the minutes of the Regular Meeting of February 17, 2015 with corrections noted was made by Johansson, SECONDED by Rogers, and APPROVED unanimously.

A MOTION to APPROVE the minutes of the Regular Meeting of March 24, 2015 was made by Rogers, SECONDED by Johansson, and APPROVED unanimously.

STAFF REPORTS

Report of Quakertown Library Manager/Holly Ambrose

Quakertown branch staff members attending the meeting were introduced: Bonnie White, Assistant Library Manager; Emily Knorr, Youth Services Librarian; and Beth Anderson, who will be starting as Quakertown Library Manager in May. A meeting with the Women’s Club of Quakertown resulted in partnering with them to provide programs at the Quakertown branch, with one or two in the spring, stopping during the summer while the Summer Reading Program is active, and then resuming in the fall.

Report of Executive Director/Martina Kominiarek

A report was made on the Governor's Advisory Council, which consists of librarians, community members, and previous library board members whose purpose it is to advise the governor on libraries. A document was provided to the board prior to the meeting on the priorities and recommendations that the Council has compiled. This led to a discussion on state funding and the possibility that the funding formula may be implemented. A chart was provided to the board on funding amounts for several different years, and it showed that 2007-08 was a peak year for funding.

A brief overview of the Disbrow trust fund was provided. The library meets with their trustees every other year, and a meeting is scheduled for April 30, 2015 at the Yardley branch. A report was sent to the Disbrow trustees reviewing the past year and providing a budget and plans for the coming year. The two big projects planned are Big Bank and One Button Studio, with the latter tabled until next year. To finish Big Bank, bookbins are needed, as the proposed location for the Big Bank is full of books. For the upcoming Disbrow meeting shelving was borrowed from other branches, but it is hoped that the bookbins purchase can be approved and go forward as a permanent solution.

A MOTION to APPROVE the purchase of bookbins as per the quote provided was made by Johansson, SECONDED by Rogers, and APPROVED unanimously.

All board members are invited to attend the meeting with the Disbrow trustees as well as the official grand opening of the Big Bank to be held later on this year.

BCFL counsel Dave Spitko is reviewing some of the finance policies. He strongly suggested that all board members and new employees sign a form acknowledging receipt of the Conflict of Interest Policy. The Conflict of Interest Policy and signature sheet was distributed to each board member. The Finance Committee has been working with both the Executive Director and the CFO on the huge amount of policies queued up. Copies of all of the new and revised finance policies were provided to board members, including those not on the Finance Committee. Policies 1-7 are all technical or governance that are of interest to all board members. Policies 8 through end are more finance related. Dave Spitko is reviewing the policies from a legal aspect; and an accounting firm will review them to make sure accounting and board best practices are being followed. Board Treasurer Rick Rogers confirmed that the board and committees would not resume with any policy review until after accounting and legal takes place.

Report of Assistant Director

The Assistant Director gave a strategic plan update providing handouts to board members showing results for the first quarter.

Report of Chief Financial Officer

MOTION to APPROVE the check register for March 2015 in the amount of \$425,156.66 was made by Rogers, SECONDED by Johansson, and APPROVED unanimously.

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

Board Committee Reports:

Finance Committee: Rick Rogers said that the committee is working on updating the Purchasing Policy. Counsel Dave Spitko made some recommendations to revise sections that do not agree with state law. The next Finance Committee meeting is scheduled for May 7 at 3:00 p.m. Dave Spitko will provide a revised Purchasing Policy to the Board.

Governance Committee: Roberta Foerst said the committee has been reviewing Policy GOV-5: The Duties and Responsibilities of the Board and the Executive Director. All seven board members' input is requested for suggestions on what duties and responsibilities are most important. An email will be sent asking for ten items from each board member.

The committee is suggesting to change the title of the Executive Director to CEO and asked for direction on how to make this happen. It was suggested that before doing so BCFL counsel Dave Spitko should be consulted.

Correspondence – None

Public Comment – No public commented.

Constance Moore reported on an event she attended, "21st Century at the YMCA," with Levittown Youth Services Librarian Maureen Langley attending and reaching out to the community. The board thanked Maureen for her participation in the event.

Unfinished business – None

New Business – Proposed lighting for the Perkasio branch was submitted to the board. The company recommended was United Electric Supply. They had the lowest quote and are part of the Costar program, a cooperative group.

MOTION to APPROVE Perkasio branch lighting purchase from United Electric Supply – Costar Contract No. 008-064 – in the amount of \$37,383 was made by Foerst, SECONDED by Moore, and APPROVED with one abstention.

MOTION to APPROVE the 2014 Public Library Data Collection (Annual Report) was made by Foerst, SECONDED by Rogers, and APPROVED with one abstention.

There being no further business, a MOTION to ADJOURN was made at 7:34 p.m. by Foerst, SECONDED by Rogers, and so MOVED.

APPROVED BY BOARD OF DIRECTORS
MAY 20, 2015