

**BUCKS COUNTY FREE LIBRARY**  
**MINUTES OF THE REGULAR MEETING OF APRIL 18, 2017**

The Regular Meeting of the Board of Directors of the Bucks County Free Library was held at the Bensalem branch. 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; and Pamela Riley, HR Administrator. Also in attendance were Joe Thompson, Acting Chief Operating Officer, and Andrew Kline, Assistant Library Manager. Jerry Balchis, Secretary, was absent.

A MOTION to APPROVE the minutes of the Regular Meeting of March 21, 2017 was made by Johansson, SECONDED by Jones, and APPROVED unanimously.

**PRESIDENT'S REPORT**

Roberta Foerst, Board President, had an opportunity to check out the busy Passport Office. A discussion on upcoming improvements to the Passport Office, including an appointment system, were discussed.

**STAFF REPORTS**

Report of Assistant Library Manager/Andrew Kline

A review of Bensalem's highlights for the past year were provided to the board. They included more children's programs garnering an increase in attendance, mobilizing shelving in both fiction and nonfiction sections, and an increase in passport applications and photos.

Report of Chief Executive Officer/Martina Kominiarek

A final draft of the Finance and Accounting policies was distributed. All were previously reviewed by the board except for #9 and #10. It was suggested that the whole group of Finance and Accounting policies be approved together at the next board meeting. Outside auditors have also reviewed all the policies, made critiques, and then changes were made.

An update was provided to the board on the meeting with the trustees of the Disbrow funds. Roberta and Rick attended that meeting held at the Yardley-Makefield branch.

Report of Chief Financial Officer/John Doran

MOTION to APPROVE the check register for March 2017 in the amount of \$514,870.77 was made by Moore, SECONDED by Johansson, and APPROVED unanimously.

MOTION to APPROVE the March 2017 financial statements (subject to audit) was made by Johansson, SECONDED by Jones, and APPROVED unanimously.

IRS Form 990 was emailed to the board prior to the meeting. MOTION to APPROVE the IRS Form 990 was made by Johansson, SECONDED by Moore, and APPROVED unanimously.

**Board Committee Reports:**

The Governance Committee meeting for April was cancelled.

The Finance Committee meeting was held after the Disbrow trustees meeting at the Yardley-Makefield branch. They met with representatives from Wells Fargo to review investment returns.

**Unfinished business** – None

**New Business** – Joe Thompson, Acting Chief Operating Officer, provided bids for the Yardley-Makefield concrete replacement and asked for approval to award to the lowest bidder, which was G & B Construction of Abington, PA in the amount of \$34,980.

MOTION to APPROVE the Yardley-Makefield concrete replacement bid of G & B Construction was made by Moore, SECONDED by Johansson, and approved unanimously.

**Public Comment** – Donna Rayner and Betsy Satterthwaite of Langhorne commented on the Langhorne branch and Penn's Little Village.

There being no further business, a MOTION to ADJOURN was made at 6:50 p.m. by Jones, SECONDED by Rogers, and so MOVED.

APPROVED BY BOARD OF DIRECTORS  
JUNE 20, 2017