BUCKS COUNTY FREE LIBRARY

MINUTES OF THE REGULAR MEETING OF JUNE 16, 2015

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 5:34 p.m. Present were: Larry Jones, President; Roberta Foerst, Vice President; 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; Dave Spitko, BCFL Counsel; and John Pappas, Bensalem Library Manager. Constance Moore, Secretary, and Jerry Balchis, Board Trustee, were absent.

A MOTION to APPROVE the minutes of the Regular Meeting of May 20, 2015 was made by Johansson, SECONDED by Rogers, and APPROVED unanimously.

STAFF REPORTS

Report of Bensalem Library Manager/John Pappas

Some recent renovations included painting, carpeting, expanding seating areas using mobile partitions and shelving, and moving the passport offices. A Children's Discovery Area was added, which enables children ages 3-12 to explore their creativity and develop interest in libraries, literacy, and learning through hands-on interactive exhibits. Bensalem also has a circulating board game collection.

Board VP Foerst asked about the feasibility of providing passport photos on site, and admin staff will research the options and cost effectiveness.

Report of Executive Director/Martina Kominiarek

The "Start from Scratch" program was recently implemented at several branches. It provides an opportunity for library users to bring in old computers and have library staff install a new operating system using pre-configured, free, open source software. The program is starting to garner excitement and interest among library users. Thanks to the Free Library of Philadelphia for allowing our staff to observe their similar program firsthand. Also thanks to Joe Thompson and especially to Shaun Pall and IT staff for making this program a success. In addition, there is a gadget help desk for library users to get assistance with any type of device or gadget. BCFL is calling this service Device Advice.

The Summer Reading Program is kicking off on Saturday, June 20. Participants will report the number of minutes read, and for every 100 minutes each library will add a link to a paper chain, which will then be displayed throughout the library.

BCFL received an LSTA grant for a program called Learning Times. It will be a year-round reading program similar to BCFL's Let's Play School preschool badge program. This program will target elementary-aged children who will earn badges, both cloth and electronic, for reading. Thanks and credit go to John Pappas for serving as project manager for this project. Plans are to roll out the program towards the end of summer or early fall.

Report of Assistant Director/Lisa Kern

BCFL staff members have been participating in a program called, "Innovation Initiatives," which was done online. It touched upon various BCFL competencies, and staff members contributed to trend forums. The last module was project management, and staff members were placed into teams to create adult programming that will be implemented at each of the libraries this fall. Projects include everything from musical performances, to dance performances, to writing and arts and crafts workshops.

Report of Chief Financial Officer

MOTION to APPROVE the check register for May 2015 in the amount of $326,561.15 was made by Foerst, SECONDED by Johansson, and APPROVED unanimously.

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

The board was presented with purchases that are not a part of the budget but are to be made from the current favorable variance. It was agreed to complete the Quakertown service desk and wiring at an estimate of $30,000 and complete outstanding renovations at Bensalem estimated to cost $34,500.

Board Committee Reports:

Governance Committee: Finalized the policy listing roles and responsibilities of the board. Once the board approves it, the committee will move on to the second step, which will include creating a glossary and completing the rules and regulations for the Executive Director.

A MOTION was made to change the title of Executive Director to Chief Executive Officer (CEO) by Foerst, SECONDED by Johansson, and APPROVED unanimously.

The board was provided with access to BCFL's staffweb, which includes a subsection for the BCFL board. Members were asked to relay any comments regarding it for further committee discussion.

A MOTION to APPROVE the revisions to Policy GOV 5: *Roles and Responsibilities of the Library Board* was made by Jones, SECONDED by Rogers, and APPROVED unanimously.

Finance Committee: Did not meet.

Correspondence – Submitted in writing

Public Comment – Betsy Satterthwaite and Donna Rayner of Langhorne commented on various library items. Nathan of Levittown commented on the conduct of library users at the Levittown branch. He suggested posting the rules from the Behavior Policy in a prominent location.

Unfinished business – The Learning Times patch invoice was on the agenda for approval. However, a renegotiation of the cost brought the invoice total to an amount that did not need board approval.

New Business – None

A MOTION to move to Executive Session for a legal review of purchasing policies was made at 6:36 p.m. by Johansson, SECONDED by Foerst and so MOVED.

A MOTION to Move out of Executive Session was made at 8:00 p.m. by Foerst, SECONDED by Draper, and so MOVED.

There being no further business, a MOTION to ADJOURN was made at 8:01 p.m. by Johansson, SECONDED by Foerst, and so MOVED.

APPROVED BY BOARD OF DIRECTORS
JULY 21, 2015