

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

The Regular Meeting of the Board of Directors of the Bucks County Free Library was held at the Levittown branch. The meeting was called to order at 5:32 p.m. Present were: Larry Jones, President; Roberta Foerst, Vice President; Constance Moore, Secretary; Bill Draper, Jerry Balchis, and Dan Johansson, Board Trustees; Martina Kominiarek, CEO; John Doran, Chief Financial Officer; and Pamela Riley, Executive Assistant. Also in attendance were Lisa Kern, Assistant Director, and Joe Thompson, Administrative Services Director. Richard Rogers, Treasurer, was absent.

A MOTION to APPROVE the minutes of the Regular Meeting of June 16, 2015 was made by Foerst, SECONDED by Johansson, and APPROVED.

STAFF REPORTS

Report of Library Manager/Patricia Hartman

A review of the past year was provided. There were a lot of fun programs throughout the year. During the winter with the support of the Levittown Library Friends there were several adult programs, with chair yoga being the most successful. About 25-30 people attended each program, and it obtained a lot of positive feedback from library users. The Summer Reading and Science in Summer programs were both very popular and kept the library very busy throughout the summer months.

Report of Chief Executive Officer/Martina Kominiarek

The Levittown Friends were recognized for their generosity and continued support of the Levittown Library. Present were Nancy Masulis, President, along with Jim Puzo, Claudia Griffin, and Susan Hogan. Nancy Masulis presented a check to the Levittown Library in the amount of \$20,000 in honor of the library's 20th anniversary coming up in October. The Friends currently have about 15 active members with a total of 35 – 45 volunteers.

An overview of Levittown branch security was provided, including measures taken to improve the safety of library users and staff. Most recently a new technology was tested at Levittown called The Mosquito, which is an anti-loitering device that emits an annoying buzzing sound to make people move away from an area. It is being tested at Levittown, and if successful, may be used at the Quakertown branch because of issues occurring there.

The board received copies of the salary ranges with a new level added, Level 1a, for the new Help Desk Specialist position. Information regarding the new position was provided to the board.

A MOTION to APPROVE the salary ranges with Level 1a was made by Johansson, SECONDED by Balchis, and APPROVED.

Report of Assistant Director/Lisa Kern

An update on adding passport photos to the Bensalem branch's services was provided to the board. After thoroughly researching this service, various items needed were purchased. Next was determining how much to charge after factoring in the cost of staff time, and it was decided that it would be \$10 for two passport photos.

The Summer Reading Program is still going strong. The paper chain links continue to multiply at each of the branches. There are over 700,000 links between the seven branches already, and the program hasn't ended yet. Special thanks to the Fred Beans organization for their ongoing support.

Report of Administrative Services Director/Joe Thompson

Handout of the fire evacuation plan was provided to the board. Fire drills will be conducted annually. Information will be posted on walls of all branches.

The restroom renovations at Levittown and Yardley-Makefield are completed. Bensalem's renovation will take place in the fall.

A meeting was held with representatives from the Advocates for Homeless and Those In Need organization. The group had added the smoking shelter on their website as an official bus stop for Code Blue and meal pick up. After explaining what is occurring inside and outside the library, the representatives were very receptive about helping BCFL fix the problems. They agreed to change the bus stop location from the smoking shelter to a location closer to New Falls Road. The smoking shelter pavilion has been removed.

Report of Chief Financial Officer/John Doran

MOTION to APPROVE the check register for June 2015 in the amount of \$428,107.11 was made by Balchis, SECONDED by Moore, and APPROVED unanimously.

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

Board Committee Reports:

Governance Committee: Meeting in August

Finance Committee: Meeting in September

Correspondence – None

Public Comment –Betsy Satterthwaite and Donna Rayner of Langhorne commented on various items. Bob Nathan commented on library behavior at Levittown.

Unfinished business – None

New Business – None

There being no further business, a MOTION to ADJOURN was made at 6:53 p.m. by Balchis, SECONDED by Johansson, and so MOVED.

APPROVED BY BOARD OF DIRECTORS
SEPTEMBER 15, 2015

