

BUCKS COUNTY FREE LIBRARY
MINUTES OF THE REGULAR MEETING OF SEPTEMBER 15, 2015

The Regular Meeting of the Board of Directors of the Bucks County Free Library was held at the Perkasio branch. The meeting was called to order at 5:34 p.m. Present were: Larry Jones, President; Roberta Foerst, Vice President; Constance Moore, Secretary; Richard Rogers, Treasurer; Bill Draper, Jerry Balchis, and Dan Johansson, Board Trustees; Martina Kominiarek, Chief Executive Officer; John Doran, Chief Financial Officer; and Pamela Riley, Executive Assistant. Also in attendance were Lisa Kern, Assistant Director, Joe Thompson, Administrative Services Director, and Dave Spitko, legal counsel for BCFL.

A MOTION to APPROVE the minutes of the Regular Meeting of July 21, 2015 was made by Johansson, SECONDED by Moore, and APPROVED unanimously.

STAFF REPORTS

Report of Library Manager/Wayne Lahr

The new Perkasio library manager was introduced to the board. An update on Perkasio's Summer Reading Program statistics showed that the goal of 125,000 minutes read was exceeded by 14,000 minutes.

Report of Chief Executive Officer/Martina Kominiarek

There was no movement on state funding, as the state legislature was still working on a budget. A presentation on BCFL employee turnover statistics was provided to the board. The first part of the presentation explained the concepts involved in determining turnover, and the second part provided the board with BCFL's statistics. Handouts were provided to the board with this information.

Report of Assistant Director/Lisa Kern

The total for all the branches' Summer Reading Program minutes was 1.5 million, which exceeded the target goal. A strategic plan update was provided to the board for the period ending June 2015. An update was given on the programs planned as a result of Innovation Initiatives, such as salsa dancing, outdoor and indoor concerts, and pottery demonstrations.

Report of Administrative Services Director/Joe Thompson

The Perkasio branch lighting renovation started last week with a completion date of 2-3 weeks. The restroom renovations at the Levittown and Yardley-Makefield

branches are complete. The Bensalem branch restroom renovation started after the other two branches because of the Summer Reading Program but was expected to be completed shortly. The IT Department hired Jason Palmer, Network Support Specialist, and is in the process of hiring several full-time and part-time Help Desk Specialists.

Report of Chief Financial Officer/John Doran

MOTION to APPROVE the check register for July 2015 in the amount of \$407,651.32 was made by Johansson, SECONDED by Rogers, and APPROVED unanimously.

MOTION to APPROVE the check register for August 2015 in the amount of \$420,608.62 was made by Johansson, SECONDED by Moore, and APPROVED unanimously.

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

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

The Finance Committee reviewed BCFL's proposed 2016 county budget submission with the final version to be presented to the board after county and state funding amounts have been determined.

MOTION to APPROVE the proposed 2016 county budget submission was made by Moore, SECONDED by Johansson, and APPROVED unanimously.

The favorable variance will be used for the replacement of two vehicles, supplies for the patch program, and shelving for the Langhorne branch as part of the Keystone grant project, and possible development of a long-term facilities plan. On an additional note, Michelle Wexler, Development Officer, was hired and starts on Monday, September 21st.

Board Committee Reports:

Governance Committee did not meet. The next meeting will be scheduled for early October to finish working on the GOV-1 Policy: Duties and Responsibilities of the Board and CEO.

Correspondence – Newspaper article on Bucks County Library System's lending Playaway Launchpads for children

Public Comment – No public commented.

Unfinished business –

MOTION to APPROVE the Purchasing Policy – MNG 19 – was made by Moore, SECONDED by Johansson, and APPROVED unanimously.

New Business – None

The board moved into Executive Session at 7:05 p.m. The Executive Session ended at 7:55 p.m.

There being no further business, a MOTION to ADJOURN was made at 7:56 p.m. by Rogers, SECONDED by Draper, and so MOVED.

APPROVED BY BOARD OF DIRECTORS
OCTOBER 20, 2015