

BUCKS COUNTY FREE LIBRARY
MINUTES OF THE REGULAR MEETING OF MAY 17, 2016

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 6:02 p.m. Present were: Roberta Foerst, President; Constance Moore, Vice President; Jerry Balchis, Secretary; Bill Draper and Larry Jones, Board Trustees; Martina Kominiarek, Chief Executive Officer; John Doran, Chief Financial Officer; and Pamela Riley, HR Administrator. Also in attendance were Beth Anderson, Library Manager, and Bonnie White, Assistant Library Manager. Richard Rogers, Treasurer, and Dan Johansson, Board Trustee, were absent.

A MOTION to APPROVE the minutes of the Regular Meeting of April 19, 2016 was made by Draper, SECONDED by Jones, and APPROVED unanimously.

STAFF REPORTS

Report of Library Manager/Beth Anderson

A report was provided to the board on attendance at Library Legislative Day held in Washington, DC., where BCFL representatives had an opportunity to meet legislative aides and make connections. The Women's Club of Quakertown continues to provide adult programs at the library, and attendance is now soaring. The Quakertown Borough police are working with library management to address any concerns they may have about misbehavior in the library. The Quakertown Library staff have also connected with the borough's Parks and Recreation Department to get reading logs to them this year. They have also partnered with the Quakertown Community School District superintendent, who has given them access into different area schools for outreach opportunities.

Report of Chief Executive Officer/Martina Kominiarek

Thanks to staff members for their help and support during a recent water problem at the branch that damaged the carpet. New carpet will be installed in September pending county approval.

Report of Administrative Services Director/Joe Thompson

The board was updated on the renovation at the Langhorne branch, which includes the new Penn's Little Village. The project is in its second phase with structures being constructed for the children's area.

Report of Chief Financial Officer/John Doran

MOTION to APPROVE the check register for April 2016 in the amount of \$651,866.36 was made by Jones, SECONDED by Balchis, and APPROVED unanimously.

Last month the 2016 Operating and Capital Budget was approved. As part of the budget presentation, it was determined that there was a need to establish four reserve funds: General Operating, ILS, Leave time and Capital. These reserve funds will be designated on the financial statements.

MOTION to APPROVE the four board-designated reserve funds – General Operating, ILS, Leave Time, and Capital – was made by Jones, SECONDED by Draper, and APPROVED unanimously.

The fixed assets were reviewed, and any assets that have been totally depreciated and are no longer in use were written off. These changes will be shown on the May financial statements presented at next month's meeting.

MOTION to APPROVE the April 2016 financial statements (subject to audit) was made by Moore, SECONDED by Jones, and APPROVED unanimously.

BCFL's audited statement for 2015 and BCFL's Form 990 were distributed to the board. A recommendation was made for both items to be approved since there were no changes made.

MOTION to APPROVE Bucks County Free Library's 2015 audited statement and Form 990 was made by Balchis, SECONDED by Draper, and APPROVED unanimously.

Board Committee Reports:

Governance Committee met on April 27, 2016. Policies were reviewed at that meeting, and another meeting was scheduled to continue the review.

Finance Committee is meeting in the near future to discuss 403(b) plan and investment of new reserve funds and ILS fund.

Correspondence – None

Public Comment – No public commented.

Unfinished business – Board Vice President Constance Moore reported on her attendance at the Public Library Association Annual Conference in Denver.

New Business – None

There being no further business, a MOTION to ADJOURN was made at 6:42 p.m. by Draper, SECONDED by Jones, and so MOVED.

APPROVED BY BOARD OF DIRECTORS
JUNE 21, 2016