

BUCKS COUNTY FREE LIBRARY
MINUTES OF THE REGULAR MEETING OF JULY 19, 2016

The Regular Meeting of the Board of Directors of the Bucks County Free Library was held at the Langhorne branch. The meeting was called to order at 6:05 p.m. Present were: Roberta Foerst, President; Constance Moore, Vice President; Jerry Balchis, Secretary; Richard Rogers, Treasurer; 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: Lisa Kern, Assistant Director; Joe Thompson, Administrative Services Director; Jessica Volpacchio, Assistant Library Manager; and Jessica Richmond, Youth Services Librarian. Bill Draper, Board Trustee, was absent.

A MOTION to APPROVE the minutes of the Regular Meeting of June 21, 2016 was made by Rogers, SECONDED by Balchis, and APPROVED unanimously.

PRESIDENT'S REPORT – Board members had their first look at Penn's Little Village. A VIP reception will be held in September to celebrate.

STAFF REPORTS

Report of Chief Executive Officer/Martina Kominiarek

Staff worked hard to open Penn's Little Village. Although some custom items have not yet arrived, they are expected within the next month or two. Renovations included a family restroom along with new carpeting, windows, ceilings, and lighting.

The 2015 Disbrow Trust Report was distributed to the board. All large expenditures were included in the board-approved BCFL budget. The budget and report have been reviewed and approved by Disbrow trustees as well. New items include study carrels and a One-Button Studio.

Langhorne branch staff reported on Penn's Little Village activity, stating that the first week it was open there were over 1,000 visitors, and the children's bookbins quickly emptied. Some are repeat visitors, and it's usually busier in the morning. The staff were commended for their flexibility with this new space as they have been observing, making notes, adjusting and evolving it towards an excellent play space.

There will be a Penn's Little Village VIP reception for elected officials and others on September 22 from 6:30 – 8:30 p.m. State Senator Tommy Tomlinson and State Rep. Frank Farry are able to attend, and they voted for the funding that provided this grant opportunity.

Report of Assistant Director/Lisa Kern

Summer Reading is about halfway through, and collectively, library users have read 800,000 minutes. This year adult logs were included, and it generated a lot of interest and friendly competition.

Report of Chief Financial Officer/John Doran

MOTION to APPROVE the check register for June 2016 in the amount of \$534,024.06 was made by Johansson, SECONDED by Rogers, and APPROVED unanimously.

BCFL is in good shape halfway through the budget year, with expenditures below the budget. In the next month the favorable variance will be determined. Operating budget is showing payments for Penn's Little Village.

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

Board Committee Reports:

Governance Committee – No meeting.

Finance Committee – Met on June 26 with Joe Boyle of Benefit Plans Administrative Services (BPAS) to replace the current 403(b) provider. This change will save on fees for BCFL and individual staff fees. The annual cost was 1.4% and is now reduced to .068%. The expense ratio is reduced significantly, so employees have more money from their investments. The recommendation from the Finance Committee to the board is to move assets from the old plan to the new plan.

MOTION to APPROVE making BPAS the 403(b) provider for BCFL was made by Johansson, SECONDED by Jones, and APPROVED unanimously.

Correspondence – None

Public Comment –Linda Rosalina Zappone-Weinberg commented on the magazine collection and fines. Bob Nathan commented on the library's strategic plan and mission statement. Betsy Satterthwaite expressed thanks for the Langhorne branch improvements.

Unfinished business – None

New Business –

- 1) Two branches, Langhorne and Levittown, are polling locations. In anticipation of the large voter turnout this year, a suggestion was made to close those libraries on November 8.

MOTION to APPROVE closing the Langhorne and Levittown branches on Tuesday, November 8, 2016 was made by Moore, SECONDED by Balchis, and APPROVED unanimously.

- 2) There were two bids received to replace the Yardley-Makefield branch windows. The lowest bid was made by Walter Brucker and Co., Inc. They are currently doing work at the Bensalem branch and did the construction at the Langhorne branch, and they are recommended for this job.

MOTION to APPROVE Walter Brucker and Co., Inc. for the Yardley-Makefield branch window replacement project was made by Moore, SECONDED by Balchis, and APPROVED unanimously.

There being no further business, a MOTION to ADJOURN was made at 7:12 p.m. by Jones, SECONDED by Rogers, and so MOVED.

APPROVED BY BOARD OF DIRECTORS
SEPTEMBER 20, 2016