

BUCKS COUNTY FREE LIBRARY
MINUTES OF THE REGULAR MEETING OF OCTOBER 18, 2016

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 6:00 p.m. Present were: Roberta Foerst, President; Jerry Balchis, Secretary; Richard Rogers, Treasurer; Bill Draper, Board Trustee; Martina Kominiarek, Chief Executive Officer; John Doran, Chief Financial Officer; and Pamela Riley, HR Administrator. Also in attendance was Joe Thompson, Acting Chief Operating Officer. Constance Moore, Vice President; and Larry Jones and Dan Johansson, Board Trustees, were absent.

The approval of the September board meeting minutes was postponed until the December board meeting because not enough board members who attended the September meeting were present.

It was suggested that the September 20, 2016 minutes be amended as follows: (pg. 2, paragraph 5) "It was suggested that the board could hold an executive session." The draft minutes will be sent out with the amendment prior to the next board meeting.

President's Report/Roberta Foerst

At the October board meeting a check was received from the Levittown Friends in the amount of \$20,000. Personal letters were sent to the Levittown Friends telling them how much the board appreciated their support. Everyone was asked to support their October book sale and flea market.

Service awards for longevity were handed out by the board president at BCFL's annual Staff Day. Also, the affair commemorating Penn's Little Village with local and state dignitaries, including State Librarian Glenn Miller, was a great and fun event.

STAFF REPORTS

Report of Perkasio Library Manager/Wayne Lahr

Highlights and events from the past year at Perkasio that met strategic plan service priorities included: increased connectivity; increased number of story times; programs such as comic captions contest, teaching origami, Science in the Summer with visits from Franklin Institute; a science construction lab, and Eyes of the Wild program. Summer Reading was very successful with over 500 participants for a

total of 261,000 minutes read. Adults were excited to participate this year, and Perkasio had 60% adult participation.

Report of Chief Executive Officer/Martina Kominiarek

Staff Day was held on October 10 with all branches closed and staff reporting to the Doylestown District Center Library for various workshops and presentations. Thanks go to BCFL President Roberta Foerst for assisting with the service awards.

The CEO extensively reviewed concerns about executive level staffing. With the resignation of the Assistant Director, it was felt that it would be best to temporarily put on hold replacing that position to determine what's best and what's needed for BCFL.

An overview of system member libraries was provided to the board. Currently, five community libraries are system members – Feasterville, New Hope, Northampton, Warminster and Wrightstown. These community libraries agreed with the state to be system members and follow the standards set by the state. The pros and cons of being a system member were discussed. The board recommended that the CEO meet with system library directors to review the situation.

Report of Chief Financial Officer/John Doran

MOTION to APPROVE the check register for September 2016 in the amount of \$457,951.43 was made by Draper, SECONDED by Rogers, and APPROVED unanimously.

MOTION to APPROVE the September 2016 financial statements (subject to audit) was made by Balchis, SECONDED by Rogers, and APPROVED unanimously.

Board Committee Reports:

Finance Committee – Rick Rogers reported that the transfer of BCFL's 403(b) retirement accounts to Benefit Plans Administrative Services (BPAS) seems to be moving right along, with one short black-out period when the funds are transferred. Also, Development Director Michelle Wexler has planned BCFL's first estate planning event scheduled for November 3 at the Doylestown District Center Library, and there are already 80 people registered to attend. Board members are welcome to stop by between 6:00-8:00 p.m.

Correspondence – None

Public Comment – No public commented.

Unfinished business – None

New Business: MOTION to APPROVE the 2017 Board Meeting Schedule was made by Balchis, SECONDED by Draper, and APPROVED unanimously.

There being no further business, a MOTION to ADJOURN was made at 7:14 p.m. by Draper, SECONDED by Balchis, and so MOVED.

APPROVED BY BOARD OF DIRECTORS
DECEMBER 20, 2016