

BUCKS COUNTY FREE LIBRARY
MINUTES OF THE REGULAR MEETING OF MARCH 21, 2017

The Regular Meeting of the Board of Directors of the Bucks County Free Library was held at the Doylestown District Center Library. The meeting was called to order at 6:03 p.m. Present were: Roberta Foerst, President; Constance Moore, Vice President; Jerry Balchis, Secretary; Richard Rogers, Treasurer; Bill Draper, 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 Holly Ambrose, Collection Management Coordinator, and Margarita Hossaini-zadeh, Assistant Library Manager.

A MOTION to APPROVE the minutes of the Regular Meeting of February 21, 2017 was made by Moore, SECONDED by Draper, and APPROVED.

PRESIDENT’S REPORT/ROBERTA FOERST

- A reminder to board to consider making a donation to BCFL for 2017.
- The passing of former BCFL Executive Director Harry Weeks was noted.
- Board member evaluations of the CEO were received by the President and will be reviewed.

AUDITOR’S REPORT

The 2016 audited financial statements were presented to the board, and representatives from Bee Bergvall & Co. gave an end of audit summary and performance review for the 2016 period.

A MOTION to APPROVE the 2016 Audited Financial Statements was made by Moore, SECONDED by Jones, and APPROVED.

STAFF REPORTS

Report of Chief Executive Officer/Martina Kominiarek

Information was provided on Harry Weeks, who served as BCFL’s Executive Director from 1967 through 1991, which is the longest tenure of a BCFL Executive Director. He was an innovator and forward thinking for the time period he served. Under his leadership he transformed BCFL from book mobiles to building service. He was instrumental in getting most of the branch libraries built. The Governance Committee will discuss how they can best honor his service to BCFL.

All board members are invited to attend two upcoming trustee workshops. One is being presented by Michael Kumer on Saturday, April 8 in Strafford, PA and the second is being led by John Chrastka on Saturday, April 29 at the Free Library of Northampton Township.

Administration will be meeting with representatives from the Disbrow trust on Thursday, April 6 at the Yardley-Makefield branch. The Finance Committee members will meet with the representatives, also, and hold their meeting following immediately after.

Report of Collection Management Coordinator/Holly Ambrose

A report on the Collection Management Department was provided to board. It included statistics on downloadables and other information on the latest happenings occurring there.

Report of Human Resources Administrator/Pamela Riley

A report on the 2016 turnover rates was presented to the board along with a chart showing comparisons to prior years. Overall, BCFL turnover rate was 18.11%, which was down from 19.19% in 2015. With a percentage rate of 18.11%, BCFL is equal to the national average. Also, an update on training plans for 2017 included participation in a pilot program from Infopeople called, "Building an Effective Learning Culture" as well as identifying appropriate subject areas for staff to explore.

Report of Chief Financial Officer/John Doran

MOTION to APPROVE the check register for February 2017 in the amount of \$394,458.95 was made by Jones, SECONDED by Rogers, and APPROVED unanimously.

MOTION to APPROVE the February 2017 financial statements (subject to audit) was made by Jones, SECONDED by Moore, and APPROVED unanimously.

Board Committee Reports:

There will be a Governance Committee meeting on Tuesday, April 4, 2017 in Doylestown.

There will be a Finance Committee meeting on Thursday, April 6, 2017 at the Yardley-Makefield branch.

Unfinished business – Contract increase for Collection Management consultants from \$20,000 to \$29,000.

A MOTION to APPROVE the contract increase from \$20,000 to \$29,000 for Collection Management consultants Jane Eickhoff and Jo Pindar was made by Rogers, SECONDED by Moorer, and APPROVED.

New Business – Board president Roberta Foerst suggested the CEO make an appointment for the board and CEO to meet with the County Commissioners.

The board was urged to contact legislators regarding proposed budget cuts to the State library.

Public Comment – A request for an opportunity to see the consultants' final plan was made to the board.

There being no further business, a MOTION to ADJOURN was made at 7:20 p.m. by Jones, SECONDED by Moore, and so MOVED.

APPROVED BY BOARD OF DIRECTORS
APRIL 18, 2017