

BUCKS COUNTY FREE LIBRARY
MINUTES OF THE REGULAR MEETING OF NOVEMBER 14, 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 6:04 p.m. Present were: Roberta Foerst, President; Constance Moore, Vice President; Jerry Balchis, Secretary; Richard Rogers, Treasurer; 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 Joe Thompson, Chief Operating Officer, Eric Asaris, Library Manager, and Shaun Pall, IT Manager. Dan Johansson, Board Trustee, was absent.

A MOTION to APPROVE the minutes of the Regular Meeting of September 19, 2017 was made by Balchis, SECONDED by Moore, and APPROVED unanimously.

PRESIDENT'S REPORT – Roberta Foerst appointed the Nominating Committee, with Jerry Balchis as Chair along with Bill Draper. A slate of officers for approval is to be provided at the next board meeting.

STAFF REPORTS

Report of Chief Executive Officer/Martina Kominiarek

BCFL's Staff Inservice Day was held on October 9th at the Doylestown District Center Library. Holly Ambrose and Tracey Reed led the plans for the day with help from staff members in facilitating various workshops. Thanks were extended to Board President Roberta Foerst for attending and assisting with service awards.

Staff changes at the Doylestown District Center Library included the soon departure of Eric Asaris, with Nicole Lynch, former Bensalem branch Library Manager, taking over at Doylestown.

Report of Library Manager/Eric Asaris

Doylestown District Center Library recently ended a 10-week pilot program for Sensory Story Times, targeted for differently-abled children. A representative from Bucks County Intermediate Unit observed a session and will make recommendations. Other children's services staff from BCFL branches observed with plans to implement Sensory Story Times at all of the branches.

Report of IT Manager/Shawn Pall

BCFL plans to start using RFID technology in late January 2018. A demonstration of the RFID kiosk and how it is used to check books out and provide other services was provided to the board.

Report of Chief Financial Officer/John Doran

A seminar was held at the Doylestown District Center Library called “Eldercare 101.” It provided information for seniors and caregivers and was attended by over 200 people.

MOTION to APPROVE the check register for September 2017 in the amount of \$878,954.78 was made by Moore, SECONDED by Jones, and APPROVED unanimously.

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

MOTION to APPROVE the check register for October 2017 in the amount of \$615,064.34 was made by Balchis, SECONDED by Rogers, and APPROVED unanimously.

Funds are close to what was budgeted. Some favorable variance funds were spent on library collection materials. It was a very strong year for investments, with Vanguard up 12% and Wells Fargo up 10% at the end of September.

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

Two development policies were presented for board approval: DEV 1 – Fundraising and Donations; and DEV 3 – Use of Patron Data in Library Advancement.

MOTION to APPROVE Development policies DEV1 and DEV 3 was made by Moore, SECONDED by Rogers, and APPROVED unanimously.

Board Committee Reports:

Governance Committee – The committee met and finalized job descriptions for board members. The board was asked to review the job descriptions to be discussed at the next meeting. The committee also discussed the surveillance policy, circulation policies, and reviewed the policy chart.

Finance Committee – A meeting is scheduled for Thursday, November 16, 2017.

Unfinished business – The board was provided with a full set of circulation policies at the September board meeting. The policies were posted on the BCFL website, and three emails were sent to the board in support of the changes, which includes an increase in fines.

MOTION to APPROVE the set of circulation policies was made by Moore, SECONDED by Jones, and APPROVED unanimously.

New Business – A MOTION to APPROVE the 2018 Board Meeting Schedule as presented was made by Moore, SECONDED by Jones, and APPROVED unanimously.

The BCFL 2018 holidays were provided to the board for their information. All holidays are tentative until the Collective Bargaining Agreement is finalized.

Public Comment – No public commented.

The board went into Executive Session at 7:10 p.m. to discuss confidential personnel matters.

Executive Session ended at 7:35 p.m.

There being no further business, a MOTION to ADJOURN was made at 7:35 p.m. by Jones, SECONDED by Moore, and so MOVED.

APPROVED BY BOARD OF DIRECTORS
DECEMBER 19, 2017