

**BUCKS COUNTY FREE LIBRARY**  
**MINUTES OF THE REGULAR MEETING OF MARCH 20, 2018**

The Regular Meeting of the Board of Directors of the Bucks County Free Library was held in the Administrative Offices located at the Doylestown District Center Library. The meeting was called to order at 6:00 p.m. Present were: Roberta Foerst, 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 was Joe Thompson, Chief Operating Officer. Constance Moore, Vice President; Richard Rogers, Treasurer; and Dan Johansson, Board Trustee, were absent.

Approval of the minutes of the Regular Meeting of February 20, 2018 was tabled until the next meeting as not enough attendees of that meeting were present.

**PRESIDENT'S REPORT/Roberta Foerst**

A discussion was held regarding holding future Doylestown board meetings in the Administrative Offices. All were in agreement with one concern expressed regarding what to do in the case of a large attendance at the meeting.

President Foerst proposed having a board retreat and offered her residence as the location in May or June, and all in attendance were in agreement. This will be discussed again next month when more board members are present.

**STAFF REPORTS**

Report of Chief Executive Officer/Martina Kominiarek

All branches are live with RFID self-check. Next month there will be a full report with circulation numbers. So far, it looks like the percentage of check-outs at the RFID kiosks is very high.

Report of Chief Financial Officer/John Doran

MOTION to APPROVE the check register for February 2018 in the amount of \$845,091.26 was made by Draper, SECONDED by Balchis, and APPROVED unanimously.

MOTION to APPROVE the February 2018 financial statements (subject to audit) was made by Jones, SECONDED by Balchis, and APPROVED unanimously.

BCFL received the 2017 audited financial statements.

MOTION to APPROVE the 2017 Audited Financial Statements was made by Draper, SECONDED by Jones, and APPROVED unanimously.

The 2018 budget was presented to the board, and various line items were discussed. County and state aid remains the same. A tentative agreement was reached with the collective bargaining unit for a three-year contract with a 2% increase each year, which is included in the budget. Management and

non-represented employees received a 2% increase and a spreadsheet for the salary scales and levels was presented. Capital projects for 2018 are included in the budget, and CFO Doran provided information on upcoming projects to the board.

MOTION to APPROVE the 2018 Bucks County Free Library Operating and Capital budget was made by Jones, SECONDED by Draper, and APPROVED unanimously.

**Board Committee Reports:**

The Governance Committee met to review the overall role of the board, complete the policy on the CEO's role, and review the list of all policies to spot check how best to keep their review process ongoing.

**Correspondence** – None

**Public Comment** – No public commented.

**Unfinished business** – None

**New Business** – None

MOTION to move into Executive Session to discuss a confidential personnel matter was made at 6:22 p.m. by Draper, SECONDED by Jones, and so MOVED.

MOTION to move out of Executive Session was made at 6:34 p.m. by Draper, SECONDED by Balchis, and so MOVED.

There being no further business, a MOTION to ADJOURN was made at 6:35 p.m. by Draper, SECONDED by Balchis, and so MOVED.

APPROVED BY BOARD OF DIRECTORS  
APRIL 17, 2018