

BUCKS COUNTY FREE LIBRARY
MINUTES OF THE REGULAR MEETING OF JUNE 20, 2017

The Regular Meeting of the Board of Directors of the Bucks County Free Library was held at the Yardley-Makefield branch. 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, 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 Joe Thompson, Acting Chief Operating Officer, and Pat Hartman, Library Manager.

A MOTION to APPROVE the minutes of the Regular Meeting of April 18, 2017 was made by Moore, SECONDED by Rogers, and APPROVED unanimously. (There was no May meeting.)

PRESIDENT'S REPORT

President Roberta Foerst reported on the board's meeting with the Bucks County commissioners. She explained that the board tries to meet annually with the commissioners to review BCFL's highlights of the past year and plans for the upcoming year.

FROGGY'S DOYLESTOWN GARDEN PRESENTATION

Dear Garden Associates provided drawings of the planned changes for the outdoor area behind the Doylestown Library called Froggy's Garden. They plan to incorporate aspects of Bucks County into the garden using primitive plants and stone.

A MOTION to APPROVE the Froggy's Garden renovation at a cost of up to \$365,000, including \$300,000 from the Michener Fund was made by Rogers, SECONDED by Johansson, and APPROVED unanimously.

STAFF REPORTS

Report of Library Manager/Patricia Hartman

As a beneficiary of the Disbrow trust, the Yardley branch has added Study Pods, a One Button Studio, and the children's Big Bank play area. Working with the Friends group they have held programs, such as chair yoga and a make-it fundraiser. The Friends group and their Vice President Janice Ashmont, who was at the board meeting, were thanked for all they do to support the library.

Report of Chief Executive Officer/Martina Kominiarek

The big kickoff to Summer Reading was held on Saturday, June 17. This year each branch held a Kickoff Fair complete with costumed staff members and programs, such as petting zoos, magicians,

and fire trucks. Each branch had a huge number of participants, with Doylestown having 1,200 people, Yardley 600, and even one of the smaller libraries having 500 people attend their event. Plans continue throughout the summer with more excitement every week and every day. Adults are encouraged to participate in Summer Reading and can submit their minutes read at any local branch.

Report of Chief Financial Officer/John Doran

MOTION to APPROVE the check register for April 2017 in the amount of \$369,758.85 was made by Moore, SECONDED by Draper, and APPROVED unanimously.

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

MOTION to APPROVE the check register for May 2017 in the amount of \$544,432.37 was made by Jones, SECONDED by Johansson, and APPROVED unanimously.

MOTION to APPROVE the May 2017 financial statements (subject to audit) was made by Draper, SECONDED by Johansson, and APPROVED unanimously.

Board Committee Reports:

The Finance Committee will meet on Wednesday, June 28, 2017.

Unfinished Business

Finance Handbook – Rick Rogers discussed the Finance Handbook, which was sent to the board prior to the meeting. The Finance Handbook contains a group of policies, most of which were previously approved by the board. Two policies were revised and then reviewed at a Finance Committee meeting. All of the policies were provided to an outside consulting firm and approved by that firm.

A MOTION was made by Rogers to approve the Finance Handbook. However, Johansson asked to table the motion until a later date so his concerns could be addressed. It was decided to proceed with the motion and address his questions at the Finance Committee meeting being held the following week.

MOTION to APPROVE the Finance Handbook was made by Jones, SECONDED by Draper, and APPROVED.

New Business

Janitorial Services 2017 Bid Results – The board was provided with the bid results for janitorial services for all seven branches with the lowest bids highlighted. Two different companies had the lowest bids among the seven branches as follows:

Clean All USA – Bensalem (\$9,773.88), Levittown (\$14,348.40), Perkasio (\$5,741.04), and Quakertown (\$17,936.16)

S&S Cleaning, Inc. – Doylestown (\$31,800), Langhorne (\$9,900), and Yardley (\$10,440)

A MOTION to APPROVE the janitorial contract to Clean All USA for Bensalem, Levittown, Perkasio, and Quakertown and to S&S Cleaning, Inc. for Doylestown, Langhorne, and Yardley was made by Jones, SECONDED by Rogers, and APPROVED unanimously.

Public Comment – Betsy Satterthwaite commented on the plans for the Doylestown garden area.

There being no further business, a MOTION to ADJOURN was made at 7:11 p.m. by Balchis, SECONDED by Johansson, and so MOVED.

APPROVED BY BOARD OF DIRECTORS
JULY 18, 2017