

**BUCKS COUNTY FREE LIBRARY  
MINUTES OF THE REGULAR MEETING OF JULY 18, 2017**

The Regular Meeting of the Board of Directors of the Bucks County Free Library was held at the Langhorne branch. The meeting was called to order at 5:57 p.m. Present were: Roberta Foerst, President; Constance Moore, Vice President; Richard Rogers, Treasurer; 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 Judy Benfield, Library Manager. Jerry Balchis, Secretary, and Bill Draper, Board Trustee, were absent.

A MOTION to APPROVE the minutes of the Regular Meeting of June 20, 2017 was made by Johansson, SECONDED by Rogers, and APPROVED unanimously.

**PRESIDENT'S REPORT/ROBERTA FOERST**

The Langhorne branch staff were acknowledged for their efforts during last year's construction as well as with the influx of library users to Penn's Little Village. Thanks also went to CEO Martina Kominiarek for her work in obtaining the grant; Acting COO Joe Thompson for doing the follow-through working with contractors and staff; and Facilities Supervisor Leigh Sheldron, who did a lot of work to get things started.

**STAFF REPORTS**

Report of Chief Executive Officer/Martina Kominiarek

Thanks went to CFO John Doran for his efforts in building a meadow for the Langhorne branch.

Receipt of district funds has been delayed from the state as some state budget issues get resolved.

Nick Giovannangelo, Access Services Manager, gave a presentation to the board on radio-frequency identification (RFID), which is used in many libraries for security and tracking of materials. He discussed the research staff did for the past year: calling other libraries, analyzing data, comparing vendors and weighing the pros and cons of moving to this system. It was determined that the RFID equipment is significantly more powerful in terms of managing checkouts, customer service, and staff efficiencies.

A MOTION to APPROVE the RFID project was made by Moore, SECONDED by Rogers, and APPROVED with one no and one abstention.

Next, the board was provided information on how *Suggest A Purchase* has changed. In the past library users could suggest an item for purchase, and whether the item was purchased depended on whether it met certain criteria, and the "suggester" would never know the results. Now, the item is either purchased or obtained through inter-library loan, and the library user is contacted with the item delivered to the branch they choose. If it is unobtainable, the library user is informed.

Staff members are working to create sensory story times for children on the autism spectrum. It will be piloted in Doylestown in the fall and then offered at other branches. The program will include bags of materials targeted for this group that parents can check out.

Collection Management Coordinator Holly Ambrose recently reviewed and analyzed materials suppliers to determine the most economical and reliable vendor. An RFP went out in June 2017, and applicants were reviewed individually and then by a committee. A handout was provided to the board comparing the vendors. The recommendation was made to continue with Baker and Taylor.

MOTION to APPROVE continuing with Baker & Taylor as Bucks County Free Library's materials provider was made by Jones; SECONDED by Johansson, and APPROVED unanimously.

#### Report of Library Manager/Judy Benfield

The outdoor area of the Langhorne branch is being used more for story times and proving to be very popular with library users. It's not unusual to have 45 – 50 children outside. Library attendance is up 49% at the branch, and new registrations are also up.

#### Report of Chief Financial Officer/John Doran

MOTION to APPROVE the check register for June 2017 in the amount of \$440,907.79 was made by Moore, SECONDED by Johansson, and APPROVED unanimously.

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

The board was asked to vote on consolidating the investment accounts, and a Collection Material Endowment will be established.

MOTION to APPROVE the consolidation of investment accounts was made by Moore, SECONDED by Jones, and APPROVED unanimously.

#### **Board Committee Reports:**

**Finance Committee:** Met on June 28, 2017 and reviewed the information about consolidating investments. There was also an RFID presentation. Purchasing policies' verbiage was discussed as a carry-over from the June 2017 board meeting. Also discussed was a board resolution to grant permission to the CEO to electronically submit and sign for the Department of Education's LSTA grant applications.

MOTION to APPROVE the Board Resolution allowing the CEO to submit e-signatures on LSTA grant applications was made by Moore, SECONDED by Jones, and APPROVED unanimously.

**Governance Committee:** Did not meet. Will meet in September.

**Public Comment** – Donna Rayner, Karen Thomas, and Bob Nathan commented on library matters.

**Unfinished business** – None

**New Business** – A suggestion was made to change the start time of the board meeting to an earlier time. It was agreed to table the discussion until the next board meeting.

There was a request to have an Executive Session at the next board meeting for personnel matters. It was suggested that the Executive Session be placed at the end of the meeting.

There being no further business, a MOTION to ADJOURN was made at 7:32 p.m. by Foerst, SECONDED by Moore, and so MOVED.

**APPROVED BY BOARD OF DIRECTORS  
SEPTEMBER 19, 2017**