

BUCKS COUNTY FREE LIBRARY
MINUTES OF THE REGULAR MEETING OF JULY 17, 2018

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 6:03 p.m. Present were: Roberta Foerst, President; Constance Moore, Vice President; Jerry Balchis, Secretary; Richard Rogers, Treasurer; Larry Jones and Dan Johansson, Board Trustees; Martina Kominiarek, Chief Executive Officer; and Pamela Riley, HR Administrator. Also in attendance were: Joe Thompson, Chief Operating Officer; Pat Hartman, Library Manager; Jessica Gruber, Special Projects Administrator; and Shaun Pall, IT Manager. Bill Draper, Trustee, and John Doran, Chief Financial Officer, were absent.

A MOTION to APPROVE the minutes of the Regular Meeting of June 19, 2018 was made by Moore, SECONDED by Johansson, and APPROVED unanimously.

PRESIDENT’S REPORT/ROBERTA FOERST

A discussion on possible dates for a board retreat were discussed, and board members were asked to provide the President with any dates on which they cannot meet.

STAFF REPORTS

Report of Chief Executive Officer/Martina Kominiarek

Budget update: The State approved the budget, and BCFL will be level funded for this fiscal year.

Behavior Policy: Minor changes were made to the Behavior Policy to address concerns from a prior board meeting regarding food allergies. As mentioned at the previous meeting, the policy was revised to include wording for food-free tables. The policy changes were then reviewed with the board.

MOTION to APPROVE revisions to Customer Service Policy CUS-2 – *Library Behavior and Banning Guidelines* was made by Johansson, SECONDED by Rogers, and APPROVED unanimously.

Report of Library Manager/Patricia Hartman

An update was provided to the board on the Summer Quest program, noting that there were lots of activities, including performers and special programs. They are looking forward to the upcoming changes in the children’s area. Special thanks were made to the Friends of the Yardley-Makefield Library for their donation of \$15,000 to help with Summer Quest. The Friends will be holding their annual book sale at the beginning of August.

Report of Special Projects Administrator/Jessica Gruber

A review of the Help Desk Specialists and Help Desk appointments was provided to the board, including handouts showing the types and number of appointments the Help Desk Specialists handle.

MOTION to APPROVE the check register for June 2018 in the amount of \$461560.65 was made by Jones, SECONDED by Balchis, and APPROVED unanimously.

MOTION to APPROVE the June 2018 financial statements (subject to audit) was made by Rogers, SECONDED by Johansson, and APPROVED unanimously.

Board Committee Reports:

The Finance Committee met with representatives from BCFL's insurance broker, Bean Mason & Eyer, to review and discuss all of the insurance policies. The Committee felt that there were no gaps and BCFL was well covered. The Committee also met with representatives from Vanguard, the company that handles the bulk of BCFL's assets to review investments and go over forward projections. The Committee also recommended that the Collection Material Endowment currently held by Wells Fargo be moved to Vanguard, which would result in lower fees.

MOTION to APPROVE the transfer of the Collection Material Endowment from Wells Fargo to Vanguard was made by Johansson, SECONDED by Jones, and APPROVED unanimously.

Correspondence – None

Unfinished business – None

New Business – The libraries will be undergoing a network wiring upgrade to take place during 2018. Most of the work will be done in the back rooms of the branches, with Doylestown being the only one whose wiring is on the floor. At Doylestown the work will be done before the library opens in the morning so as not to disrupt library users.

Public Comment – Donna Rayner commented on library materials, policies, and the BCFL website.

There being no further business, a MOTION to ADJOURN was made at 7:09 p.m. by Moore, SECONDED by Balchis, and so MOVED.

APPROVED BY BOARD OF DIRECTORS
SEPTEMBER 18, 2018