

**BUCKS COUNTY FREE LIBRARY**  
**MINUTES OF THE REGULAR MEETING OF SEPTEMBER 19, 2017**

The Regular Meeting of the Board of Directors of the Bucks County Free Library was held at the Levittown branch. The meeting was called to order at 6:00 p.m. Present were: Roberta Foerst, President; Constance Moore, Vice President; Jerry Balchis, Secretary; Larry Jones, Board Trustee; Martina Kominiarek, Chief Executive Officer; John Doran, Chief Financial Officer; and Pamela Riley, HR Administrator. Also in attendance were Joe Thompson, Chief Operating Officer, and Tracey Reed, Library Manager. Rick Rogers, Board Treasurer, and Bill Draper and Dan Johansson, Trustees, were absent.

A MOTION to APPROVE the minutes of the Regular Meeting of July 18, 2017 was made by Moore, SECONDED by Balchis, and APPROVED unanimously.

**PRESIDENT'S REPORT/ROBERTA FOERST**

A suggestion was made to plan a board retreat to discuss the board's direction and review how it's functioning. An email will be sent to all board members requesting suggestions for dates, times, and agenda items.

**STAFF REPORTS**

Report of Chief Executive Officer/Martina Kominiarek

The Bucks County Commissioners Meeting will be held at the Langhorne branch on September 20, 2017, and all board members are encouraged to attend. BCFL will hold its Staff Day on Monday, October 9, 2017 at the Doylestown District Center Library, and all board members are invited.

The Levittown branch renovation has started. Shelving is being shifted to prepare for mobile shelving. Funding will come from this year's budget for the work done now through December. Furniture renovations will move towards vinyl reupholstery and metal and other options for chairs to keep the library clean and functional.

A revised set of circulation policies were distributed to the board for their review. The last time the whole set was reviewed and revised was in 2009. This latest revision is the result of a two-year project led by Chris Snyder working with the community public libraries and BCFL. The most important change was the addition of an Appendix (A, B, & C) that extrapolates information from the policies that is most likely to change. For example, fines are part of the Appendix, so if they were to change, it could be done without changing the policy. The substantive changes for each policy were then summarized and explained to the board. The board will have one month to review the policies and let Martina know of any questions or concerns. The policies will also be placed on the BCFL website for public review and comments.

### Report of Levittown Library Manager/Tracey Reed

The Levittown branch along with the Bensalem branch was host to a summer food service program for area residents. The library partnered with the local school system to provide free lunches to anyone under 18. It also brought in people who had never been in the library before. It is hoped that BCFL can continue the program next year.

Several members of the Friends of the Levittown Library attended the board meeting, and they had a special presentation for the library of \$25,000 that they had raised through book sales and a flea market. It was presented by Nancy Masulis, President of the Levittown Friends, who wanted to recognize two members in particular for their many years of service to the Friends: Jim Puzo and Karen Wilson. She also discussed the Friends' Chair Yoga program, which has grown to approximately 40 people per session.

### Report of Chief Financial Officer/John Doran

- The Doylestown District Center Library Backyard project is about 20% complete and it's expected to be done by the end of November.
- Payments have been made towards the RFID project.
- State district funding was received last week.
- BCFL has held onto funds received from the Levittown Friends over the last two years. With the additional funds received at this board meeting, BCFL will provide mobile shelving and other improvements totaling \$65,000, the total amount of Levittown Friends donations between 2015 and 2017.

MOTION to APPROVE the check register for July 2017 in the amount of \$517,078.47 was made by Moore, SECONDED by Balchis, and APPROVED unanimously.

MOTION to APPROVE the July 2017 financial statements (subject to audit) was made by Balchis, SECONDED by Jones, and APPROVED unanimously.

MOTION to APPROVE the check register for August 2017 in the amount of \$353,977.34 was made by Moore, SECONDED by Jones, and APPROVED unanimously.

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

A long time ago someone donated Jim Beam stock to BCFL, and that company was recently purchased by another firm. BCFL is owed \$4,000 as a result of that transaction, but in order for the money to be paid, the company wants a board resolution confirming the information.

MOTION to APPROVE John J. Doran III, Chief Financial Officer, to be the authorized signer to sign the Keane Unclaimed Property request on behalf of Bucks County Free Library was made by Jones, SECONDED by Balchis, and APPROVED unanimously.

**Unfinished business** – None

**New Business** – At the last board meeting a board member proposed changing the board meeting start time to an earlier time. Those board members present were polled for their preference, and all agreed to keep the time as is.

**Public Comment** – Donna Rayner commented on an event at the Langhorne branch. Bob Nathan commented on the Levittown renovations.

**Correspondence** – A letter from the state approving the Doylestown District Center negotiated agreement for 2017-2018.

There being no further business, a MOTION to ADJOURN was made at 7:06 p.m. by Jones, SECONDED by Balchis, and so MOVED.

APPROVED BY BOARD OF DIRECTORS  
NOVEMBER 14, 2017