

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

The Regular Meeting of the Board of Directors of the Bucks County Free Library was held at the Perkasio branch. The meeting was called to order at 6:02 p.m. Present were: Roberta Foerst, President; Jerry Balchis, Secretary; Richard Rogers, Treasurer; Bill Draper, 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, Holly Ambrose, Collection Management Director, and Wayne Lahr, Library Manager. Constance Moore, Vice President; and Larry Jones and Dan Johansson, Board Trustees, were absent.

A MOTION to APPROVE the minutes of the Regular Meeting of February 20, 2018 was made by Balchis, SECONDED by Draper, and APPROVED unanimously.

A MOTION to APPROVE the minutes of the Regular Meeting of March 20, 2018 was made by Balchis, SECONDED by Draper, and APPROVED unanimously.

PRESIDENT’S REPORT/Roberta Foerst

President Foerst reviewed some items discussed at the March meeting. This included holding Doylestown board meetings on the second floor and having a board retreat.

STAFF REPORTS

Report of Chief Executive Officer/Martina Kominiarek

There will be an Executive Session to discuss confidential personnel matters.

Report of Perkasio Library Manager/Wayne Lahr

A review of events over the past year was presented to the board. Some highlights included: increased door counts and community participation in the Summer Reading Program and a developing relationship with Perkasio’s Parks and Rec Dept. with pop-up story times and other library events.

Report of Collection Management Director/Holly Ambrose

A new statistical report has been developed that will clearly show specific statistics at each branch in an easy-to-follow format using graphs and charts. The statistics will include everything from how much a certain format and genre is circulating to comparing one branch to another. This will enable the Collection Management Department to specifically target certain items for libraries where they circulate more and be a huge aid in purchasing decisions. This statistical report will be provided to the board for each branch annually.

Report of Human Resources Administrator/Pamela Riley

The 2017 annual turnover report was presented to the board. Turnover is presented as a percentage based on the average number of employees during the year and the number of employees who left BCFL. The number of departures from BCFL is broken down further to reflect retirements, medical issues, part-time employees taking full-time jobs, etc. A review of those departures is made looking for trends or any information that can be gleaned from the statistics gathered to aid in the hiring process and retention methods.

Report of Chief Financial Officer/John Doran

MOTION to APPROVE the check register for April 2018 in the amount of \$496,800.25 was made by Draper, SECONDED by Rogers, and APPROVED unanimously.

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

At the March BCFL board meeting the 2017 audited statements were approved by the board, which then releases the auditors to prepare the Form 990. It is then placed on the BCFL website.

MOTION to APPROVE the 2017 Form 990 was made by Balchis, SECONDED by Draper, and APPROVED unanimously.

The CFO and Development Director are creating guidelines to help standardize the different Friends groups at the BCFL branches. The guidelines will help to ensure that all operate in the same way.

A recent program on Eldercare was presented at the Yardley branch, and it proved to be very popular with the meeting room completely filled. Another program is planned for the fall at a different library.

A reminder that the Backyard Grand Opening celebration takes place on Friday, April 27, and all board members are encouraged to attend.

Board Committee Reports - None

Correspondence – Submitted in writing

Public Comment – No public commented.

Unfinished business – None

New Business – None

A MOTION to move into Executive Session to discuss confidential personnel matters was made at 6:49 p.m. by Balchis, SECONDED by Rogers, and so MOVED.

A MOTION to move out of Executive Session at 7:06 p.m. was made by Foerst, SECONDED by Balchis, and so MOVED.

A MOTION to increase hours open so that all branches open at 9:00 a.m. starting on June 4, 2018 was made by Rogers, SECONDED by Balchis, and approved unanimously.

There being no further business, a MOTION to ADJOURN was made at 7:07 p.m. by Balchis, SECONDED by Draper, and so MOVED.

APPROVED BY BOARD OF DIRECTORS
JUNE 19, 2018