

BUCKS COUNTY FREE LIBRARY
MINUTES OF THE REGULAR MEETING OF MAY 16, 2018

The Regular Meeting of the Board of Directors of the Bucks County Free Library was held at the Bensalem branch. The meeting was called to order at 6:07 p.m. Present were: Roberta Foerst, President; Jerry Balchis, Secretary; 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, Chief Operating Officer; Heather Warren, Bensalem Library Manager; Holly Ambrose, Collection Management Director; Jennifer Moakler, Collection Management Coordinator; and Kate Transue, Children's Services Coordinator. Constance Moore, Vice President, Richard Rogers, Treasurer, and Dan Johansson, Board Trustee, were absent.

Approval of the minutes of the Regular Meeting of April 17, 2018 was tabled until the next meeting as not enough board members who attended that meeting were present.

PRESIDENT'S REPORT

Plans are in the works for a retreat for board members to be held some time in August, as there's no board meeting that month. More information to follow.

STAFF REPORTS

Report of Chief Executive Officer/Martina Kominiarek

The Bucks County Commissioners Meeting was held today, and BCFL's Keystone grant application was on the agenda. The commissioners voted to support the Keystone grant, which is to replace the metal roof in Doylestown. The commissioners agreed to spend \$400,000 of county capital funds for the \$800,000 project. Next, BCFL will submit the application for the Keystone grant, which hasn't been awarded yet but needed county support prior to submission. The board president will be asked to sign a letter of support as well as our elected officials.

A packet of BCFL policies to be reviewed for 2018 was distributed to the board. Policy Development policy – MNG-12 requires that policies be reviewed every three years. The packet includes those policies needing to be reviewed with no revisions required. The recommendation made to the Governance Committee was to give review dates of today for those not being worked on further and continue to work on those actively being worked on. After discussion, those present agreed that all recommended policies be given a review date of May 16, 2018.

Report of Bensalem Library Manager/Heather Warren

The highlights at the Bensalem branch over the past year were provided to the board. This included the Summer 2017 meal program that provided lunches to children over a six week period. The program will be repeated at the branch this summer. In September 2017 another evening was added for passport services. Appointments were added to streamline the process. In March the layout of the collection at the branch was updated with the help of several different departments, with positive feedback received from library users. Bensalem is providing more children's programs than ever with popup story times. RFID and self-serve kiosks have been great. A snapshot of the previous Saturday showed 98% of checkouts were from the self-serve kiosks. Their teen volunteer program is one of the most active in Bucks County, and the goal is to reach adult volunteers as well.

Report of Children's Services Coordinator/Kate Transue

This year's summer reading program is called Summer Quest. There are three logs for different age groups. June 15 is the Summer Quest kickoff from 11:00 – 3:00. There will be food trucks, a petting zoo at Doylestown, and face painting. Throughout the summer there will be Chinese acrobat groups, a program by the Academy of Natural Sciences on fossils, at Levittown a zoo with sloth and penguin, Randy Shine Magician, and summer reading photo booths. Branches will continue with rainbow rings that denote the number of minutes library users rack up. Participants can earn badges traveling to different branches.

Comic Con was held on Saturday, May 5 at three branches. It included vendors, artists, collectors and businesses. There was a great turnout and plans are in place to do it again next year.

Report of Collection Management Director/Holly Ambrose

The board received packets of statistics for all seven branches that Collection Management is now able to compile. The statistics provide information of the most popular areas of the collection. Staff can drill it down to customize for each branch. This is now possible using Blue Cloud software.

The board also received a revised Collection Management policy – MNG-2. This version is more compact and includes Intellectual Freedom as part of the policy, not separate. A board member suggested adding to the bullet points that criteria for selection would be demonstrated potential for use as evidenced by collection statistics.

MOTION to APPROVE the Collection Management Policy MNG-2 with the amendment was made by Jones, SECONDED by Foerst, and APPROVED unanimously.

Report of Chief Financial Officer/John Doran

MOTION to APPROVE the check register for April 2018 in the amount of \$377,390.29 was made by Jones, SECONDED by Draper, and APPROVED unanimously.

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

Correspondence – A request was made from a library user to eliminate food from all libraries. BCFL’s counsel Dave Spitko researched the matter and concluded that BCFL is not obligated to prohibit food. However, one table in both the children’s and adult areas at each branch will be designated as food free.

Public Comment – Donna Rayner commented on the collection.

Unfinished business – None

New Business – None

There being no further business, a MOTION to ADJOURN was made at 7:04 p.m. by Balchis, SECONDED by Jones, and so MOVED.

APPROVED BY BOARD OF DIRECTORS
JUNE 19, 2018