

BUCKS COUNTY FREE LIBRARY
MINUTES OF THE REGULAR MEETING OF SEPTEMBER 18, 2018

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 6:00 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; John Doran, Chief Financial Officer; and Pamela Riley, HR Administrator. Also in attendance were: Joe Thompson, Chief Operating Officer; Jessica Gruber, Special Projects Administrator, Judy Benfield, Library Manager; Jessica Richmond, Youth Services Librarian; and Lenore Bracegirdle, Union Steward. Bill Draper, Board Trustee, was absent.

A MOTION to APPROVE the minutes of the Regular Meeting of July 17, 2018 was made by Moore, SECONDED by Rogers, and APPROVED unanimously.

PRESIDENT’S REPORT/ROBERTA FOERST

Much information was garnered from a recent visit to a star library system in Cleveland, Ohio. The group was provided with tours of the various facilities and met with administrative personnel to discuss their policies and procedures.

The board plans to meet with the Bucks County commissioners in 2019. The commissioners will provide available dates in late November or early December, and the board can set a date to meet next year.

The District Consortium and Advisory Council (DCAC) met in September with over 25 attending the meeting. Many different community libraries were represented, and John Doran and Michelle Wexler gave a presentation on fundraising to the group.

STAFF REPORTS

Report of Chief Executive Officer/Martina Kominiarek

BCFL’s Staff Day is taking place on October 8. An agenda of the day’s events was distributed to the board.

An overview of the facilities master plan was presented to the board. BCFL administration has been working with consultants to develop the plan and go forward with it by the first quarter of 2019.

Report of Library Manager/Judy Benfield

The Langhorne branch Youth Services Librarian was introduced. She presented a PowerPoint presentation on the Summer Quest program. This is a reading program that took place at all seven branches throughout the summer months.

Report of Chief Financial Officer/John Doran

MOTION to APPROVE the check register for July 2018 in the amount of \$404,735.36 was made by Moore, SECONDED by Balchis, and APPROVED unanimously.

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

MOTION to APPROVE the check register for August 2018 in the amount of \$300,324.41 was made by Moore, SECONDED by Johansson, and APPROVED unanimously.

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

A periodic requirement of the IRS is to review the organization's retirement plan. This provides an opportunity to determine whether any changes need to be made to the plan; however, BCFL does not want to make any changes.

A MOTION to APPROVE the reinstatement of the current BCFL retirement plan was made by Moore, SECONDED by Johansson, and APPROVED unanimously.

Unfinished business

The Library Behavior Banning Guidelines were submitted for the board's approval. They originally consisted of three 11' x 17' sheets. Without making substantive changes they were streamlined to fit onto an 8-1/2" x 11" sheet (front and back). It was noted that online gambling was listed as permissible, but the board felt that it should be removed and the motion amended to address that..

A MOTION to APPROVE the Library Behavior Banning Guidelines as amended was made by Rogers, SECONDED by Moore, and APPROVED unanimously.

The board was provided with two minor changes that were added to ING 8 – Computer and Acceptable Internet Use Policy.

A MOTION to APPROVE the revisions to ING 8 – Computer and Acceptable Internet Use Policy was made by Moore, SECONDED by Johansson, and APPROVED unanimously.

New Business – Patch repair for the Langhorne branch walkway is underway and being evaluated.

Public Comment – Betsy Satterthwaite gave board members an article on libraries from the New York Times and asked that signage be added to facilitate locating certain subject areas; another resident noted that she'd like more library materials for the senior demographic; Langhorne Borough council president, Karen Thomas, thanked the board for continuing to support Langhorne; Donna Rayner also spoke about the senior demographic; and Pat Randall spoke on the positive experience she's had at the Langhorne branch.

There being no further business, a MOTION to ADJOURN was made at 7:28 p.m. by Moore, SECONDED by Rogers, and so MOVED.

APPROVED BY BOARD OF DIRECTORS
OCTOBER 16, 2018