

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

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: Constance Moore, Vice President; Jerry Balchis, Secretary; Richard Rogers, Treasurer; Larry Jones and Dan Johansson, Board Trustees; John Doran, Chief Financial Officer; and Pamela Riley, HR Administrator. Also in attendance were Holly Ambrose, Collection Management Director; Jennifer Moakler, Collection Management Coordinator; and Steve Lorenz, Library Manager. Martina Kominiarek, Chief Executive Officer; Roberta Foerst, President; and Bill Draper, Board Trustee, were absent.

A revision was made to the September 2018 board minutes. Under New Business, one addition: "Patch repair for the Langhorne branch walkway is underway and being evaluated." With that addition a MOTION to APPROVE the minutes of the Regular Meeting of September 18, 2018 was made by Jones, SECONDED by Rogers, and APPROVED unanimously.

STAFF REPORTS

Report of Collection Management Director/Holly Ambrose

An overview was presented to the board on the 2019 Collection Management Department budget. The overview specified the priorities that are being addressed and the analysis used to determine the best return on investment.

Staff Day was held the previous week on Monday, October 8. Over 100 BCFL staff members attended along with a number of CPL staff as well.

Report of Levittown Library Manager/Steve Lorenz

Some highlights of 2018 were presented, including the free summer lunch program that took place at the branch. The program took place from mid-June through July, with attendance averaging about 45 people each day. Megan Marks, Manager Trainee, was introduced to the board, followed by Nancy Masulis, Levittown Friends President. Nancy told the board about the Levittown Library October Book Sale that had just ended, and presented a check to the board in the amount of \$20,000. She acknowledged the help and support of the volunteers of the Levittown branch, who have logged in over 2,000 hours so far.

Report of Collection Management Coordinator/Jennifer Moakler

Staff Day presenters were very well received as noted from the evaluation surveys attendees completed. One in particular was Becky Spratford, who presented four entirely different sessions on various areas of reader's advisory. Staff were provided with ideas on how to help library users find reading selections based on information obtained from them as well as various resources available.

Report of Chief Financial Officer/John Doran

MOTION to APPROVE the check register for September 2018 in the amount of \$420,733.36 was made by Moore, SECONDED by Jones, and APPROVED unanimously.

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

Board Committee Reports:

No committees met. Finance will schedule a meeting next month.

Unfinished business – A temporary patch for the Langhorne walkway was installed.

New Business – Constance Moore reported on a nationwide ALA webinar on advocacy on which she participated as a panelist.

Bids were received for the Doylestown employee restroom renovations project with a recommendation to award it to Premier Builders. They came in with the lowest bid at \$174,000. The project will open up the back hallway to make bathrooms accessible to everyone visiting or near The Backyard. Premier Builders have done restroom renovations for BCFL before at the Bensalem, Levittown and Yardley branches.

MOTION to APPROVE the bid award for the Doylestown Library restroom renovation was made by Moore, SECONDED by Johansson, and APPROVED unanimously.

The 2019 BCFL Board Meeting Schedule was provided to the board for approval. It was brought up that there had been some discussion of consolidating some of the meetings with one meeting representing two branches. However, it was felt that it should be kept as is so that all the libraries get visited each year.

MOTION to APPROVE the 2019 BCFL Board Meeting Schedule was made by Moore, SECONDED by Johansson, and APPROVED unanimously.

Public Comment – No public commented.

Jerry Balchis asked for volunteers for a nominating committee for the election of 2019 BCFL Board Officers. Larry Jones volunteered to chair with Dan Johansson assisting.

There being no further business, a MOTION to ADJOURN was made at 6:34 p.m. by Moore, SECONDED by Johansson, and so MOVED.

APPROVED BY BOARD OF DIRECTORS
DECEMBER 18, 2018