

**BUCKS COUNTY FREE LIBRARY**  
**MINUTES OF THE REGULAR MEETING OF JANUARY 15, 2019**

The Regular Meeting of the Board of Directors of the Bucks County Free Library was held at the Doylestown District Center Library. The meeting was called to order at 6:00 p.m. Present were: Jerry Balchis, President; Roberta Foerst, Vice President; Richard Rogers, Secretary; Larry Jones, 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; and Jessica Gruber, Special Projects Administrator. Constance Moore, Board Trustee, was absent.

A MOTION to APPROVE the minutes of the Regular Meeting of December 18, 2018 was made by Jones, SECONDED by Rogers, and APPROVED unanimously.

**STAFF REPORTS**

Report of Chief Executive Officer/Martina Kominiarek

The strategic plan for the upcoming year was reviewed with the board. The Doylestown District Center Library will undergo two capital projects. They are the current restroom renovation, which will provide two additional public restrooms and two new staff restrooms, and metal roof replacement, which is being put out for bids. The latter project will require the library to close for a short period of time, but alternate ways to serve the public during this period are being researched. The elevator in Doylestown will be replaced as well and made ADA compliant.

The board was provided with a final draft of the revised strategic plan for public services with a focus on facilities. Goals for the coming period 2019-2021 were reset with input from appropriate staff members. Strategic plan target goals were reviewed with the board. This included materials circulation, ebook checkouts, increased building traffic, online classes, website visits, and children's programs.

It was suggested that information on why the numbers are what they are be added to the strategic plan. As a result, the strategic plan will be updated and resubmitted to the board for approval.

Report of Chief Financial Officer/John Doran

MOTION to APPROVE the check register for December 2018 in the amount of \$565,388.20 was made by Jones, SECONDED by Rogers, and APPROVED unanimously.

The auditors are coming on January 25, 2019, so the financial statements for December should be available at next month's board meeting.

**Unfinished business** – None

**New Business** – Board committee assignments:

- Finance Committee: Larry Jones, Chair, Jerry Balchis, and Rick Rogers
- Governance Committee: Roberta Foerst, Chair, Constance Moore, and Bill Draper

**Correspondence** – An email was sent to the “hello” account from Margaret Hollins, who is requesting more large tables in the adult section of the Bensalem branch. A staff member called Ms. Hollins and explained that we are in the process of refurbishing Bensalem and are waiting for new furniture to arrive that will alleviate that situation.

**Public Comment** – No public commented.

There being no further business, a MOTION to ADJOURN was made at 6:44 p.m. by Foerst, SECONDED by Jones, and so MOVED.

APPROVED BY BOARD OF DIRECTORS  
MARCH 19, 2019