

**BUCKS COUNTY FREE LIBRARY**  
**MINUTES OF THE REGULAR MEETING OF APRIL 16, 2019**

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: Jerry Balchis, President; Roberta Foerst, Vice President; Larry Jones, Treasurer; Constance Moore and Joe Flood, Board Trustees; John Doran, Chief Financial Officer; and Pamela Riley, HR Administrator. Also in attendance were Joe Thompson, Chief Operating Officer, Holly Ambrose, Collection Management Director, Steve Lorenz, Levittown Library Manager, and Megan Marks, Levittown Manager Trainee. Martina Kominiarek, Chief Executive Officer, Richard Rogers, Secretary, and Bill Draper, Trustee, were absent.

A MOTION to APPROVE the minutes of the Regular Meeting of March 19, 2019 was made by Moore, SECONDED by Jones, and APPROVED unanimously.

The board welcomed new board member Joe Flood to the BCFL board meeting.

**STAFF REPORTS**

Report of Chief Operating Officer/Joe Thompson

Levittown Friends President Nancy Masulis was acknowledged and thanked for her continued support.

Report of Collection Management Director/Holly Ambrose

As the Summer Quest Program approaches, a workshop for management staff was presented by the Search Institute, which is a nonprofit organization whose focus is creating strategies for developing children's strengths. This ties in with the Volunteer Committee's plans to implement an in-depth volunteer program at BCFL in June. Fifteen volunteer positions were identified, and managers will determine which positions are needed at their libraries and how many hours. The board was provided with a letter that will be distributed to current volunteers informing them of the volunteer opportunities coming up and letting them know that they need to obtain background clearances, as will all new volunteers.

Report of Chief Financial Officer/John Doran

Administration recently met with representatives of the Disbrow Trust Fund at the Yardley branch. A brief explanation of how the trust is set up was provided to the board, and they were told of the improvements that were made using the fund proceeds (Career Corner, online business resources). The board was given a copy of the report with the spending plan approved by the Disbrow Trustees.

The large aerial photo of Levittown that was displayed at the Levittown branch was in poor shape and was provided to a company for digital scanning to preserve it. The company is providing several options for a new presentation, such as aluminum or glass.

On May 9, 2019 BCFL a reception will be held from 4:00 – 6:00 p.m. with representatives of the Lehigh Valley Community Foundation at the Quakertown branch. Board members are invited to attend and should contact John or Martina if they can do so.

MOTION to APPROVE the check register for March 2019 in the amount of \$647,858.98 was made by Foerst, SECONDED by Moore, and APPROVED unanimously.

MOTION to APPROVE the March 2019 financial statements (subject to audit) was made by Foerst, SECONDED by Jones, and APPROVED unanimously.

The IRS 2018 990 tax filing was checked against the audited financial statement and will be placed on the BCFL website.

MOTION to APPROVE the 2018 BCFL 990 IRS tax filing was made by Foerst, SECONDED by Jones, and APPROVED unanimously.

**Board Committee Reports:**

No committees met. Governance Committee plans to meet before the next board meeting.

**Correspondence** – An email was received by the board regarding payment for a damaged book that was claimed to be in that condition when received. Since the board doesn't handle day-to-day operations, the library user was told to discuss the situation with the branch library manager. The library user eventually returned to the library and was refunded the payment.

**Public Comment** – Donna Rayner had questions regarding the volunteer program. Betsy Satterthwaite commented on the Langhorne branch patio renovation. Claudia Griffin commented on the removal of the display cases at the Levittown branch.

**Unfinished business** – None

**New Business** – None

There being no further business, a MOTION to ADJOURN was made at 6:40 p.m. by Foerst, SECONDED by Moore, and so MOVED.

APPROVED BY BOARD OF DIRECTORS  
JUNE 4, 2019