

**BUCKS COUNTY FREE LIBRARY**  
**MINUTES OF THE REGULAR MEETING OF DECEMBER 17, 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; Larry Jones, Treasurer; Bill Draper, Constance Moore, and Joe Flood, Board Trustees; Martina Kominiarek, Chief Executive Officer; John Doran, Chief Financial Officer; Joe Thompson, Chief Operating Officer; and Pamela Riley, HR Administrator. Richard Rogers, Secretary, was absent.

A MOTION to APPROVE the minutes of the Regular Meeting of October 15, 2019 was made by Foerst, SECONDED by Flood, and APPROVED unanimously.

**STAFF REPORTS**

Report of Chief Executive Officer/Martina Kominiarek

Congratulations on reappointments to the board for Jerry Balchis and Rick Rogers.

The Security Camera Policy was distributed to the board in response to an incident at the Langhorne branch where a news agency requested security camera footage. The policy dictates that requests must be made through an Open Records request.

A library user sent a letter regarding fees for earbuds. He felt there should not be a fee nor should there be fines for late materials. Eliminating late fees was discussed at the previous board meeting, and it is BCFL's stance that there would be a significant impact to the budget should BCFL do so. BCFL will track this issue and continue to review fine elimination when the budget is reviewed, but it is not feasible to do so at this time.

As a result of emails written by former employees or anonymous current employees that were sent to all staff to make complaints, the board received several current policies that address correct procedures staff can follow. The three handouts were: Section 15 of the Staff Handbook (Email and Other Electronic Communications); Article 10 of the CBA (Grievance and Arbitration Procedures); and the Whistleblower Policy. It was strongly suggested by BCFL's attorney that the email policy be reviewed and security measures put in place to prevent unauthorized or inappropriate access and communication.

The board were invited to visit branches to see and hear what they're accomplishing and the great things they're doing. The board were then told about the upcoming work and projects of many of the administrative staff, who were present at the board meeting.

Report of Chief Operating Officer/Joe Thompson

The Perkasio branch has received bids for a brick refacing project. Palmer Waterproofing, Inc. had the low bid. However, since over 60 days have passed since the bid opening, it was necessary to go back to the vendor to see if the bid had changed. The architect was told that they can do the project for the same amount in the spring. Leigh Sheldron, Facilities Manager, was acknowledged for his work on the project.

Motion to APPROVE Palmer Waterproofing, Inc.'s bid of \$95,000 was made by Flood, SECONDED by Moore, and APPROVED unanimously.

Report of Creative Services Administrator/Zack Faust

Zack presented his report on the visual identity rebrand. He presented the timeline of the rollout and gave a PowerPoint presentation on the new designs.

Report of Chief Financial Officer/John Doran

MOTION to APPROVE the check register for October 2019 in the amount of \$401,427.50 was made by Moore, SECONDED by Jones, and APPROVED unanimously.

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

MOTION to APPROVE the check register for November 2019 in the amount of \$542,215.07 was made by Foerst, SECONDED by Draper, and APPROVED unanimously.

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

The additional revenue from fines, donations, and savings from utilities and snow plowing helped the end-of-the-year budget to be in good shape. The additional funds were used for more children's programs during school breaks, toy replacement, and to upgrade security cameras.

The 2020 Operating and Capital Budget was on the agenda for approval. The highlights of both the operating and capital budgets were presented to the board both at the board meeting and at a previous Finance Committee meeting. The budget is dependent on county funding not changing from the previous year, which would be determined at the December Commissioners Meeting.

A MOTION to APPROVE the 2020 Operating and Capital Budget was made by Jones, SECONDED by Moore, and APPROVED unanimously pending the results of the Commissioners Meeting.

**Board Committee Reports:**

The Finance Committee met in November to go over the proposed 2020 Operating and Capital budget. An extensive discussion about carpet replacement also took place.

**Correspondence** – Email received from library user regarding the tone of an automated response he received to renew his library card. He felt it was impersonal and disrespectful. Some staff members were assigned to review the automated response and will revise it and have a final draft for the next board meeting.

**Unfinished business** – The outreach vehicle is late in arriving, and the company has cited layoffs as the reason they are behind. The company will be sending pictures of their progress that will be available by the next board meeting.

**New Business** – A Nominations Committee will be assigned the task of selecting BCFL board officers for 2020. Larry Jones will chair the committee, and Joe Flood will assist and report back at the January meeting.

**Public Comment** – Several staff members and former staff members commented. The board asked that they put any concerns they may have in writing.

There being no further business, a MOTION to ADJOURN was made at 7:40 p.m. by Foerst, SECONDED by Moore, and so MOVED.

APPROVED BY BOARD OF DIRECTORS  
JANUARY 21, 2020