

BUCKS COUNTY FREE LIBRARY
MINUTES OF THE REGULAR MEETING OF JANUARY 21, 2020

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 6:01 p.m. Present were: Jerry Balchis, President; Roberta Foerst, Vice President; Richard Rogers, Secretary; Larry Jones, Treasurer; Constance Moore, and Joe Flood, Board Trustees; Martina Kominiarek, Chief Executive Officer; John Doran, Chief Financial Officer; and Pamela Riley, HR Administrator. Bill Draper, Board Trustee, was absent.

A MOTION to APPROVE the minutes of the Regular Meeting of December 17, 2019 was made by Foerst, SECONDED by Flood, and APPROVED unanimously.

STAFF REPORTS

Report of Chief Executive Officer/Martina Kominiarek

The CEO updated the board about the following areas:

The library's attorney recommended improving e-mail security. IT staff are working on plans. It was recommended that BCFL only manage and provide e-mail accounts for its own employees.

A team of staff is working on plans to convene a new meeting of Customer Service Associates. More than half of BCFL employees are Customer Service Associates. The purpose for the new regularly scheduled meeting will be to communicate goals, policies and information and respond to their concerns.

The management team has been researching and discussing ways of assessing staff morale.

The Board was given copies of policies for their review and revision, including the Whistleblower Policy and the section on staff complaints from the Staff Handbook.

Children's program attendance has increased 25%. This is attributable to the Programming Assistants regularly delivering story times and to Children's Services Librarians and Children's Services Assistants increasing outreach events at preschools. Also, adult volunteers have increased by 13% and teens by 24%. This is attributable to the professional volunteer package and recruitment efforts that managers and branch staff worked hard to implement over the past year.

Report of Library Manager/Margarita Hossaini-zadeh

An overview of happenings at the Doylestown Library was provided to the board. The library underwent reconstruction and elevator repair, and staff were incredibly flexible during this process. The volunteer program was revisited, and as a result, the library saw an influx of new volunteers, including teens. Doylestown initiated bilingual story time, too, led by Margarita and Emily Knorr, Children's Services Librarian. In The Backyard the branch held popular programs, such as chess tournaments using the new life-size chess sets and also held a life-size Candyland game with 750 participants. The Spring into the Arts event had a turnout of 530 people in one day. Halloween Spooky Stories and Countdown to Noon on New Year's events had huge turnouts as well.

Report of IT Director/Shawn Pall

A network reconfiguration is in the works that should provide a cost savings without any loss of performance or network security. Libraries will have individual internet connections appropriate for the number of computers they have. A secondary internet connection has been added Doylestown to prevent the loss of internet service across all libraries when Doylestown's primary internet service has been disrupted. Quotes are being obtained for automatic failover 4G connections for when individual libraries lose their internet service. This will allow for a few integral computers to remain up and running until service is restored. It was noted that a backup generator is in the budget.

Report of Chief Financial Officer/John Doran

A MOTION to add Joe Flood, Board Trustee, as a check signer was made by Jones, SECONDED by Moore, and APPROVED unanimously.

MOTION to APPROVE the check register for December 2019 in the amount of \$623,388.63 was made by Moore, SECONDED by Foerst, and APPROVED unanimously.

There wasn't a December 2019 financial statement, so no motion was made. Since it is a year-end financial statement, additional journal entries and statements haven't been made nor received as of the board meeting's date.

Unfinished business

- 1) Election of Board Officers: Nominating Committee Chair Larry Jones consulted with Joe Flood. They spoke with board members prior to tonight's meeting, and the nomination results were the following:

President – Jerry Balchis and Constance Moore. A paper ballot of the board members attending tonight's meeting resulted in the re-election of Jerry Balchis.

Vice President – Joe Flood

Secretary – Rick Rogers

Treasurer – Larry Jones

- 2) Automated email responses to library users: A team looked at how to make them more cordial and non-threatening. Draft responses to all automated emails is still in the works and will be reviewed by all staff for feedback.

New Business – None

Public Comment – A staff member commented on a personnel matter. A community member complimented the board on their volunteer work.

A MOTION to move into Executive Session was made by Flood, SECONDED by Jones, and so MOVED.

A MOTION to end the Executive Session was made by Foerst, SECONDED by Moore, and so MOVED.

There being no further business, a MOTION to ADJOURN was made at 8:00 p.m. by Jones, SECONDED by Balchis, and so MOVED.

APPROVED BY THE BOARD OF DIRECTORS
FEBRUARY 18, 2020