

BUCKS COUNTY FREE LIBRARY
MINUTES OF THE REGULAR MEETING OF FEBRUARY 18, 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 6:00 p.m. Present were: Jerry Balchis, President; Joe Flood, Vice President; Richard Rogers, Secretary; Larry Jones, Treasurer; Bill Draper and Constance Moore, Board Trustees; Martina Kominiarek, Chief Executive Officer; John Doran, Chief Financial Officer; Joe Thompson, Chief Operating Officer, and Pamela Riley, HR Administrator. Also in attendance were Jessica Gruber, Special Projects Administrator; Patty Harris, Access Services Manager; Holly Ambrose, Collection Management Director; Leigh Sheldron, Facilities Manager; Chris Snyder, District Consultant; Shaun Pall, IT Director; Zack Faust, Creative Services Administrator; and Kate Transue, Children's Services Manager. Roberta Foerst, Board Trustee, was absent.

A MOTION to APPROVE the minutes of the Regular Meeting of January 21, 2020 was made by Flood, SECONDED by Rogers, and APPROVED unanimously.

PRESIDENT'S REPORT

Committee assignments were made as follows:

Finance Committee –Larry Jones, Chair; Rick Rogers; Constance Moore; and Jerry Balchis
Governance Committee – Joe Flood, Chair; Roberta Foerst; Bill Draper; and Jerry Balchis

STAFF REPORTS

Report of Chief Executive Officer/Martina Kominiarek

A review of the current status of the PA budget proposal for libraries was presented to the board. Everyone was urged to contact their legislators to advocate for libraries and ask for improvement to the state funding.

Chris Snyder, District Consultant, is leaving BCFL after 38 years. She was acknowledged for the grace, competence and leadership that she exhibited during her tenure at BCFL, and it was noted that she had received the Certificate of Merit at the state level for her accomplishments.

Report of Access Services Manager/Patty Harris

BCFL was asked to be an early adopter of OCLC Wise, which is a Community Engagement System with a built-in integrated library system. BCFL plans to start migrating from SirsiDynix Symphony early next year and go live in January 2022. The board was provided with handouts on costs and features of OCLC Wise.

MOTION to APPROVE adopting OCLC Wise as BCFL's Community Engagement and Integrated Library Systems was made by Jones, SECONDED by Rogers, and APPROVED unanimously.

Report of Facilities Manager/Leigh Sheldron

A review of capital projects for 2019 and 2020 was provided to the board. The two remaining for 2019 were the Doylestown elevator renovation, which received final approval, and the Doylestown roof. The roof was 99% complete with a punch list scheduled for the upcoming Friday. For 2020 there will be carpet replacement at the Doylestown Library, which will be a two to three week project sometime in mid-April requiring the library to close. Also slated is window replacement at the Levittown branch, which will be going to bid shortly.

Report of District Consultant/Chris Snyder

Information on board onboarding was handed out. Also discussed was the makeup of the District and the role of the district staff: the District Consultant, the Marketing and Public Relations Specialist; and the Children's Services Consultant. It was announced that a newsletter for board members will be starting soon. This is a proud accomplishment that took two years of planning. The newsletter will be emailed quarterly on topics such as advocacy and training.

Report of Chief Financial Officer/John Doran

MOTION to APPROVE the check register for January 2020 in the amount of \$733,101.45 was made by Jones, SECONDED by Flood, and APPROVED unanimously.

In December 2019 the budget was showing additional savings in utilities along with increased fine revenue that was used for collection materials and programs. Financially, it was a good year with a carryover of \$20,000.

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

MOTION to APPROVE the January 2020 financial statements (subject to audit) was made by Draper, SECONDED by Moore, and APPROVED unanimously.

A report was presented to the board on Unique Management Services, Inc., a company we have engaged to collect fines and materials from BCFL library users. It continues to be a profitable venture with materials returned worth over \$790,000.

The Finance Committee will be setting dates to meet with the auditors and Vanguard.

Board Committee Reports – None

Correspondence – None

Unfinished business – None

New Business – None

Public Comment – No public commented.

MOTION to MOVE into Executive Session was made by Moore, SECONDED by Jones, and APPROVED unanimously.

MOTION to END the Executive Session was made by Balchis, SECONDED by Draper, and APPROVED unanimously.

There being no further business, a MOTION to ADJOURN was made at 8:25 p.m. by Jones, SECONDED by Rogers, and so MOVED.

APPROVED BY THE BOARD OF DIRECTORS
JULY 21, 2020