

BUCKS COUNTY FREE LIBRARY
MINUTES OF THE REGULAR MEETING OF DECEMBER 21, 2010

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 5:34 p.m. Present were: Jerry Balchis, President; Mary Ann Beltz, Vice President; Christina Paugh-Greenwood, Secretary; Constance Moore and Richard Rogers, Board Trustees; Martina Kominiarek, Executive Director; Sue Ziegler, Collection Management Director; John Doran, Chief Financial Officer; and Pam Riley, Executive Assistant. Also in attendance were Janet Marnatti, Strategic Operations Director; Beth Anderson, Public Services Director; Joe Thompson, Facilities Manager; and Roberta Yakovich, District Center Manager. Bill Draper, Treasurer and Roberta Foerst, Board Trustee, were absent.

A MOTION to APPROVE the minutes of the Regular Meeting of November 16, 2010 was made by Beltz, SECONDED by Moore and APPROVED unanimously.

STAFF REPORTS

Report of District Center Manager/Doylestown

Roberta Yakovich discussed the challenges that have occurred during the past year as a result of funding cuts. She explained how statistics show library users at Doylestown are still as abundant as ever and said that keeping a positive attitude was a strategy she used and encouraged in her staff.

Yakovich said she looked forward to the upcoming 5 Things Project and the proposed community school idea. She said that Bucks County Free Library's focus on youth services, the website, blogs and social networking will sustain their viability in these trying times and enable BCFL to come out even stronger.

The board asked whether library users are asking about digital books for their ebook readers. Yakovich said they do get questions – and expect even more after the holidays – but her staff are able to direct the library users to Overdrive, which is free and has downloadable books in many formats. The ebook statistics for BCFL overall increased 61% in December from the previous year.

Report of Executive Director

Martina Kominiarek said that the county budget is slated to be approved at the December Commissioners Meeting. BCFL was hoping to receive a 2.3% increase from the county. She said that the change in hours open for the branches that was presented to the board at the previous board meeting had been slightly revised with some additional hours. She said the library was still awaiting final payment for state funding, having only received 50% to date.

She then gave an overview of what administrative staff were working on:

- Public Services Director Beth Anderson has been overseeing the completion of the Yardley-Makefield branch renovation, including the purchase of some furniture and children's items. Kominiarek thanked the Yardley-Makefield branch Friends group for their financial and community support. Along with Anderson she met with the Perkasio Library Association, and they made a financial commitment in support of the purchase of a new service desk. Anderson was also working with her team of managers to coordinate scheduling hours in light of the upcoming change in hours open.
- Strategic Operations Director Janet Marnatti has been working on a new meeting room policy, revised job descriptions (new format), and evaluating the format used for performance evaluations.
- Public Services Manager Holly Ambrose along with District Consultant Chris Snyder represented BCFL at the Bucks County Community College's Senior Expo at a booth to promote the 5 Things Project. They brought new tech gadgets to provide attendees with demonstrations on their use and information on how they could attend a 5 Things program to learn more about any of the 5 Things categories – e-mail, blogs/microblogs, social network (Facebook), digital photography, and sharing photos.
- CFO John Doran finalized a contract with ADP for a biometric timekeeping system, which he hopes to have in place by the end of the first quarter in 2011. He also attended the last commissioners meeting, where they awarded the carpet contract for the Perkasio branch renovation.

Board members initiated a discussion on computer usage and needs as technology evolves..

Report of Public Services Director (submitted in writing)

Report of Collection Management Director

Sue Ziegler acknowledged union steward David Dunlap in attendance at the meeting. Ziegler stated that BCFL staff did a tremendous job in decorating a tree at the Pearl Buck House. Many staff members participated in making library-themed ornaments for the tree, and BCFL came in second place in public voting for a favorite. She informed the board regarding a new online service that would be available to library users starting in January. It is called Universal Class, and it provides instruction through online classes in varied areas – from business to leisure to hobby and craft. Each class is facilitated by a live person on the other end, and participants are given six months to take each course and can even earn CE credits.

Report of Chief Financial Officer

MOTION to APPROVE the payment of bills for November 2010 in the amount of \$425,038.07 was made by Moore, SECONDED by Rogers and APPROVED unanimously.

MOTION to APPROVE the November 2010 financial statements (subject to audit) was made by Rogers, SECONDED by Beltz, and APPROVED unanimously.

CFO John Doran distributed the 2011 budget to the board. He stated that the 2011 budget is \$9 million and that variances were listed in the handout. He reviewed the budgeted amounts listed with the board, explaining any increases.

MOTION to APPROVE the 2011 2% salary increase for non-union staff was made by Paugh-Greenwood, SECONDED by Beltz, and APPROVED unanimously.

MOTION to APPROVE the 2011 Budget was made by Rogers, SECONDED by Beltz, and APPROVED unanimously.

Board Committee Reports:

The Governance Committee met to discuss the Meeting Room Policy, and chair Beltz stated that it would require at least one more meeting.

The BCFL Board Nominating Committee for Officers for 2011 presented the following slate for board approval: President – Jerry Balchis; Vice President – Roberta Foerst; Secretary – Christina Paugh-Greenwood; and Treasurer – Bill Draper.

MOTION to CLOSE the nominations was made by Moore, SECONDED by Beltz, and APPROVED unanimously.

A MOTION to APPROVE the BCFL Officers as noted by the Nominating Committee was voted on. All ayes; no opposed. Motion carried.

Correspondence – Submitted in writing

Public Comment – No public commented.

Unfinished business – None

New Business – MOTION to APPROVE the hours open for branches as presented and revised was made by Moore, SECONDED by Paugh-Greenwood, and APPROVED unanimously.

Facilities Manager Joe Thompson reported on bids received for janitorial services. He said that CMS had the lowest bids, and he spoke with two references that both had great reviews of their service. Upon board approval they would be awarded a one-year contract with a two-year option to renew. Board trustee Moore asked where the company was located, and Thompson reported that they are from Bensalem, PA.

MOTION to APPROVE CMS as the cleaning service for branches for 2011 was made by Paugh-Greenwood, SECONDED by Beltz, and APPROVED unanimously.

Thompson also reported that the Doylestown library restrooms will be receiving a much needed renovation as the result of a Keystone grant award of \$12,500 to make them ADA compliant. BCFL will match the funds as a requirement of the grant.

There being no further business, a MOTION to ADJOURN was made at 6:28 p.m. by Beltz, SECONDED by Moore, and so MOVED.

Respectfully submitted,

Pamela J. Riley

Executive Assistant

APPROVED BY BOARD OF DIRECTORS

February 15, 2011