

**BUCKS COUNTY FREE LIBRARY**  
**MINUTES OF THE REGULAR MEETING OF NOVEMBER 15, 2011**

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 5:30 p.m. Present were: Jerry Balchis, President; Roberta Foerst, Vice President; Mary Ann Beltz, Constance Moore, and Richard Rogers, Board Trustees; Martina Kominiarek, Executive Director; John Doran, Chief Financial Officer; and Pam Riley, Executive Assistant. Also in attendance were Janet Marnatti, Virtual Services Administrator; Beth Anderson, Public Services Director; and Joe Thompson, Administrative Services Manager. Bill Draper, Board Vice President, was absent.

A MOTION to APPROVE the minutes of the Regular Meeting of October 18, 2011 was made by Foerst, SECONDED by Beltz and APPROVED unanimously.

**STAFF REPORTS**

Report of Public Services Manager/Doylestown

Dianne Malvoso said that staff members were hearing many positive comments regarding Doylestown's renovations. She said library users were remarking on the new carpeting, the clean, comfortable furniture, and the spacious layout that was providing more outlets for personal laptops. The new items in the children's area were receiving a lot of use and praise, as parents were finding much to do with their children there. Staff members have also noticed more and more library users taking advantage of the self-checkout machines, and they have noticed that the noise levels of conversations and of cell phone use seemed to have dropped. Executive Director Martina Kominiarek thanked Dianne, District Center Manager Roberta Yakovich, and the Doylestown staff for their efforts regarding all the changes resulting from the renovation.

Report of Executive Director

Martina Kominiarek discussed the resolution regarding the request by the AFSCME representative at the last board meeting to have all the branch libraries closed on the Mondays following both the Christmas day and New Year's Day holidays. She said that a decision was made to close for one of the days (12/26) and be open for the second holiday (1/2).

Martina wanted to thank three people for their efforts that resulted in a \$50,000 donation to Bucks County Free Library as part of the Earned Income Tax Credit (EITC) program. Beth Gilbert Beans brought a donation to the administrative offices on behalf of Fred Beans Ford, Inc. Board president Jerry Balchis and State Representative Marguerite Quinn were instrumental in having Bucks County Free Library chosen as the recipient for this donation. The funds will go towards the Summer Reading Program, which benefits all the community public libraries in Bucks County. Ms. Beans also said that they would be donating towards this fund next year as well. Martina said that this was the largest amount the library has ever received for the Summer Reading Program.

#### Report of Public Services Director

Beth Anderson told the board about the Levittown Friends group and their recent fundraising efforts. Through a book sale and flea market they were able to raise \$9,000 to help the Levittown branch. She wanted to publicly thank them for their tireless efforts to help the Levittown library.

#### Report of Virtual Services Administrator

Janet Marnatti spoke on behalf of Sue Ziegler, Collection Management Director, regarding a meeting they had with a group from a New Jersey library who are planning to move to collection development. She said that they discussed with them how Bucks County Free Library got started and also how they are utilizing Collection HQ, which allows them to obtain in-depth information regarding the collection materials.

#### Report of Chief Financial Officer

MOTION to APPROVE the payment of bills for October 2011 in the amount of \$462,005.68 was made by Rogers, and APPROVED unanimously.

CFO John Doran reviewed the financial statements, stating that although the investment reports are listed as being through 10/31/11, they only reflect through 9/30/11 because the statements do not arrive in time for the end of month report. He stated that October should prove to be a better month than September.

MOTION to APPROVE the October 2011 financial statements (subject to audit) was made by Beltz, SECONDED by Rogers, and APPROVED unanimously.

He also reported on a recent development involving Questar, which was a non-profit library in New Hope that dissolved. The attorney general ruled that the final assets in the trust fund should be transferred to Bucks County Free Library. The restricted fund is about \$710,000 and is to be used for science and similar areas. He said BCFL plans to memorialize them with a sundial dedicated to Marguerite Braymer.

A request to the board for an approval of bids was made for the restrooms in Doylestown. Joe Thompson, Administrative Services Manager, has been working with the architect on this project. [Handout of bid chart] The bathrooms have not been updated or renovated since the building opened, and since grant funding was available for an ADA compliant restroom, it was decided to pursue the renovation of the other bathrooms as a related project since the plumbing systems are all tied in together. TE Construction services were the lowest bid and their references were checked out and favorable, and he was recommending that the board approve them for this project.

MOTION to APPROVE T.E. Construction for the Doylestown bathroom renovation project was made by Foerst, SECONDED by Rogers, and APPROVED unanimously.

**Board Committee Reports:** None

**Correspondence** – Submitted in writing

**Public Comment** – A library user commented on the sidewalk and parking lot conditions at the Langhorne library. Joe Thompson told them that his department is aware of the problems, and they fill the potholes each year. However, funding for an overhaul of these areas was not yet available but was being pursued in the form of a grant. It is also on our list of capital projects, but we have projects listed for all seven branches. An update will be provided at upcoming board meetings.

Former BCFL staff member Barbara Likens commented on staffing.

**Unfinished business** – None

**New Business** – The Nominations Committee for BCFL board officers was appointed. MaryAnn Beltz and Rick Rogers will prepare a list of officers to be presented at the December board meeting.

The meeting went into closed Executive Session to discuss personnel matters at 6:06 p.m.

The regular meeting reconvened at 7:03 p.m.

There being no further business, a MOTION to ADJOURN was made at 7:04 p.m. by Foerst, SECONDED by Rogers and so MOVED.

Respectfully submitted,

*Pamela J. Riley*

Executive Assistant

APPROVED BY BOARD OF DIRECTORS  
NOVEMBER 15, 2011