

**BUCKS COUNTY FREE LIBRARY**  
**MINUTES OF THE REGULAR MEETING OF JULY 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 6:00 p.m. Present were: Jerry Balchis, President; Joe Flood, Vice President; Richard Rogers, Secretary; Larry Jones, Treasurer; Bill Draper, and Roberta Foerst, Board Trustees; Martina Kominiarek, Chief Executive Officer; John Doran, Chief Financial Officer; Joe Thompson, Chief Operating Officer, and Pamela Riley, HR Administrator. In addition, Constance Moore, Board Trustee, attended via telephone. Also in attendance were Jessica Gruber, Special Projects Administrator; Shaun Pall, IT Director; Holly Ambrose, Collection Management Director; Patty Dawson, Access Services Manager; and Kate Transue, Children's Services Manager.

A MOTION to APPROVE the minutes of the Regular Meeting of February 18, 2020 was made by Foerst, SECONDED by Rogers, and APPROVED unanimously.

A MOTION to APPROVE the minutes of March 17 through May 26, 2020 during the BCFL shutdown was made by Flood; SECONDED by Moore, and APPROVED unanimously.

**STAFF REPORTS**

Report of Chief Executive Officer/Martina Kominiarek

Thanks went to the board for their approval of keeping BCFL library staff in paid status during the library's COVID-19 shutdown. An update on library usage since reopening was provided to the board. Following the norm of other businesses, BCFL has seen a return of 35% since buildings reopened.

BCFL's online e-resource Overdrive is being cancelled and CloudLibrary will be the main online e-resource for library users. It will provide more variety along with a price reduction in platform fees.

An overview of PA state budget concerns was provided to the board. The board was encouraged to contact state legislators to advocate for at least level funding for public libraries.

A Face Mask policy had been provided to the board earlier. The board was asked to vote on this policy now, as the situation was becoming very taxing for staff having to enforce BCFL's face mask policy with library users.

MOTION to APPROVE the CUS-3 Face Mask Policy was made by Jones, SECONDED by Flood, and APPROVED unanimously.

Report of Chief Operating Officer/Joe Thompson

The Facilities staff were thanked for the hard work they did during the BCFL shutdown. They reported back to work a month before BCFL reopened to finish the Doylestown Library renovation project, which included painting and carpet replacement. Leigh Sheldron, Facilities Manager, and Shaun Pall, IT Director, were thanked for going to each library to prepare them for reopening,

including adding plexiglass dividers, removing furniture, and changing set ups as COVID-19 phases changed. All of the library managers were thanked for their help during the reopening as well, noting they're the ones on the front line working with new procedures.

#### Report of Chief Financial Officer/John Doran

A review of some of the items on the financial statements during the BCFL shutdown was provided to the board. This included carpet replacement at Doylestown, renovation of the Perkasié façade, items purchased as a result of COVID-19, and costs for the outreach vehicle. Investments decreased dramatically in March, but BCFL recouped almost everything back to the levels from the beginning of the year.

MOTION to APPROVE the February through June 2020 financial statements (subject to audit) was made by Rogers, SECONDED by Flood, and APPROVED unanimously.

Some of the big items during the closure included the purchase of fixed shelving for the Doylestown carpet project, the annual SIRSI bill, the OCLC-Wise transition implementation fee, Beanstack for the online summer reading program, the outreach vehicle, and parking lot repairs. Martina Kominiaerek, CEO, filled in as check signer when board members were unable to do so during the closure.

MOTION to APPROVE the check registers for February through June 2020 in the amount of:

- February 2020 – \$281,799.33
- March 2020 – \$435,547.20
- April 2020 – \$370,502.32
- May 2020 – \$365,730.81
- June 2020 – \$398,684.55

was made by Foerst, SECONDED by Moore, and APPROVED unanimously.

The IRS Form 990 and the BCFL 2019 audited financial statements were presented to the Finance Committee via email during the BCFL shutdown. There were no adjustments made by the auditors, and they mirrored BCFL's internal financial statements. John Doran thanked Betsy Hafer for her help during the audit. Both the IRS Form 990 and the 2019 audited financial statements will be placed on the BCFL website.

MOTION to APPROVE the IRS Form 990 and 2019 Audited Financial Statements was made by Jones, SECONDED by Flood, and APPROVED unanimously.

The revised operating budget includes changes as a result of the BCFL closure and the response to the pandemic. Revisions were made to reflect the decreased revenue from late fees, as library users were told to keep their items during the closure and return them by August 1 with no late fees. Donation income was revised to reflect major donors moving their funding to different areas in line with the pandemic. Also, the Passport Office was closed. The capital budget remains unchanged.

MOTION to APPROVE the Revised 2020 Operating Budget was made by Flood, SECONDED by Rogers, and APPROVED unanimously.

**Public Comment** – Yardley library user Maria Baratta commented on various subjects; Nicole Weerbrouck commented on the meeting; and Langhorne library user Chris Chambers commented on the library’s response to the pandemic.

The board moved into Executive Session at 6:56 p.m.

MOTION to end the Executive Session was made by Rogers, SECONDED by Jones, and APPROVED at 7:14 p.m.

There being no further business, a MOTION to ADJOURN was made at 7:14 p.m. by Foerst, SECONDED by Rogers, and so MOVED.

APPROVED BY THE BOARD OF DIRECTORS  
SEPTEMBER 15, 2020