

**BUCKS COUNTY FREE LIBRARY**  
**MINUTES OF THE REGULAR MEETING OF SEPTEMBER 15, 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; Roberta Foerst 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. Bill Draper was absent.

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

**STAFF REPORTS**

Report of Chief Executive Officer/Martina Kominiarek

An overview on what's happening with state funding was provided to the board. Also discussed were state requirements to meet certain standards and that the state library is allowing libraries to submit waivers, if needed. In the meantime BCFL is looking at any available grants for which BCFL is eligible, and everyone is urged to contact state officials to ask for their continued support to public libraries. A handout was provided to the board from the Pennsylvania Library Association with tips on how to approach state legislators.

BCFL is forming a team of staff to compose a stronger diversity and inclusion statement. Although we do have a values statement in the staff handbook, we would like something that is broader and deeper. When complete, the board will receive it for approval.

Staff Day is not possible this year in the same way as we have conducted it in the past. Instead, BCFL would like to stay open on that day as a way of giving back to the public since we were closed for so long.

MOTION to APPROVE the Bucks County Free Library remaining open Monday, October 12, 2020 was made by Moore, SECONDED by Rogers, and APPROVED unanimously.

The hours open for BCFL's seven libraries was discussed with the board. We don't know what the impact of the hiring freeze coupled with VERIP and state funding will have on branch staffing. If the Board approves VERIP, those taking it would have their last day of work around October 23, 2020. A review of different schedule options for the branches was provided to the board. Should it be necessary to modify hours open, the community would know via signage and social media. It would not be an overnight decision but rather one where proper notice was provided to the bargaining unit (two weeks). It was decided that the CEO could make that decision and notify the board president when it occurs.

Report of Collection Management Director/Holly Ambrose

BCFL is no longer using Overdrive as an electronic resource. Staff were an enormous help in transitioning library users to CloudLibrary. Also, Flickster for magazines went live, and it has an app suitable for all devices. Library users have been complimenting the new resource stating it has many more magazines to choose from.

A regularly scheduled Customer Service Associates meeting was set to go live prior to the pandemic. The team made a quick switch from in-person sessions to online sessions. There were 59 participants for the first meeting, and a lot of great suggestions were made by staff. Thanks to the Customer Service training team: Megan Marks, Michelle Mayer, Jodie Smola, Mark Conners, and Betsy Hafer.

Report of Creative Services Administrator/Zachary Faust

An ad hoc fundraising group was created consisting of Martina Kominiarek, John Doran, Jessica Gruber, and Zachary Faust. In addition to the annual campaign, a GoFundMe campaign will be implemented called “Bucks for Books” with a goal of raising \$44,000 for ebooks and other online resources.

Report of Facilities Manager/Leigh Sheldron

Bids were received for the Keystone Grant project. We had budgeted \$175,000 for the Levittown branch window and expansion project. We had four vendors attend the pre-bid meeting, and two submitted bids. Walter Brucker and Co. submitted the lowest bid of \$167,600 for a savings of \$7,800. Brucker is the same vendor that did work at the Langhorne branch, and we have an excellent working relationship with them.

MOTION to APPROVE awarding the Levittown branch window and expansion project to Walter Brucker and Co. Inc. in the amount of \$167,600 was made by Jones, SECONDED by Rogers, and APPROVED unanimously.

Report of Chief Financial Officer/John Doran

MOTION to APPROVE the check register for July 2020 in the amount of \$426,207.66 was made by Jones, SECONDED by Rogers, and APPROVED unanimously.

MOTION to APPROVE the July 2020 financial statements (subject to audit) was made by Jones, SECONDED by Rogers, and APPROVED unanimously.

MOTION to APPROVE the check register for August 2020 in the amount of \$377,781.50 was made by Rogers, SECONDED by Jones, and APPROVED unanimously.

MOTION to APPROVE the August 2020 financial statements (subject to audit) was made by Flood, SECONDED by Jones, and APPROVED unanimously.

In anticipation of possible funding cuts and as a safety net, BCFL would like to offer a Voluntary Early Retirement Incentive Plan (VERIP) to its employees who are 55 or older as of December 2020 and currently employed. Those accepting the offer would have their last day not later than October 24, 2020. It would be offered to both full time and part time employees affecting 35 employees.

MOTION to APPROVE the implementation of BCFL's Voluntary Early Retirement Incentive Plan was made by Foerst, SECONDED by Rogers, and APPROVED unanimously.

**Board Committee Reports:**

The Finance Committee met on August 5 and reviewed budget considerations as a result of COVID-19. They looked at several "what-if" scenarios and budget proposals.

The Governance Committee met on August 11 and had an in-depth discussion on the challenges presented by the budget shortfalls. They reviewed the VERIP proposal, also.

**Unfinished business** – None

**New Business** –

BCFL had a workforce reduction of jobs that had been affected by the pandemic. The library board was provided with a summary document similar to what went to the union that included business reasons for the decision. A total of six part-time bargaining unit and a total of one full-time and two part-time non-represented positions were eliminated.

Board Treasurer Larry Jones recommended that legal services for BCFL be put out to bid for 2021. It was suggested that the Finance or Governance Committees could determine the interview process. Some libraries put out an RFP, and the last time BCFL procured legal services an ad hoc committee was created to look and meet with legal firms in the area.

**Public Comment** –

Former employee Nicole Weerbrouck commented on holding BCFL board meetings online.

Employee Nicole Savitsky commented on her position.

Employee Kirstyn Gudknecht commented on various items.

Employee Kelly Deeny spoke on staffing.

Former employee Heather Warren spoke on various items.

Employee Nicole Lynch gave kudos to Leigh Sheldron and the Facilities staff for building upkeep during the pandemic.

Former employee Maria Baratta spoke on various items.

Former employee Dawn Mориens spoke on various items.

There being no further business, a MOTION to ADJOURN was made at 7:45 p.m. by Balchis, SECONDED by Rogers, and so MOVED.

APPROVED BY THE BOARD OF DIRECTORS  
OCTOBER 20, 2020