

BUCKS COUNTY FREE LIBRARY
MINUTES OF THE REGULAR MEETING OF OCTOBER 20, 2020

The Regular Meeting of the Board of Directors of the Bucks County Free Library was held at the Doylestown District Center Library and broadcast via Zoom. The meeting was called to order at 6:02 p.m. Present were: Jerry Balchis, President; Joe Flood, Vice President; Richard Rogers, Secretary; Larry Jones, Treasurer; Bill Draper, Board Trustee; 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 Shaun Pall, IT Director; Jessica Gruber, Special Projects Administrator; Holly Ambrose, Collection Management Director; Patty Dawson, Access Services Manager; Kate Transue, Children's Services Manager; and Margarita Hossaini-zadeh, Doylestown Library Manager. Roberta Foerst, Board Trustee, was absent.

A MOTION to APPROVE the minutes of the Regular Meeting of September 15, 2020 was made by Jones, SECONDED by Flood, and APPROVED unanimously.

STAFF REPORTS

Report of Chief Executive Officer/Martina Kominiarek

The Board was asked to approve a resolution that would allow BCFL to submit a waiver of standards to the Office of Commonwealth Libraries in case there are areas that fall short as a result of the pandemic. The State Library has recognized that funding issues may impact libraries and has asked that libraries work with boards to waive the standards where applicable.

A MOTION to APPROVE the Board Resolution allowing for the application of a waiver to standards was made by Moore, SECONDED by Rogers, and APPROVED unanimously.

Report of Chief Operating Officer/Joe Thompson

Contracts for snow removal and landscaping were put out to bid. The recommendation is for three different vendors, because some will only service certain areas. The vendors have all previously done this work for BCFL.

A MOTION to APPROVE the following vendors for BCFL landscaping and snow removal:

- WDB Landscaping, Inc. for lawn care and snow removal for Bensalem, Langhorne, Levittown, and Yardley branches;
- Emerald Garden for lawn care and snow removal for Perkasio and Quakertown branches; and
- Louis Biase Landscaping for lawn care at Doylestown. (Staff do Doylestown's snow removal.)

was made by Balchis; SECONDED by Moore, and APPROVED unanimously.

It was recommended that both Langhorne and Levittown branches be closed for Election Day, as the county uses those locations as voting places.

MOTION to APPROVE the closure of the Langhorne and Levittown branches on Election Day was made by Jones, SECONDED by Moore, and APPROVED unanimously.

The Board previously approved the Keystone Grant for the Levittown branch renovation for windows and further expansion. Construction could start as early as mid-November, and since some interior walls will be removed, it was recommended to close the library during the renovation. It is expected that it should take a maximum of 12 weeks, and the community would be given proper notification and options, such as curbside pickup of library materials.

A MOTION to APPROVE the closure of the Levittown branch during renovations was made by Jones, SECONDED by Moore, and APPROVED unanimously.

Report of Chief Financial Officer/John Doran

A breakdown of major expenditures was provided to the Board.

A MOTION to APPROVE the check register for September 2020 in the amount of \$363,606.20 was made by Flood, SECONDED by Draper, and APPROVED unanimously.

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

It was noted that BCFL applied and was approved for the PA Educational Improvement Tax Credit (EITC) Program. Last year BCFL received \$51,400 in EITC grants. Also, Betsy Hafer, Finance Administrator, retired after 11+ years at BCFL and will be greatly missed.

Unfinished business – None

New Business – The 2021 Board Meeting Schedule was provided to the board.

A MOTION to APPROVE the 2021 Board Meeting Schedule was made by Rogers, SECONDED by Moore, and APPROVED unanimously.

A tentative 2021 holiday schedule for BCFL was provided to the board for their information. Holidays are contingent on collective bargaining that will take place in late 2020/early 2021.

Public Comment – Maria Baratta of Yardley commented on the State Library waiver.

A MOTION to move into Executive Session at 6:27 p.m. was made by Flood, SECONDED by Rogers, and APPROVED.

A MOTION to move out of Executive Session at 7:12 p.m. was made by Flood, SECONDED by Rogers, and APPROVED.

There being no further business, a MOTION to ADJOURN was made at 7:13 p.m. by Moore, SECONDED by Jones, and so MOVED.

APPROVED BY THE BOARD OF DIRECTORS
DECEMBER 15, 2020