

BUCKS COUNTY FREE LIBRARY
MINUTES OF THE REGULAR MEETING OF DECEMBER 15, 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 6:00 p.m. Present were: Richard Rogers, Secretary; Bill Draper and Constance Moore, Board Trustees; and newly-appointed Board Trustee Anthony Bush. Attending virtually were newly-appointed Board Trustees Steve Saddlemire and Huldah Taylor. Also, Martina Kominiarek, Chief Executive Officer; John Doran, Chief Financial Officer; Joe Thompson, Chief Operating Officer, Pamela Riley, HR Administrator, and Jessica Gruber, Special Projects Administrator.

A MOTION to APPROVE the minutes of the Regular Meeting of October 20, 2020 was made by Moore, SECONDED by Draper, and APPROVED unanimously.

PRESIDENT'S REPORT

The meeting was led by Rick Rogers, Secretary. The new board members were welcomed to BCFL. He thanked past board members for their service to BCFL: Jerry Balchis, who served on the board for 18 years; Roberta Foerst, who served for 15 years; Larry Jones, a board member for 8 years; and Joe Flood, who was on the board for 9 months. They were thanked for their dedication and commitment to BCFL.

He next provided a summary of the state of the library after an amazing, unpredictable year. Staff were commended for adapting to the many changes and challenges and continuing to provide the best possible customer service. Many libraries across the state furloughed their employees, but BCFL was able to keep their staff employed, and the board is proud of that fact. BCFL has consistently been a prudent steward of our funding. BCFL was poised and situated to handle many of the challenges presented because of actions taken prior to the pandemic, including flexible floor plans and a focus on obtaining electronic resources. During the past year ebook usage exploded, becoming 28% of total checkouts. It served as a lifeline for patrons during the pandemic. Also, the self-serve kiosks provided a non-contact way for library users to conduct their library business – check out materials, pay fines, and review their account. The curbside checkouts and outdoor book drops all helped as well. The mobile shelving that BCFL has been investing in for the past several years provided the libraries with opportunities to create social distancing. In conclusion, the community should be proud of the board and management team for the decisions that were made in the past and looking forward. The board thanks the management team for being flexible, adaptive, and creative during the past year and feels BCFL is poised to hit the ground running in 2021.

STAFF REPORTS

Report of Chief Executive Officer/Martina Kominiarek

The Office of Commonwealth Libraries has a new statewide online learning e-resources available through Niche Academy, a platform of free tutorials for library staff and the general population. It's available to anyone who works or volunteers in a Pennsylvania public, school, or academic library, including public library trustees. Tutorials include topics such as: Financial Best Practices, Power Mapping- Building Your Library's Influence, Community Engagement and ABLE: Ethics of Public Service.

The State budget is providing level funding to public libraries, so BCFL is preparing to restore open hours moving forward.

Report of Chief Financial Officer/John Doran

MOTION to APPROVE the check register for October 2020 in the amount of \$383,426.64 was made by Moore, SECONDED by Rogers, and APPROVED unanimously.

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

MOTION to APPROVE the check register for November 2020 in the amount of \$337,329.51 was made by Moore, SECONDED by Rogers, and APPROVED unanimously.

The November financial statements include an early disbursement from the State, usually received in January. Also, it reflects a hiring freeze that has been in effect during the pandemic. Collection material purchases are right on budget.

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

A report on fundraising efforts was provided to the Board. The Books for Bucks campaign received 179 donations totaling over \$11,000. The Annual Drive is in full swing and has received over \$23,000 to date. The management team was thanked for their efforts in helping with this drive.

The 2021 budget was submitted to the Board for approval. Martina and the management team were thanked for their input on this. The CFO then reviewed the budget in detail for the Board. The Board Secretary also noted that the Finance Committee had reviewed the proposed budget in detail at their last meeting, and John was commended for doing an amazing job making adjustments as funding and needs changed.

MOTION to APPROVE the BCFL 2021 Budget was made by Rogers, SECONDED by Moore, and APPROVED unanimously.

The budget will be uploaded to BCFL's website in the coming weeks.

Board Committee Reports:

Election of BCFL Board Officers – As there was a big turnover in board members, the three incumbent members formed the Nominating Committee. The slate of officers as recommended by the Nominating Committee is:

- President – Constance Moore
- Vice President – Bill Draper
- Secretary/Treasurer – Rick Rogers

All other board members will be assigned to either the Governance or Finance Committee.

A VOTE to APPROVE the slate of BCFL Board officers as listed above was APPROVED unanimously.

Finance Committee: As noted above, Rick Rogers met with John Doran to review the 2021 budget.

Governance Committee: Constance Moore has shared a draft Public Comment Policy and other materials with the Board. The Public Comment Policy will be up for approval at the next meeting.

Unfinished business – None

New Business – The selection of new board check signers will need to be determined. This will be discussed at the next Finance Committee meeting.

Public Comment

1. BCFL employee Caroline Hall, IT Network Support Specialist, asked why she wasn't permitted to work from home. The Board responded that it was a personnel issue that should be discussed with Human Resources. (Hall was unable to get her microphone to work, so the question was asked in her stead by Nicole Savitsky, former BCFL employee.)
2. BCFL former employee Dawn Moriens asked about the timeline for additional hours and the prospect of new positions available. She was told that BCFL strictly follows the call-back provision in the CBA. She automatically will be notified by HR as vacancies occur.

There being no further business, a MOTION to ADJOURN was made at 6:48 p.m. by Moore, SECONDED by Bush, and so MOVED.

APPROVED BY THE BOARD OF DIRECTORS
JANUARY 19, 2021