

**BUCKS COUNTY FREE LIBRARY**  
**MINUTES OF THE REGULAR MEETING OF MAY 18, 2021**

The Regular Meeting of the Board of Directors of the Bucks County Free Library was held at the Doylestown District Center Library and virtually via Zoom. The meeting was called to order at 6:12 p.m. Present were: Constance Moore, President; Bill Draper, Vice President; Anthony Bush and Steve Saddlemire, Board Trustees; Martina Kominiarek, Chief Executive Officer; John Doran, Chief Financial Officer; Joe Thompson, Chief Operating Officer, Jessica Gruber, Public Services Director, and Pamela Riley, HR Administrator. Also in attendance were Shaun Pall, IT Director, and Matt Hrebicik, IT Support Technician. Richard Rogers, Secretary/Treasurer, Jon Panofsky and Huldah Taylor, Board Trustees, were absent.

A MOTION to APPROVE the minutes of the Regular Meeting of April 20, 2021 was made by Draper, SECONDED by Bush, and APPROVED unanimously.

**PRESIDENT’S REPORT/CONSTANCE MOORE**

Board members were encouraged to take advantage of the many free webinars offered by the Office of Commonwealth Libraries, as they are very informative and relevant. Repeat sessions of Board 101 are available, and there are new “deep dive” sessions scheduled on special topics.

**STAFF REPORTS**

Report of Chief Executive Officer/Martina Kominiarek

An overview of the District Center program was provided to the board. It was explained that the program provides strong regional libraries and advisory services to help member libraries be more effective. The budget year begins in July, but member libraries start planning for district funding expenditures in May. Information on various services that are provided by BCFL and other libraries was provided to the board. Hannah Miller, recently hired as the District Consultant, will be leading several District projects in the coming year, such as strategic planning and board training.

The CDC recently announced that those vaccinated can unmask, which triggered a conversation about what BCFL will require. One concern is the increase in young children under the age of 12 visiting and attending programs at the library during the summer. The Office of Commonwealth Libraries has recommended libraries continue requiring masks to protect children and other community members that are still vulnerable. It was decided that masks will still be required, but it was suggested that the topic be revisited at each board meeting.

A MOTION to APPROVE revisiting the Face Mask Policy for BCFL at each board meeting was made by Bush, SECONDED by Saddlemire, and APPROVED unanimously.

The cleaning service contract is expiring. However, if we renew, the price for this year will stay the same. We feel it is in our best interest to keep the same service during COVID. It will be the fifth and final year, because then it will go out to bid, but the service has been great during COVID with our changing needs. They have provided extra sanitizing as needed, and we prefer not to give that up. Our contract with them was for three years with the option to renew. They are one of the best we’ve had, and they do all seven libraries. The only change will be an additional \$75 per month for the Perkasio branch.

MOTION to APPROVE extending the cleaning contract with S & S Cleaning, Inc. for one additional year was made by Saddlemire, SECONDED by Draper, and APPROVED unanimously.

Report of Public Services Director/Jessica Gruber

Fundraising – Moving forward with the fundraising website productivefundraising.com that features online help with owner and CFRE Chad Barger. The website provides many free resources, including assessment surveys that provide individual recommendations. They also provide training for Board fundraising.

Staff will be taking diversity training in the upcoming months, and any board members who are interested may join in.

The County of Bucks chose the Yardley-Makefield branch as a pilot location for ballot boxes for the recent elections.

Report of Chief Financial Officer/John Doran

MOTION to APPROVE the check register for April 2021 in the amount of \$282,739.95 was made by Draper, SECONDED by Saddlemire and APPROVED unanimously.

MOTION to APPROVE the April 2021 financial statements (subject to audit) was made by Draper, SECONDED by Bush, and APPROVED unanimously.

**Board Committee Reports:** No committees met.

**Unfinished business** – None

**New Business** – Board trustee Bush asked about the status of book donations during COVID. They are normally only accepted where there are Friends groups who hold book sales. However, with COVID, storage is a problem. Friends may have fall book sales, but they would be held outdoors. Board trustee Saddlemire asked about the statistics that were provided to the board. It is hoped that as the necessity for quarantining books diminishes and turnover increases that circulation numbers will go up. Quarantining books ends on 5/31/2021.

**Public Comment** – Yardley Library Manager Pat Hartman spoke about the ballot boxes that were located at the Yardley branch. She said they had received a lot of positive feedback from the community.

There being no further business, a MOTION to ADJOURN was made at 7:01 p.m. by Draper, SECONDED by Saddlemire, and so MOVED.

APPROVED BY THE BOARD OF DIRECTORS  
JUNE 15, 2021