



BUCKS COUNTY FREE LIBRARY

MINUTES OF THE REGULAR MEETING OF SEPTEMBER 21, 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

6:01 p.m. Present were: Bill Draper, Vice President; Anthony Bush, Steve Saddlemire, and Huldah Taylor, 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 Patricia Hartman, Yardley Senior Library Manager; Shaun Pall, IT Director, and Matt Hrebicik, IT Support Technician. Constance Moore, President; Richard Rogers, Secretary/Treasurer; and Jon Panofsky, Board Trustee, were absent.

A MOTION to APPROVE the minutes of the Regular Meeting of July 20, 2021 was made by Saddlemire, SECONDED by Taylor, and APPROVED unanimously.

STAFF REPORTS

Report of Chief Executive Officer/Martina Kominiarek

COVID Update: BCFL has reinstated mask wearing, which has garnered some complaints from the community, but staff are handling these as effectively as possible. BCFL is tracking the President's mandate regarding vaccine requirements for employers of 100+, but so far, the mandate has still not been enforced for BCFL. If it does go forward, BCFL will meet with union stewards to go over relevant details.

Library attendance is reasonably strong, although we haven't reached pre-COVID numbers yet. In addition, there has been an explosion of ebook checkouts lately trending up 85% since last year. We've had to limit the checkouts for Hoopla from 10 to 4 in an effort to decrease costs, because there is literally not enough money in the budget to meet demands. We also have moved funds from other line items where possible to keep up with Hoopla as well as Cloud Library.

BCFL will be migrating to a new integrated library software in January called OCLC Wise. It will help to resolve complaints we get about current software that it's not intuitive or very user friendly. The new one has a much more contemporary look similar to Amazon. The project is being led by Patty Dawson, the Access Services Administrator. The next step is training staff in its use, so Patty is partnering with Pat Hartman, Senior Library Manager of the Yardley-Makefield Branch. Pat is reviewing the training pieces and the rollout as we get ready to start implementation with staff.

Report of Yardley Senior Library Manager/Pat Hartman

As part of OCLC Wise implementation, new circulation procedures have been researched to present to BCFL staff, and as a result, we have created a tip sheet. One great new feature of OCLC Wise is that the online catalogs are very similar to what library users are used to using when doing online shopping, so it's very user friendly. Another feature is that library users will be able to rate books. It is very customizable as well. BCFL has been virtually meeting with OCLC weekly, and OCLC is providing training for staff before we implement. Expected implementation is January 2022

Report of Public Services Director/Jessica Gruber

BCFL is halfway through the district project with Chad. We've received the initial recommendations from Chad, and BCFL will be meeting with him to discuss the annual campaign. BCFL is sending out a fall e-newsletter to library users with the outreach vehicle featured. Bucks County ballot boxes have been dropped off to Bensalem, Perkasie, and Yardley branches.

Report of Chief Financial Officer/John Doran

Board members were contacted by fundraising consultant Laura Biersmith of Biersmith Associates for their thoughts on some big picture items. We are also looking at the facilities plan and drilling down on what are some fundable opportunities.

MOTION to APPROVE the check register for July 2021 in the amount of \$340,993.49 was made by Saddlemire, SECONDED by Draper, and APPROVED unanimously.

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

MOTION to APPROVE the check register for August 2021 in the amount of \$343,337.34 was made by Saddlemire, SECONDED by Draper, and APPROVED unanimously.

MOTION to APPROVE the August 2021 financial statements (subject to audit) was made by Taylor, SECONDED by Saddlemire, and APPROVED unanimously.

MOTION to APPROVE BCFL's 2020 Form 990 was made by Taylor, SECONDED by Saddlemire, and APPROVED unanimously.

There being no further business, a MOTION to ADJOURN was made at 6:35 p.m. by Bush, SECONDED by Taylor, and so MOVED.

Approved by the Board of Directors
October 19, 2021