



BUCKS COUNTY FREE LIBRARY

MINUTES OF THE REGULAR MEETING OF OCTOBER 19, 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 6:03 p.m. Present were: Constance Moore, President; Anthony Bush, Jon Panofsky, Beth Taylor, and Amy Masgay, 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. Richard Rogers, Secretary/Treasurer, and Jon Panofsky, Board Trustee, attended remotely. Also in attendance were Hannah Miller, District Consultant, and Matt Hrebicik, Network Support Technician. Bill Draper, Vice President, was absent.

A MOTION to APPROVE the minutes of the Regular Meeting of September 21, 2021 was made by Panofsky, SECONDED by Taylor, and APPROVED unanimously.

PRESIDENT'S REPORT: Thank you to Beth Anderson, who is leaving BCFL, for all her contributions. Welcome to the newest board member Amy Masgay.

Both Jon Panofsky and Beth Taylor volunteered for the BCFL Board Nominating Committee.

STAFF REPORTS

Report of Chief Executive Officer/Martina Kominiarek

Children's Services Librarian Michelle Kiker was promoted to Children's Services Coordinator. In looking at children's programs for winter, we will not be doing traditional indoor story times yet. Station-based activities will be an alternate. Instead of everyone in one room, there will be activity stations around the library where children can learn and have fun but distance themselves. Outdoor activities will be continued as much as possible.

For our diversity, equity, and inclusion effort, BCFL staff attended virtual Peace Center sessions on a variety of topics. We followed up with staff-led sessions to discuss what was learned and get staff input. District Consultant Hannah Miller took copious notes to help determine common themes from staff input. The BCFL DEI statement being presented to the board is a culmination of those efforts. Also provided is an American Libraries

Association score card that lists five elements of operations that should be addressed going forward.

MOTION to APPROVE the BCFL Diversity, Equity, and Inclusion Statement was made by Taylor, SECONDED by Panofsky, and APPROVED unanimously.

MOTION to APPROVE the American Libraries Association Score Card was made by Taylor, SECONDED by Panofsky, and APPROVED unanimously.

It was determined through building studies that there is not enough spaces for small groups as few as three people, and it was felt that pods would be one solution. Although they are reconfigurable, most likely they won't be moved around.

The Annual Giving campaign will get underway in November/December. We have been working with Fundraiser Chad and are incorporating his recommendations for changes to increase donations.

Strategic planning was the focus for Staff Day this year led and facilitated by Library Managers and Assistant Library Managers. BCFL staff were given the opportunity to review the strategic plan and provide input on what should be started, stopped, or continued. The board will be asked for their input as well to see if they feel anything needs changing. The board was encouraged to read through the strategic plan and the service priorities BCFL has adopted.

Report of Chief Operating Officer/Joe Thompson

A Keystone Grant application is being made for the Yardley branch to reconfigure the area to gain 700sf of library space. If approved, we would receive 50% reimbursement of costs. The board was provided with a handout of the application, which has a deadline of 10/29/2021.

Report of Chief Financial Officer/John Doran

MOTION to APPROVE the check register for September 2021 in the amount of \$246,016.16 was made by Rogers, SECONDED by Panofsky, and APPROVED unanimously.

BCFL is in a very good financial position. There is a supply chain problem, a paper shortage for publishing, some staff hiring delays, and furniture, filing cabinets, and computers are difficult to get. As a result, BCFL will probably have cash left over at the end of the year. We put \$100k into ebook resources, as there's not much else we can spend it on. We wanted to let the board know that we're impacted by what's going on in the news. We'll look at the end of year to see what's left over and may park it in reserves.

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

Board Committee Reports:

The Finance Committee is slated to meet in November to review the 2022 budget and the check signing policy. New board member Amy Masgay will join the Finance Committee.

Unfinished business – None

New Business – The board meeting schedule for 2022 was presented with options for both virtual and in-person locations in case that eventuality occurs.

MOTION to APPROVE the BCFL 2022 Board Meeting Schedule was made by Taylor, SECONDED by Panofsky, and APPROVED unanimously.

Public Comment – None

The board moved into Executive Session to discuss a confidential personnel matter at 7:10 p.m.

The board moved out of Executive Session at 7:30 p.m.

There being no further business, a MOTION to ADJOURN was made at 7:30 p.m. by Moore, SECONDED by Taylor, and so MOVED.

APPROVED BY THE BOARD OF DIRECTORS
DECEMBER 21, 2021