



BUCKS COUNTY FREE LIBRARY

MINUTES OF THE REGULAR MEETING OF DECEMBER 20, 2022

The Regular Meeting of the Board of Directors of the Bucks County Free Library was held at the Doylestown District Center Library. The meeting was called to order at 6:00 p.m. Present were: Constance Moore, President; Anthony Bush, Vice President; Richard Rogers, Treasurer; Brian Reimers and Kathleen Moeller-Peiffer, 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 Matt Hrebicik, IT Director, and Travis Maiuro, Administrative Librarian. Amy Masgay and Georgette Helbling, Board Trustees, were absent.

A MOTION to APPROVE the minutes of the Regular Meeting of October 18, 2022 was made by Peiffer, SECONDED by Reimers, and APPROVED unanimously.

PRESIDENT'S REPORT

Election of Officers: Both members of the Nominating Committee were not in attendance. They communicated that after reaching out and discussing this with board members, they were re-nominating the existing slate of officers.

MOTION to APPROVE the existing slate of officers – Constance Moore, President; Anthony Bush, Vice President; and Richard Rogers, Treasurer – was made by Reimers, SECONDED by Rogers, and APPROVED unanimously.

STAFF REPORTS

Report of Chief Executive Officer/Martina Kominiarek

Newly-appointed Administrative Librarian Travis Maiuro was introduced to the board. His duties will be to assist with the oversight of branches, particularly hiring and onboarding staff, and to lead special projects, as needed.

A strategic planning update was provided to the board, and three documents were distributed: 1) summary and key information on the process used to get input on priorities; 2) final draft of mission, values, and vision statements; and 3) a draft strategic plan. Numbers 2 and 3 will be on the agenda for January for board approval. Upcoming projects in support of the strategic plan were outlined for the board, and highlights of all were reviewed.

Report of Chief Financial Officer/John Doran

MOTION to APPROVE the check register for October 2022 in the amount of \$373,958.38 was made by Rogers, SECONDED by Peiffer, and APPROVED unanimously.

MOTION to APPROVE the October 2022 financial statements (subject to audit) was made by, Rogers, SECONDED by Reimers, and APPROVED unanimously.

MOTION to APPROVE the check register for November 2022 in the amount of \$477,378.75 was made by Rogers, SECONDED by Reimers, and APPROVED unanimously.

MOTION to APPROVE the November 2022 financial statements (subject to audit) was made by, Rogers, SECONDED by Peiffer, and APPROVED unanimously.

The 2023 budget was on the agenda for approval. Highlights: Received a 17% increase from the state. In January 2023 bargaining unit members receive a negotiated 2% wage increase, and all eligible management and non-represented staff will receive a 2% increase. \$145,000 was put into material budget. Finance Committee reviewed and approved the budget at their October meeting.

MOTION to APPROVE the 2023 budget for Bucks County Free Library was made by Rogers, SECONDED by Moore, and APPROVED unanimously.

A new contract was received from BCFL's current auditors Bee, Bergvall & Co. for audit services for 2022, 2023, and 2024. New auditors from the firm will be provided. It was recommended to continue with them for this contract period and then put out to bid for 2025.

MOTION to APPROVE Bee, Bergvall & Co. audit services contract for 2022-2024 was made by Rogers, SECONDED by Reimers, and APPROVED unanimously.

The board moved into Executive Session to discuss legal matters at 6:59 p.m.

MOTION to END the Executive Session at 7:13 p.m. was made by Rogers; SECONDED by Bush, and APPROVED unanimously.

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

APPROVED BY THE BOARD OF DIRECTORS
JANUARY 17, 2023