



BUCKS COUNTY FREE LIBRARY
MINUTES OF THE REGULAR MEETING OF JULY 18, 2023

The Regular Meeting of the Board of Directors of the Bucks County Free Library was held at the Perkasié branch. The meeting was called to order at 6:00 p.m. Present were: Constance Moore, President; Anthony Bush, Vice President;; and Amy Masgay, 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: Holly Ambrose, Collection Management Director; Patty Dawson, Access Services Administrator; Matt Hrebicik, IT Director; Leigh Sheldron, Facilities Manager; and Travis Maiuro, Administrative Librarian. Richard Rogers, Treasurer, and Georgette Helbling, Board Trustee, were absent.

A MOTION to APPROVE the minutes of the Regular Meeting of June 20, 2023 was made by Moeller-Peiffer, SECONDED by Reimers, and APPROVED unanimously.

PRESIDENT’S REPORT/CONSTANCE MOORE

The American Library Association in conjunction with ilovelibraries.org is asking for nominations for their annual Librarian of the Year awards. Library users are asked to recognize the accomplishments of exceptional librarians. President Moore asked all board members to nominate a BCFL librarian. Eligibility requirements and the online application can be found at <https://ilovelibraries.org/love-my-librarian/nominate/#eligibility>.

Matt Hrebicik, IT Director, was commended for the latest installment of Tech Talk, entitled *iPhone and iPad Fundamentals*, which was held on June 21, 2023.

STAFF REPORTS

Report of Chief Executive Officer/Martina Kominiarek

An update was provided on the Pennsylvania state budget and how library funding is affected. The Pennsylvania Library Association is tracking it and have suggested that library staff be patient, as it may take some time before anything is decided.

Report of Associate Director/Jessica Gruber

A Summer Quest update was provided with statistics as the program is halfway through the season. It was stated that some success and increased participation was garnered by implementing recommendations received from last year's participants.

Report of IT Director/Matt Hrebicik

The Board was provided with the download and upload speeds that branches have before and after changes were made to the provider, some as much as ten times faster and also at a reduced cost.

Report of Chief Financial Officer/John Doran

MOTION to APPROVE the check register for June 2023 in the amount of \$431,739.53 was made by Reimers, SECONDED by Masgay, and APPROVED unanimously.

It was reported that BCFL is halfway through the year with finances in very good shape. Donation and fine revenue is \$70,000 better than budget. The Passport Office has earned approximately \$100,000 so far. Those funds will be set aside for future capital projects. A cash flow analysis will be reviewed in September, which will determine the amount of extra funds on hand, if any. Decisions can then be made on needed expenditures, which will be discussed with the board at a later meeting. The Doylestown roof project will be underway shortly. It is completely funded by both the County and a Keystone grant and does not require BCFL funds to be used.

MOTION to APPROVE the June 2023 financial statements (subject to audit) was made by Bush, SECONDED by Moeller-Peiffer, and APPROVED unanimously.

Board Committee Reports: The Governance Committee met virtually on July 17, 2023. They discussed CEO evaluations going forward. A draft policy that will include timelines to be followed was reviewed along with the performance evaluation form. After the Committee has an opportunity to edit them, they will be presented to the Board at the September meeting.

Public Comment – None

There being no further business, a MOTION to ADJOURN was made at 6:29 p.m. by Masgay, SECONDED by Reimers, and so MOVED.

APPROVED BY BOARD OF DIRECTORS
SEPTEMBER 19, 2023