



## **BUCKS COUNTY FREE LIBRARY**

### **MINUTES OF THE REGULAR MEETING OF DECEMBER 17, 2024**

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 6:03 p.m. Present were: Anthony Bush, Vice President; Richard Rogers, Treasurer; and Brian Reimers, Amy Masgay, Linda Goodwin, Mary Cwiklinski, and Andrew Laureti, Board Trustees; Dana Barber, Chief Executive Officer; John Doran, Chief Financial Officer; Jessica Gruber, Associate Director, and Patty Dawson, Chief Information Officer. Also in attendance were Gretchen Stallone, Executive Assistant; Bobbie Foster, Communication and Development Director; Matt Hrebicik, IT Director; Leigh Sheldron, Facilities and Security Manager; and David Truelove, Attorney.

#### **VICE PRESIDENT'S REPORT**

Recommendations for BCFL Board Officers for 2025 were provided to the Board. They are: Tony Bush, President; Brian Reimers, Vice President; Amy Masgay, Secretary; and Rick Rogers, Treasurer.

A MOTION to APPROVE the slate of officers as recommended for 2025 was made by Reimers, SECONDED by Goodwin, and APPROVED unanimously.

A MOTION to APPROVE the minutes of the Regular Meeting of October 15, 2024 was made by Reimers, SECONDED by Masgay, and APPROVED unanimously.

Thank you to the two newest members of the Board, Mary Cwiklinski, who started at the September board meeting, and Andrew Laureti, who is attending his first BCFL board meeting. A special thank you to Constance Moore for her many years of service on the Board.

#### **STAFF REPORTS**

##### Report of Chief Executive Officer/Dana Barber

STAFFING: The Board was introduced to Bobbie Foster, BCFL's new Communication and Development Director, along with Gretchen Stallone, Executive Assistant, who will be taking on board duties for meeting preparations and minutes. Also of note is that Jinny Kirk, Customer Service Associate at the Bensalem branch, is retiring after 27 years with BCFL.

#### THANK YOU:

- A special thank you to the BCFL communities and Friends groups for allowing BCFL to serve them and be their resource. We continue to explore ways to meet their needs.
- Thank you to BCFL's staff. Since this organization is people-powered, we couldn't do what we do without our great staff.
- Thank you to the BCFL Board for dedicating your time and volunteering to be here.
- As your new CEO, I'm thankful to be here serving the community.

A written report was provided to the Board previously, which included the CEO's strategic priorities and detailed projects. A quick review of strategic priorities included frontline staff, bolstering programming for all ages, using volunteers, and building support and advocacy with the Board's help.

Programming Policy – ING 3 received some minor revisions, which were provided to the Board with changes highlighted.

MOTION to APPROVE the Programming Policy – ING 3 as revised was made by Masgay, SECONDED by Goodwin, and APPROVED unanimously.

The Inclement Weather Policy – MNG 7 was also updated with some minor changes along with removing the procedural portion, so if procedures change, the whole policy won't have to be updated.

MOTION to APPROVE the Inclement Weather Policy – MNG 7 as revised was made by Masgay, SECONDED by Goodwin, and APPROVED unanimously.

#### Report of Chief Financial Officer/John Doran

Annual Giving went out on 12/1/2024 and has garnered \$41,000 so far. Thanks went to Bobbie Foster, the new Communication and Development Director. BCFL is on track to exceed last year's donations.

MOTION to APPROVE the check register for October 2024 in the amount of \$630,050.75 was made by Rogers, SECONDED by Masgay, and APPROVED unanimously.

MOTION to APPROVE the October 2024 financial statements (subject to audit) was made by Rogers, SECONDED by Goodwin, and APPROVED unanimously.

MOTION to APPROVE the check register for November 2024 in the amount of \$341,419.07 was made by Rogers, SECONDED by Masgay, and APPROVED unanimously.

MOTION to APPROVE the November 2024 financial statements (subject to audit) was made by Rogers, SECONDED by Masgay, and APPROVED unanimously.

A question was asked regarding the upcoming government changes being made to passport revenue and their effect on BCFL, but it was stated that those changes shouldn't affect the budget for next year.

#### **Board Committee Reports:**

Governance Committee met and scheduled quarterly meetings for next year.

- Board Resolution for Term Limits – Although the county commissioners are responsible for determining BCFL Board term limits, the Board created a resolution with their recommendations.

MOTION to APPROVE the BCFL Board Resolution on BCFL Board member term limits was made by Rogers, SECONDED by Goodwin, and APPROVED unanimously. The

resolution will be passed onto the commissioners

- Responsible Contractor’s Policy – FIN 10: The Commissioners requested that BCFL have this policy, which aids in getting jobs completed on time, i.e., the Doylestown roof project. The policy presented is boilerplate, but a couple of items have to be decided on by the Board. After review and discussion, the following were agreed upon:

Delete Section 2, Line B (relating to snow removal); in Section 3C-11-A change “Section” to “Policy”; in Section 5 change “three” to “four or more members” and change “may be waived by unanimous vote” to “majority vote;” in Section 14 change “effective 30 days after” to “effective immediately.”

MOTION to APPROVE the Responsible Contractor’s Policy – FIN 10 as amended above was made by Reimers, SECONDED by Masgay, and APPROVED unanimously.

- The Governance Committee also looked at ways the Board can evaluate how the Board is performing as per the bylaws. An assessment survey was produced and provided to the Board, with members being asked to complete the survey and return to Brian Reimers prior to the next board meeting.

The Finance Committee met, and one of the items discussed was the 2025 operating capital budget. The Collective Bargaining Agreement is still under negotiations, so the final budget can’t be brought to the Board in case adjustments need to be made as a result of the negotiations. Other topics discussed were: 1) updating salary scales; and 2) the Lehigh Valley Community Foundation.

BCFL’s investment firm, Vanguard, sends periodic reports on investments, which both John Doran, CFO, and Rick Rogers, Board Treasurer, review on an ongoing basis.

- For 2025 the Finance Committee will continue with Rick Rogers, Chair, Amy Masgay and Linda Goodwin.
- For 2025 the Governance Committee will consist of Brian Reimers, Chair, and Mary Cwiklinski and Andrew Laureti.

**Unfinished business** – None

**New Business** – None

**Public Comment** – No public commented.

Discussed where the Public Comment portions should be. BCFL’s attorney stated as per the Sunshine Law it should be after every action item and then a general one at the end.

There being no further business, a MOTION to ADJOURN was made at 6:56 p.m. by Masgay, SECONDED by Goodwin, and so MOVED.

APPROVED BY THE BCFL BOARD OF DIRECTORS  
JANUARY 21, 2025