



BUCKS COUNTY FREE LIBRARY

MINUTES OF THE REGULAR MEETING OF FEBRUARY 20, 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 6:05 p.m. Present were: Constance Moore, President; Anthony Bush, Vice President; Richard Rogers, Treasurer; and Amy Masgay, Brian Reimers, and Linda Goodwin, Board Trustees; Martina Kominiarek, Chief Executive Officer; John Doran, Chief Financial Officer; and Jessica Gruber, Associate Director. Also in attendance were Matt Hrebicik, IT Director, Leigh Sheldron, Facilities Manager, and Diane Tricarico, Office Support Specialist. Georgette Helbling, Board Trustee, was absent.

A MOTION to APPROVE the minutes of the Regular Meeting of January 23, 2024 was made by Reimers, SECONDED by Goodwin, and APPROVED unanimously.

PRESIDENT'S REPORT

The BCFL Board Bylaws were recently reviewed by BCFL's attorney. Recommendations were provided in the board packet, and these included member terms, required training, and officers. The Board President urged the Board to support an ongoing training requirement in the bylaws. The Board did not agree with required training except for new member orientation. They also opted for four board positions instead of combining two positions.

The Board also discussed moving the board meeting day or time because of some schedule conflicts. It was agreed that the next three board meetings – March through May – would continue on the third Tuesday but start at 5:00 p.m. Due notice would be made to the local news sources for publication.

A MOTION to APPROVE the revised GOV 4–Bylaws with the agreed-upon changes to mandatory training and officer positions was made by Bush, SECONDED by Rogers, and APPROVED unanimously.

CEO Job Description – Final draft was provided to the board. Both BCFL's attorney and Library Consultant June Garcia have reviewed it. Applicants will have links to access the approved job description via the job posting.

MOTION to APPROVE the CEO job description was made by Rogers, SECONDED by Reimers, and APPROVED unanimously.

STAFF REPORTS

Report of Chief Executive Officer/Martina Kominiarek

BCFL is expected to receive a \$150,000 Keystone Grant for Quakertown branch HVAC improvements. The effective date of the grant is 4/1/2024, so work cannot start until that date.

Report of Chief Financial Officer/John Doran

Some of the highlights to note are purchases that have been made with the favorable variance, including meeting room chairs, Badge Squad items, and four phone booths. Investments with Vanguard are up 24%. Passport services revenue was \$200,000. Revenue from fines and donations is strong and better than expected.

MOTION to APPROVE the check register for January 2024 in the amount of \$624,001.48 was made by Rogers, SECONDED by Masgay, and APPROVED unanimously.

MOTION to APPROVE the December 2023 financial statements (subject to audit) was made by Rogers, SECONDED by Goodwin, and APPROVED unanimously.

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

MOTION to APPROVE adding Board Trustee Linda Goodwin as a BCFL check signer was made by Rogers, SECONDED by Masgay, and APPROVED unanimously.

Board Committee Reports:

Governance Committee: Met on February 6. It was recommended that MNG 15 – Whistleblower Policy be moved from the Finance policies and be provided for signature to new employees at orientation.

MOTION to APPROVE the MNG 15 – Whistleblower Policy recommendations was made by Bush, SECONDED by Goodwin, and APPROVED unanimously. The policy will have “REVISED 2/20/2024” added to it.

The Governance Committee also reviewed GOV 5 - Specific Responsibilities of the Library Board and the CEO. It was recommended that the first bullet point on page 2 be removed as it was repetitious. The third bullet point on page 2 should be moved to the first bullet point. A motion was made to approve the policy with the changes suggested.

MOTION to APPROVE GOV 5 – Specific Responsibilities of the Library Board and the CEO – was made by Rogers, SECONDED by Masgay, and APPROVED unanimously.

It was decided that for policies with non-substantive changes the Board will wait until after the Board has reviewed and approved a new policy on Policy Development so that any review or approval is consistent with their current priorities; or until after a new CEO is hired. Currently, the Privacy Policy is being reviewed by staff and BCFL’s attorney, and the Governance Committee is reviewing the policy on Policy Development. The BCFL attorney was also asked to let the Board know to what extent board committees can deliberate without violating Sunshine Laws, and that information will be shared with the Board when it’s received.

Public Comment – No public in attendance.

There being no further business, a MOTION to ADJOURN was made at 7:15 p.m. by Rogers, SECONDED by Masgay, and so MOVED.

APPROVED BY THE BOARD OF DIRECTORS
APRIL 16, 2024