



## **Bucks County Free Library**

### **BUCKS COUNTY FREE LIBRARY**

#### **MINUTES OF THE REGULAR MEETING OF APRIL 16, 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; and Amy Masgay, Brian Reimers, and Linda Goodwin, Board Trustees; John Doran, Chief Financial Officer; Joe Thompson, Chief Operating Officer, and Jessica Gruber, Associate Director. Also in attendance were Adam Gilbert-Cole, District Consultant; Leigh Sheldron, Facilities Manager; Matt Hrebicik, IT Director; Holly Ambrose, Collection Management Director; Patty Dawson, Access Services Director; and Dianne Tricarico, HR & Office Assistant. Martina Kominiarek, Chief Executive Officer; Richard Rogers, Treasurer; and Georgette Helbling, Board Trustee, were absent.

A MOTION to APPROVE the minutes of the Regular Meeting of February 20, 2024 was made by Bush, SECONDED by Masgay, and APPROVED unanimously.

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

A contingent from BCFL, including President Moore, attended the biannual Public Library Association (PLA) Conference held in Ohio with recruitment as a primary goal. They met with several prospective applicants.

A representative from Bee, Bergval, and Company gave the Board an overview of their findings of the completed BCFL 2023 audit.

MOTION to APPROVE the BCFL 2023 Audited Financial Statements of Bee, Bergvall, and Company, CPAs, was made by Masgay, SECONDED by Goodwin, and APPROVED unanimously.

#### **STAFF REPORTS**

##### Report of District Consultant/Adam Gilbert-Cole

The District budget was recently reviewed by BCFL and the district member libraries, and a copy was provided to the Board.

IT Policy ING-8: Computer and Acceptable Internet Use, was reviewed with BCFL's law firm and provided to the Board. The existing policy was reviewed and revised with language added to strengthen use of computers in children's areas.

MOTION to APPROVE the revised ING 8 – Computer and Acceptable Internet Use policy was made by Bush, SECONDED by Goodwin, and APPROVED unanimously.

Policy ING 9: Social Media was reviewed by BCFL's law firm and presented to the Board. (This policy is based on Social Media Guidelines posted on the library website, which have been upgraded to policy status.)

The Board was also presented with a draft document for onboarding the new CEO. It has been under development by Martina along with Adam and Constance. Although in its early stages, the Board's input is welcomed.

#### Report of Associate Director/Jessica Gruber

The Board was provided a handout on the proposed Quakertown branch playhouse purchase. As part of the ongoing restoration at that branch, it was decided it was an opportunity to add something to the children's area. BCFL will be using the same company that furnished the children's areas at both Langhorne (Penn's Little Village) and Yardley (Career Corner).

MOTION to APPROVE the purchase of the Quakertown branch children's area playhouse was made by Reimers, SECONDED by Goodwin, and APPROVED unanimously.

A handout regarding the Staff Handbook was provided to the board with the full Handbook to be emailed to the Board tomorrow. Administration met with union stewards for their input. A follow-up meeting is scheduled with the stewards for May 8 to continue to go over handbook revisions. The final draft will be provided to the board at the upcoming board meeting.

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

MOTION to APPROVE the check register for February 2024 in the amount of \$1,079,213.43 was made by Goodwin, SECONDED by Masgay, and APPROVED unanimously.

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

MOTION to APPROVE the check register for March 2024 in the amount of \$441,663.65 was made by Goodwin, SECONDED by Reimers, and APPROVED unanimously.

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

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

The Governance Committee met on 2/20/2024. Another meeting is scheduled following the May meeting at the Yardley branch.

The Finance Committee met on 3/19/2024 with a representative from Vanguard. They reviewed the past year and looked at the 2024 forecast. It was felt that BCFL had a great return for 2023 and a great first quarter 2024.

**Unfinished business** – The Board is reviewing the bylaws with the BCFL law firm. A MOTION to TABLE the bylaws until additional changes can be discussed was made by Reimers, SECONDED by Goodwin, and unanimously agreed.

**New Business** – Bid amounts were provided to the Board for landscaping for the Bensalem, Doylestown, Langhorne, and Levittown branches, with a recommendation to approve the low bidder.

A MOTION to APPROVE Parkyn Landscape & Hardscape LLC for landscape services for the Bensalem, Doylestown, Langhorne, and Levittown branches was made by Masgay, SECONDED by Goodwin, and APPROVED unanimously.

**Public Comment** – No public commented.

There being no further business, a MOTION to ADJOURN was made at 6:46 p.m. by Goodwin, SECONDED by Masgay, and so MOVED.

APPROVED BY THE BOARD OF DIRECTORS  
MAY 21, 2024