



**BUCKS COUNTY FREE LIBRARY**  
**MINUTES OF THE REGULAR MEETING OF MAY 21, 2024**

The Regular Meeting of the Board of Directors of the Bucks County Free Library was held at the Yardley-Makefield Library. The meeting was called to order at 6:06 p.m. Present were: Constance Moore, President; Tony 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 Sheldon, Facilities Manager; and Pat Hartman, Library Manager. Georgette Helbling, Board Trustee, was absent.

A MOTION to APPROVE the minutes of the Regular Meeting of April 16, 2024 was made by Goodwin, SECONDED by Bush, and APPROVED unanimously.

The Board moved the meeting into an Executive Session from 6:07p.m. – 7:12 p.m. to discuss personnel matters.

**PRESIDENT’S REPORT**

The Board President thanked the staff for their contributions to the CEO Search.

A MOTION to accept the resignation of Georgette Helbling, Board Trustee, effective immediately was made by Moore, SECONDED by Masgay, and APPROVED unanimously.

A MOTION to authorize the Search Committee to extend an offer of employment for the position of CEO was made by Bush, SECONDED by Rogers, and APPROVED unanimously.

**STAFF REPORTS**

Report of Chief Executive Officer/Martina Kominiarek

BCFL thanked Library Manager, Pat Hartman, for her years of service and congratulated her on her upcoming retirement.

Report of Chief Financial Officer/John Doran

MOTION to APPROVE the check register for April 2024 in the amount of \$460,167.81 was made by Rogers, SECONDED by Reimers, and APPROVED unanimously.

MOTION to APPROVE April 2024 financial statements was made by Rogers, SECONDED by GOODWIN, and APPROVED unanimously.

Donations are higher than budget with a receipt of a \$35,000 donation from C&N Bank. BCFL's Bucks for Books Campaign has raised almost \$23,000 from 121 donations.

There are still a few staff vacancies. Collection material is over budget right now, but BCFL will be fine as the year progresses. BCFL has made progress on capital projects. The Yardley-Makefield interior, Bensalem sidewalk replacement, Levittown restroom, Langhorne parking lot resurface, and Doylestown branch window replacement projects are all underway.

MOTION to APPROVE the removal of Martina Kominiarek, Chief Executive Officer, as an authorized account holder at C&N Bank, Vanguard, TIAA-CREF, and Hamilton Disbrow Account was made by Goodwin, SECONDED by Masgay, and APPROVED unanimously.

### **Old Business**

Social Media Policy – This policy replaces the current Social Media Guidelines and is a clearer statement about underlying legal references BCFL needs to follow. Policy was reviewed by the library's attorney.

MOTION to APPROVE the Social Media Policy was made by Goodwin, SECONDED by Masgay, and APPROVED unanimously.

MOTION to APPROVE the Board Bylaws was made by Bush, SECONDED by Rogers, and APPROVED unanimously.

### **New Business**

Privacy Policy – given to Board for review. State law requires that library records are confidential. Policy includes Pennsylvania privacy laws and was updated to include the disclosure of data the library collects and how it uses the information, per best practice. Policy was reviewed by the library's attorney.

The PA Public Library Code requires the following policies: System Personnel Policy; Federated Library System Collections Policy; and District Library Center Collections Policy. The District Consultant worked with the member library directors to craft these policies. The System Personnel Policy identifies top level areas that should be addressed by individual libraries. The Federated Library System Collections Policy and District Library Center Collections are virtually identical. Libraries share resources and have a shared process for determining circulation. BCFL will work with member libraries to make sure all libraries meet requirements.

MOTION to APPROVE the System Personnel Policy, Federated Library System Collections Policy, and District Library Center Collections Policy was made by Reimers, SECONDED by Rogers, and APPROVED unanimously.

BCFL Staff Handbook and BCFL Pay, Timekeeping, and Leave Handbook for Bargaining Unit Employees were given to the Board for review. Both Handbooks were the result of a year-long intensive effort. The Staff Handbook was split into two documents to make it easier for staff to navigate. Both Handbooks were reviewed by the library's attorney. The library held three meetings with union stewards to review new material and incorporate staff feedback.

### **Public Comment**

Wayne Lahr shared his best wishes for Pat Hartman's retirement and thanked her for her mentorship over the years.

There being no further business, a MOTION to ADJOURN was made at 7:58 p.m. by Masgay, SECONDED by Goodwin, and so MOVED.

The Board meeting was followed by an Executive Session from 7:58 p.m. – 8:27 p.m. to discuss confidential legal matters.

APPROVED BY THE BOARD OF DIRECTORS  
JUNE 18, 2024