



BUCKS COUNTY FREE LIBRARY

MINUTES OF THE REGULAR MEETING OF SEPTEMBER 17, 2024

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 6:08 p.m. Present were: Constance Moore, President; Anthony Bush, Vice President; and Amy Masgay, Brian Reimers, Linda Goodwin, and Mary Cwiklinski, Board Trustees; Dana Barber, Chief Executive Officer; John Doran, Chief Financial Officer; Joe Thompson, Chief Operating Officer, Jessica Gruber, Associate Director, and BCFL attorney David Truelove. Others in attendance included Patty Dawson, Access Services Director; Holly Ambrose, Collection Management Director; Matt Hrebicik, IT Director; Leigh Sheldron, Facilities Manager; Bonnie White, Quakertown Library Manager; and Katrina Dagenais, Perkasié Library Manager. Richard Rogers, Treasurer, was absent.

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

PRESIDENT'S REPORT

President Moore reported that library sign-up month was going well. Also, she encouraged everyone to advocate for libraries. She reminded everyone that the Pennsylvania Library Association will be holding their annual conference in Harrisburg in October.

STAFF REPORTS

Report of Chief Executive Officer/Dana Barber

- A plaque was presented to Quakertown Library Manager Bonnie White for her 50 years of service to Bucks County Free Library.
- Staff Day is slated for Monday, October 14, where other staff anniversaries will be honored. Board members are welcome to attend.
- All manager and librarian positions are currently filled. There are two administrative positions posted.
- Staff are being aligned to provide programming to the BCFL communities. Travis Maiuro will be heading this up.
- BCFL received a \$5,000 grant to expand the youth collection, including bilingual materials.
- Some adjustments to the Hoopla collection are in store as a result of rising costs. However, it won't affect checkout limits for library customers.
- In Facilities, the Doylestown roof project was completed. The Langhorne branch parking lot paving starts next week, and HVAC units will be installed at Quakertown and Doylestown later this fall.
- Outreach was strong in spring and summer, with 10 events held.
- Changes are being made to the way the community can contact the board utilizing a web contact form. This should alleviate the large amount of spam being received via the board email address. The account will be discontinued.

Report of Associate Director/Jessica Gruber

An overview of Summer Quest was provided to the Board, including a handout detailing the events and programs held and the response from the community.

Report of Chief Financial Officer/John Doran

MOTION to APPROVE the check register for July 2024 in the amount of \$348,852.10 was made by Amy Masgay, SECONDED by Goodwin, and APPROVED unanimously.

Budget revenue is a little better than anticipated. Personnel expenses reflect that BCFL is just about fully staffed.

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

MOTION to APPROVE the check register for August 2024 in the amount of \$344,107.64 was made by Goodwin, SECONDED by Masgay, and APPROVED unanimously.

BCFL's 2025 operating and capital allocation request was provided to the County on 9/11/24. The County asked that we keep our request the same as last year. BCFL has had only one increase since 2011. The County Chief Financial Officer would like to meet with BCFL about the request in the near future.

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

Board Committee Reports:

The Governance Committee met on September 5, 2024. Chair Tony Bush presented to the Board the items that were discussed.

- CEO Evaluation Forms – Some minimal changes were made. An evaluation will be completed within two weeks of hiring date anniversary. All the forms were made to be consistent.

MOTION to APPROVE the CEO Evaluation Forms was made by Reimers, SECONDED by Masgay, and APPROVED unanimously.

- BCFL Bylaws – Recently approved, they were reviewed again because of concern regarding the revised term limits. The Committee recommends readopting the bylaws without limitations and making term recommendations to the County. It was decided that BCFL can make recommendations for term limits in the form of a resolution. On a side note, new board member Mary Cwiklinski was welcomed and introduced to the meeting participants.

MOTION to remove Section 4 – Term of Appointment – from BCFL Bylaws was made by Reimers, SECONDED by Bush, and APPROVED unanimously.

- MOTION for a Resolution to recommend BCFL Board term limits to the County was made by Reimers, SECONDED by Goodwin, and APPROVED unanimously.

- Board Meeting Public Comment Policy – The Committee reviewed the policy and made changes to allow for two public comment periods, one at the beginning of the meeting before the Board’s action on agenda items and one at the end of the meeting.

MOTION to APPROVE the Board Meeting Public Comment Policy – GOV 13 was made by Reimers, SECONDED by Bush, and APPROVED unanimously.

- Policy Development Policy – The Committee adopted Dana’s timeline for reviewing policies.

MOTION to APPROVE the Policy Development Policy – GOV 12 with the review timeline was made by Reimers, SECONDED by Bush, and APPROVED unanimously.

- Staff Handbook – MOTION to APPROVE the revised Staff Handbook was made by Moore, SECONDED by Goodwin, and APPROVED unanimously.

- MOTION to APPROVE the Privacy & Confidentiality of Library Records Policy – MNG 1 was made by Bush, SECONDED by Reimers, and APPROVED unanimously.

- The Expense Reimbursements and Grants policies had slight language changes to satisfy the requirements of the federal grant obtained for Collection Development.

MOTION to APPROVE the revisions to Expense Reimbursements – FIN 15 was made by Goodwin, SECONDED by Masgay, and APPROVED unanimously.

MOTION to APPROVE the revisions to Grants – DEV 2 was made by Reimers, SECONDED by Goodwin, and APPROVED unanimously.

- A proposed resolution was provided to the Board providing signatory authority to Dana Barber, CEO, on behalf of BCFL for the Pennsylvania Department of Education.

MOTION to APPROVE the Resolution providing signatory authority to Dana Barber, CEO, on behalf of Bucks County Free Library (BCFL) for the Pennsylvania Department of Education (PDE) was made by Goodwin, SECONDED by Reimers, and APPROVED unanimously.

Public Comment – Quakertown Library Manager Bonnie White thanked the Board for their recognition and applauded their continued support of BCFL operations and staff.

Wayne Lahr, Free Library of Northampton Township Director, thanked Dana for her professionalism in handling a problem for the District.

There being no further business, a MOTION to ADJOURN was made at 7:04 p.m. by Moore, SECONDED by Masgay, and so MOVED.

APPROVED BY THE BCFL BOARD OF DIRECTORS
OCTOBER 15, 2024