



BUCKS COUNTY FREE LIBRARY

MINUTES OF THE REGULAR MEETING OF JANUARY 21, 2025

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 6:00 p.m. Present were: Anthony Bush, President; Brian Reimers, Vice President; Richard Rogers, Treasurer; Amy Masgay, Secretary; and 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; Holly Ambrose, Collection Management Director; Bobbie Foster, Communication and Development Director; Matt Hrebicik, IT Director; Travis Maiuro, Community Engagement Director; and Leigh Sheldron, Facilities and Security Manager.

A MOTION to APPROVE the minutes of the Regular Meeting of December 17, 2024 was made by Reimers, SECONDED by Goodwin, and APPROVED unanimously.

PRESIDENT'S REPORT

Bush commented on all the good things BCFL is doing and encouraged all board members to share with public the breadth of materials & services at the library branches. He noted that when speaking people about the library, many times they don't realize the extent of what the library has to offer.

STAFF REPORTS

Report of Chief Executive Officer/Dana Barber

It was reported that union negotiations were completed on January 9 and is set to be ratified on January 23. If we have a signed contract will present 2025 budget at the board meeting in February.

The Conflict of Interest Policy was provided to the board for review and corresponding forms provided for signature.

Collection Management Policy – MNG 2 received some minor revisions as related to diversity and inclusion in the collections as well as streamlined language throughout.

MOTION to APPROVE the Collection Management Policy – MNG 2 as revised was made by Laureti, SECONDED by Goodwin, and APPROVED unanimously. (No public commented.)

Security Camera Policy – MNG 12 was updated with changes to restrict the number of personnel with access to recorded footage to protect the confidentiality and privacy of library patrons as well as streamlined language throughout.

MOTION to APPROVE the Security Camera Policy – MNG 12 as revised was made by Goodwin, SECONDED by Reimers, and APPROVED unanimously. (No public commented.)

A question was asked if there is signage at the library branches stating that security cameras are in use. It was confirmed that there are signs posted at each location.

Report of Chief Financial Officer/John Doran

Financial statements were not on the agenda as additional year-end statements and invoices were not received as of the date of the board meeting. The December 2024 check register was provided to the board for review and will be added to the February 18, 2025 meeting agenda for approval.

It was noted that the HVAC units in the Doylestown and Quakertown branches have been installed and thanks went to Leigh and the facilities team for getting this done so quickly despite the winter weather.

Report of Associate Director/Jessica Gruber (presented by Patty Dawson)

Information was presented about an upcoming training opportunity for board members and our library Friends group members on Saturday, March 15. The *2025 Library Friends and Trustees Institute* virtual training session will be held at the Doylestown branch from 9am – 1:30pm. The session will focus on how to support libraries through fundraising and advocacy efforts as well as improved operations. Gretchen will send out a follow up email with the details, RSVP is needed by March 1.

It was also shared that BCFL staff will be attending the Pennsylvania Library Association's (PaLA) Frontline Online training on February 7.

Report of Chief Information Officer/Patty Dawson

It was reported that we are preparing to implement auto-renewals for library materials across all district libraries starting March 1. This new feature will make it easier for patrons to manage their borrowed items. Marketing will share this feature with the public and information will be posted on BCFL's website.

Report of Community Engagement Director/Travis Maiuro

Highlights of the 2025 Programming Plan were discussed:

- *PA Forward Star Program* - a literacy initiative created by the Pennsylvania Library Association (PaLA) with a focus on 5 Literacies (Basic, Information, Civic and Social, Health, and Financial). BCFL staff will use these literacies as a framework to create programming for all ages and complete tasks to earn bronze, silver and gold stars. Participating in this initiative will bolster our standing in the community as well as strengthening our connection with partners & other libraries in the state.
- *Knowledge for Life* – a series of engaging, informational programming for adults that will be held at all branches and feature guest speakers/performers. The winter 2025 schedule was distributed to board members and spring 2025 schedule in process.

Report of Communication & Development Director/Bobbie Foster

Highlights from the 2025 Annual Appeal were discussed:

- Over \$74,000 has been raised to date
- It was noted that the majority of donations have been made by check but there is a steady increase of donations made through the website via credit card.

Report of Collection Management Director/Holly Ambrose

Highlights from the 2024 Collection Statistics report were discussed:

- Campaign in the spring targeted building the Spanish language, Book Clubs in a Bag, Readalong, and best seller collections
- BusDoor count statistics are starting to go back up since pandemic
- Circulation has seen a slight dip (physical materials only)
- E-Library – audiobooks climbing to the top and requests are increasing
- Newsstand resource (part of cloudLibrary) has over 9000 magazine titles and are always available (no holds needed)

Board Committee Reports: No committees met.

Unfinished business – None

New Business – None

Public Comment – No public commented.

There being no further business, a MOTION to ADJOURN was made at 6:37 p.m. by Goodwin, SECONDED by Rogers, and so MOVED.

APPROVED BY THE BCFL BOARD OF DIRECTORS
FEBRUARY 18, 2025