



## **BUCKS COUNTY FREE LIBRARY**

### **MINUTES OF THE REGULAR MEETING OF FEBRUARY 18, 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 6:05 p.m. Present were: Anthony Bush, President; Brian Reimers, Vice President; Amy Masgay, Secretary; and Linda Goodwin and Mary Cwiklinski, 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; Bobbie Foster, Communication and Development Director; Adam Gilbert-Cole, District Consultant; Matt Hrebicik, IT Director; and Leigh Sheldron, Facilities and Security Manager.

A MOTION to APPROVE the minutes of the Regular Meeting of January 21, 2025 was made by Goodwin, SECONDED by Reimers, and APPROVED unanimously.

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

Bush encouraged board members to continue to promote BCFL whenever possible, encourage contributions to fundraising efforts, and talk about all the great things the libraries have to offer.

#### **STAFF REPORTS**

##### Report of Chief Executive Officer/Dana Barber

It was noted that programming attendance is up significantly; adult attendance is up 10% and youth attendance is up 60% over the previous year.

An update was provided regarding the PA Forward star program; we have achieved Bronze Star status and are on our way to achieving gold within the next year.

Reminder about the *2025 Library Friends & Trustee Institute* on Saturday, March 15. We hope to see you there, please RSVP to Gretchen whether you can or cannot attend.

During National Library Week (April 6-12) BCFL will be hosting an advanced screening the new PBS documentary *Free for All* at the Doylestown (April 7), Quakertown (April 9), and Yardley (April 12) branches. Library staff will also be on hand for discussion following the film.

The full organization chart was provided for review. It was noted there were no changes since the version reviewed last fall, just additional detail provided for subdepartments.

Borrowing and Renewals of Material Policy – CIR 2 was updated with minor changes as related to automatic renewals.

MOTION to APPROVE the Borrowing and Renewals of Material Policy – CIR 2 as revised was made by Masgay, SECONDED by Goodwin, and APPROVED unanimously. (No public commented.)

Board Resolution for the Waiver of District Aid Standards was presented for signature. In order to meet standards, we must have a District Advisory Council and meetings need to be held 3 times per year with representation by district library and BCFL trustees. Meetings in 2025 will be held on April 3, October 9, and December 11. Reimers volunteered to attend on behalf of BCFL.

MOTION to APPROVE the Resolution for the Waiver of District Aid Standards was made by Reimers, SECONDED by Masgay, and APPROVED unanimously. (No public commented.)

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

Highlights from the end of the year included 2024 budget review (overall a good year - collection budget spent down, legal services over budget, grounds under budget) and it was noted that there was money set aside to pay for the Doylestown & Quakertown HVAC projects in early 2025.

MOTION to APPROVE the check register for December 2024 in the amount of \$268,439.34 was made by Goodwin, SECONDED by Cwiklinski, and APPROVED unanimously. (No public commented.)

MOTION to APPROVE the December 2024 financial statements was made by Goodwin, SECONDED by Masgay, and APPROVED unanimously. (No public commented.)

In January \$511,000 of state aid money was distributed to the district libraries, the annual Wise fees and HVAC projects were paid, and there were costs incurred for snow removal/salting.

MOTION to APPROVE the check register for January 2025 in the amount of \$1,422,532.50 was made by Goodwin, SECONDED by Reimers, and APPROVED unanimously. (No public commented.)

MOTION to APPROVE the January 2025 financial statements was made by Goodwin, SECONDED by Reimers, and APPROVED unanimously. (No public commented.)

The 2025 Operating and Capital Budget and Management and Non-represented Salary Scales were requested to be tabled until the union contract has been signed, it is hoped this will be complete by the March meeting.

MOTION to TABLE the 2025 Operating and Capital Budget and Management and Non-represented Salary Scales was made by Reimers, SECONDED by Masgay, and APPROVED unanimously.

Report of Communication & Development Director/Bobbie Foster

Highlights from the 2025-26 Fundraising Plan were discussed and included the fundraising goal for 2026 (\$280,000); utilizing personalized stewardships, impact reports and donor calls; promoting awareness about employers matching programs; creating sponsorship opportunities; and Educational Improvement Tax Credit (EITC) funding opportunities. It was also noted that in the future board members will be called on to help connect with donors by writing notes or making phone calls.

Report of District Consultant/Adam Gilbert-Cole

Reviewed the PA library organizational chart and outlined the potential impact of cuts in federal and state budgets for public libraries. Gilbert-Cole will prepare of list of resources and talking points for board members wanting to get in touch with local legislators to discuss the budget as it relates to public libraries.

**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 6:42 p.m. by Goodwin, SECONDED by Masgay, and so MOVED.

APPROVED BY THE BCFL BOARD OF DIRECTORS  
MARCH 18, 2025