



**BUCKS COUNTY FREE LIBRARY**  
**MINUTES OF THE REGULAR MEETING OF MARCH 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 6:07 p.m. Present were: Brian Reimers, Vice President; 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; and Bobbie Foster, Communication and Development Director.

A MOTION to APPROVE the minutes of the Regular Meeting of February 18, 2025 was made by Laureti, SECONDED by Goodwin, and APPROVED unanimously.

**VICE-PRESIDENT'S REPORT**

Reimers thanked board members for attending the meeting and giving their time in support of BCFL.

**STAFF REPORTS**

Report of Chief Executive Officer/Dana Barber

It was noted that the Collective Bargaining Agreement (CBA) was ratified on January 23 and the contract was signed on February 27. The new agreement runs through January 10, 2028.

An update was provided regarding branch visits by CEO and other designated staff. In 2025 the 1<sup>st</sup> quarter visits focused on collections and the 2<sup>nd</sup> quarter visits will focus on programming.

Statistical highlights from the month were presented.

Thank you to all the Friends & Trustees who attended the *2025 Library Friends & Trustee Institute* on Saturday, March 15! There were 14 attendees including 1 Trustee, 9 Friends, and 4 administrative staff.

Barber noted the importance of advocacy and reaching out to local legislatures.

Report of Chief Financial Officer/John Doran

In February the Morningstar (\$18,807), NewsBank (\$13,654), and Value Line Publishing (\$17,830) databases were renewed using funds from the Disbrow account.

MOTION to APPROVE the check register for February 2025 in the amount of \$384,851.52 was made by Goodwin, SECONDED by Laureti, and APPROVED unanimously. (No public commented.)

It was noted that revenue is where it should be for this time of year and the budget has been adjusted to carry the higher cost of snow removal this winter.

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

The 2025 Operating and Capital Budget was presented along with a variance report.

MOTION to APPROVE the 2025 Operating and Capital Budget was made by Goodwin, SECONDED by Masgay, and APPROVED unanimously.

Report of Associate Director/Jessica Gruber

Highlights from the 2024 Annual Report submitted to the state were discussed.

It was noted that these statistics could be used for advocacy efforts when speaking with local legislature and donors about funding for BCFL and public libraries.

**Board Committee Reports:** The Governance Committee met virtually on March 12, 2025. They discussed the findings of the board's self-evaluation that took place at the end of 2024 as well as the updated Bulletin Board, Meeting Room and Study Room policies.

Bulletin Board Policy – MNG 5 was presented for initial review.

Meeting Room Policy – MNG 3.1 had no major changes.

MOTION to APPROVE the Meeting Room Policy – MNG 3.1 as revised was made by Laureti, SECONDED by Masgay, and APPROVED unanimously. (No public commented.)

Study Room Policy – MNG 3.2 had minor updates regarding minimum number of users and the reservation process.

MOTION to APPROVE the Study Room Policy – MNG 3.2 as revised was made by Cwiklinski, SECONDED by Goodwin, and APPROVED unanimously. (No public commented.)

**Unfinished business** – None

**New Business** – None

**Public Comment** – Doylestown Friend Lin Schreiner commented on several items, including the meeting room policy, bulletin boards in the branches, and the BCFL annual report. Schreiner also thanked BCFL staff for the *2025 Library Friends & Trustee Institute*.

The board moved into Executive Session to discuss personnel matters at 6:58 p.m.

MOTION to END the Executive Session at 7:14 p.m. was made by Goodwin; SECONDED by Masgay, and APPROVED unanimously.

MOTION to RESUME the Regular Meeting at 7:14 p.m. was made by Goodwin; SECONDED by Masgay, and APPROVED unanimously.

MOTION to APPROVE the Management and Non-represented Salary Scales was made by Goodwin, SECONDED by Laureti and APPROVED unanimously.

There being no further business, a MOTION to ADJOURN was made at 7:16 p.m. by Goodwin, SECONDED by Reimers, and so MOVED.

APPROVED BY THE BCFL BOARD OF DIRECTORS  
APRIL 15, 2025