



BUCKS COUNTY FREE LIBRARY
MINUTES OF THE REGULAR MEETING OF July 15, 2025

The Regular Meeting of the Board of Directors of the Bucks County Free Library was held at the Langhorne Library. The meeting was called to order at 6:02 p.m. Present were: Anthony Bush, President; Brian Reimers, Vice President; Rick 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 was Bobbie Foster, Communication and Development Director.

A MOTION to APPROVE the minutes of the Regular Meeting of June 17, 2025 was made by Cwiklinski, SECONDED by Goodwin, and APPROVED unanimously.

PRESIDENT'S REPORT

Bush applauded the library's success with having over 8,000 more people in the branches this June as compared to last year. He asked the Board to discuss ways to increase library communications and public reach at the September meeting. Bush reminded Board members about the CEO evaluation process.

STAFF REPORTS

Report of Chief Executive Officer/Dana Barber

Barber addressed a correction to the janitorial bids and noted the bids are on the meeting's agenda.

Barber provided an update regarding increased attendance and participation in all branches during this year's Summer Quest. It was noted that visitation in June increased by 10%; program attendance increased by 37% for adults and 77% for families; and PC usage and wireless access is also up. Barber thanked library staff, Board members, Friends, and donors.

Barber reported that a *Share Your Story* online form will be available at the end of this month and enables people to share their favorite library story. Stories will improve advocacy efforts and demonstrate to stakeholders the vital role the library plays in the community.

Highlights from the 2024 Impact Report were shared. Barber reported that the community saved over 40 million dollars in 2024 from borrowing library collection materials.

Board members were invited to attend upcoming fall events, including the Donor Appreciation Event, Leadership Training Retreat, and Staff Day.

Report of Chief Financial Officer/John Doran

MOTION to APPROVE the check register for June 2025 in the amount of \$439,127.15 was made by Rogers, SECONDED by Goodwin, and APPROVED unanimously. (No public commented.)

Fines decreased by \$17,000 due to automatic renewals. The 2026 budget will be adjusted for this change in revenue.

It was noted that an EITC donation was received in amount of \$35,000.

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

An update was provided on the Doylestown window replacement. All inoperable windows were replaced in June and work has been suspended during the summer. The project will resume in August.

Report of Communication & Development Director/Bobbie Foster

Highlights from the 2024 Impact Report were shared. Foster reported that statistics reflect growing community interest and engagement with the library. Participation in programs and outreach increased by over 20% and volunteer involvement increased by 17% compared to the previous year.

Board Committee Reports:

The Finance Committee is scheduled to meet in August. Rogers reported that investment accounts are prudently managed and include diverse portfolios.

The Governance Committee met virtually on June 11, 2025. The next meeting is scheduled for September.

Unfinished Business

Face Mask Policy – MNG 13 was presented for consideration to rescind.

MOTION to RESCIND the Face Mask Policy – MNG 13 as presented was made by Reimers, SECONDED by Laureti, and APPROVED unanimously. (No public commented.)

New Business

Volunteer Policy – MNG 11 was presented for initial review with minor changes.

Photography, Filming and Video/Audio Recording in the Library Policy – MNG 14 was presented for initial review with minor changes.

An update on the janitorial bids was provided. Doran reported the library received 4 bids for a three-year period with an optional extension for an additional two years. Responsive bid amounts submitted resulted in significant cost increases. Doran requested the board make a motion to re-bid janitorial services due to financial hardship.

MOTION to REJECT existing bids and re-bid janitorial services made by Goodwin, SECONDED by Masgay, and APPROVED unanimously. (No public commented.)

Public Comment – No public commented.

There being no further business, a MOTION to ADJOURN was made at 6:46 p.m. by Reimers, SECONDED by Masgay, and so MOVED.

APPROVED BY THE BCFL BOARD OF DIRECTORS

SEPTEMBER 16, 2025