



BUCKS COUNTY FREE LIBRARY

MINUTES OF THE REGULAR MEETING OF SEPTEMBER 16, 2025

The Regular Meeting of the Board of Directors of the Bucks County Free Library was held at the Levittown Library. The meeting was called to order at 6:00 p.m. Present were: Anthony Bush, President; Brian Reimers, Vice President; Rick Rogers, Treasurer; Amy Masgay, Secretary; and 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 Travis Maiuro, Community Engagement Director.

A MOTION to APPROVE the minutes of the Regular Meeting of July 15, 2025 was made by Cwiklinski, SECONDED by Reimers, and APPROVED unanimously.

PRESIDENT'S REPORT

Bush reported that eleven trees near the Yardley-Makefield branch building were recently removed by the municipality to comply with state law regarding invasive plant species. The trees will be replaced in October with a native tree species. Moving forward the board of supervisors will share information library events at their meetings and at other locations in the area.

Bush also provided an update regarding the budget meeting with County Commissioner, Robert Harvie and interim Chief Financial Officer, Jeannette Weaver. He is hopeful they will have a decision soon and commented on the recent Federal funding cuts and the state budget impasse.

STAFF REPORTS

Report of Chief Executive Officer/Dana Barber

An update was provided by Chief Financial Officer, John Doran, regarding the window replacement project at the Doylestown branch. The building will be closed to the public the week of September 22-27, 2025 and the project is expected to be complete within approximately two weeks.

Barber discussed the new BCFL staff newsletter that was launched in July. The newsletter will continue to be released bi-monthly moving forward.

Some recent and upcoming community partnerships were highlighted including services provided to library patrons by the HUB of Bucks County, a showing of *The Librarians* that will coincide with banned book week (Oct 5-11) at the County Theater, and the upcoming Eric Carle exhibit the Michener Museum.

Barber reminded the board of two upcoming training opportunities, the Leadership Retreat on Saturday, October 4 and BCFL Staff Day on Monday, October 13.

It was noted that the state budget still has not passed and as a result the distribution of district aid has been delayed. Barber encouraged board members to continue to advocate on behalf of the library to get this matter resolved as soon as possible.

A few key personnel updates were reported including the delay in the retirement of Chief Financial Officer, John Doran, who will stay on to assist with the transition of staffing in the administrative team. Barber acknowledged and thanked the administrative team for all their efforts over the past year.

Barber noted that Summer Quest 2025 was a banner year for BCFL and commended staff on all their accomplishments.

Report of Chief Financial Officer/John Doran

MOTION to APPROVE the check register for July 2025 in the amount of \$307,269.28 was made by Reimers, SECONDED by Masgay, and APPROVED unanimously. (No public commented.)

It was noted that fine revenue is down, the collection materials budget is on target, and the HR Manager position is still open.

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

MOTION to APPROVE the check register for August 2025 in the amount of \$354,150.27 was made by Cwiklinski, SECONDED by Laureti, and APPROVED unanimously. (No public commented.)

It was noted that a replacement delivery vehicle was purchased with district funds and APC server backups were purchased to minimize downtime when we experience power outages.

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

Report of Community Engagement Director/Travis Maiuro

Highlights from the Summer Quest 2025 “Color Our World” final report were presented and results from the community survey were shared with the board.

Board Committee Reports:

The Finance Committee met on August 19, 2025. Rogers reported they discussed updating BCFL’s current investment policy statement.

The Finance Committee also met on September 16, 2025. Rogers reported that there was further discussion of BCFL's investment policy statement and the proposed budget presented to the County Commissioners.

The Governance Committee meeting scheduled for September 10, 2025 was cancelled. The next meeting is set for November 12, 2025.

Unfinished Business

Volunteer Policy – MNG 11 was presented for approval.

MOTION to APPROVE the Volunteer Policy – MNG 11 as presented was made by Laureti, SECONDED by Reimers, and APPROVED unanimously. (No public commented.)

Photography, Filming, and Video/Audio Recording in the Library Policy Policy – MNG 14 was presented for approval.

MOTION to APPROVE the Photography, Filming, and Video/Audio Recording in the Library Policy Policy – MNG 14 as presented was made by Reimers, SECONDED by Laureti, and APPROVED unanimously. (No public commented.)

Janitorial bid award: A review of the second round of janitorial bids was presented by the Chief Financial Officer, John Doran, with the recommendation to accept the bid from S & S Cleaning.

MOTION to award the cleaning services contract to S & S Cleaning in the amount of \$473,760.00 was made by Masgay, SECONDED by Reimers, and APPROVED unanimously. (No public commented.)

New Business

Fundraising and Donations Policy – DEV 1 was presented for initial review with minor changes.

Use of Patron Data Policy – DEV 4 was presented for initial review with minor changes. There was discussion about the current policy, in particular, accessing patrons' contact information for the purpose of soliciting donations on behalf of BCFL.

Public Comment – No public commented.

There being no further business, a MOTION to ADJOURN was made at 6:54 p.m. by Laureti, SECONDED by Cwiklinski, and so MOVED.

APPROVED BY THE BCFL BOARD OF DIRECTORS
OCTOBER 21, 2025