



BUCKS COUNTY FREE LIBRARY

MINUTES OF THE REGULAR MEETING OF FEBRUARY 17, 2026

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 6:01 p.m. Present were: Brian Reimers, President; Amy Masgay, Vice President; Anthony Bush, Treasurer; Andrew Laureti, Secretary; and Mary Cwiklinski, Board Trustee; 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 Holly Ambrose, Collection Management Director.

A MOTION to APPROVE the minutes of the Regular Meeting of January 20, 2026 was made by Laureti, SECONDED by Cwiklinski, and APPROVED unanimously.

STAFF REPORTS

Report of Chief Executive Officer/Dana Barber

The closure of the passport office at the Bensalem Branch (Thursday, February 12, 2026) was reviewed with the board.

Barber provided an update on the 2026 annual fundraising campaign as well as recent grants and donations received by BCFL.

It was noted that there is a board training and networking opportunity coming up in March - PaLA Friends and Trustees Institute on Saturday, March 7, 2026.

Report of Chief Financial Officer/John Doran

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

A summary of the close out of 2025 was presented and it was noted that BCFL is in good financial standing moving into 2026.

A MOTION to APPROVE the check register for January 2026 in the amount of \$1,236,661.14 was made by Laureti, SECONDED by Reimers, and APPROVED unanimously. (No public commented.)

It was noted that the check register for January included state aid pass through funds that were distributed to community libraries in the amount of \$547,384.03 and the Wise annual fee paid to OCLC in the amount of \$187,200.

A MOTION to APPROVE the January 2026 financial statements was made by Masgay, SECONDED by Cwiklinski, and APPROVED unanimously. (No public commented.)

It was noted that all state aid and county allocation funds have been received with the correct budgeted increase and all expenses are close to budget for the first month of the year.

Board Committee Reports: No committees met.

Unfinished business

Additional check signers are needed, and Finance Committee member Anthony Bush volunteered.

A MOTION to APPROVE Anthony Bush as a BCFL check signer was made by Laureti, SECONDED by Cwiklinski, and APPROVED unanimously. (No public commented.)

It was noted that current check signers are Amy Masgay, Vice President; Anthony Bush, Treasurer; Linda Goodwin, Board Trustee; and Dana Barber, Chief Executive Officer.

Customer Service Policy – CUS 1 was presented for approval.

A MOTION to APPROVE the Customer Service Policy – CUS 1 as presented was made by Masgay, SECONDED by Bush, and APPROVED unanimously. (No public commented.)

Reference Services Policy – ING 1 was presented for approval.

A MOTION to APPROVE the Reference Services Policy – ING 1 as presented was made by Bush, SECONDED by Laureti, and APPROVED unanimously. (No public commented.)

New Business

Quakertown roof bid award: A review of the roof bids for the Quakertown branch was presented by the Chief Financial Officer, John Doran, with the recommendation to accept the bid from Beaver Home Improvement, LLC.

A MOTION to award the Quakertown roof bid to Beaver Home Improvement, LLC in the amount of \$343,935.20 was made by Laureti, SECONDED by Cwiklinski, and APPROVED unanimously. (No public commented.)

Materials processing bid award: A review of the second round of materials processing bids was presented by the Chief Information Officer, Patty Dawson, with the recommendation to accept the bid from Ingram Library Services, LLC.

A MOTION to award the materials processing bid to Ingram Library Services, LLC was made by Masgay, SECONDED by Laureti, and APPROVED unanimously. (No public commented.)

An overview of the strategic plan proposal was presented by the Chief Executive Officer, Dana Barber, with the recommendation to accept the proposal from D L Belanger Consulting.

A MOTION to APPROVE the strategic plan proposal from D L Belanger Consulting in the amount of \$19,495.00 was made by Reimers, SECONDED by Bush, and APPROVED unanimously. (No public commented.)

Borrowing of Library Materials by Library Staff Policy – CIR 9 was presented for approval.

A MOTION to APPROVE the Borrowing of Library Materials by Library Staff Policy – CIR 9 as presented was made by Laureti, SECONDED by Cwiklinski, and APPROVED unanimously. (No public commented.)

Staff Handbook – MNG 10 was presented for initial review.

Public Comment – No public commented.

The board moved into Executive Session to discuss board matters at 6:39 p.m.

A MOTION to END the Executive Session at 6:50 p.m. was made by Bush; SECONDED by Reimers, and APPROVED unanimously.

A MOTION to RESUME the Regular Meeting at 6:50 p.m. was made by Reimers; SECONDED by Bush, and APPROVED unanimously.

There being no further business, a MOTION to ADJOURN was made at 6:53 p.m. by Reimers, SECONDED by Laureti, and so MOVED.

APPROVED BY THE BCFL BOARD OF DIRECTORS
MARCH 17, 2026