

**BUCKS COUNTY FREE LIBRARY**  
**MINUTES OF THE REGULAR MEETING OF JANUARY 19, 2021**

The Regular Meeting of the Board of Directors of the Bucks County Free Library was held at the Doylestown District Center Library and broadcast via Zoom. The meeting was called to order at 6:03 p.m. Present were: Constance Moore, President; Bill Draper, Vice President; Richard Rogers, Secretary/Treasurer; and Board Trustees Anthony Bush, Jonathan Panofsky, and Huldah Taylor. Also, Martina Kominiarek, Chief Executive Officer; John Doran, Chief Financial Officer; Joe Thompson, Chief Operating Officer, Pamela Riley, HR Administrator, and Jessica Gruber, Special Projects Administrator. Attending virtually was Board Trustee Steve Saddlemire.

A MOTION to APPROVE the minutes of the Regular Meeting of December 16, 2020 was made by Rogers, SECONDED by Taylor, and APPROVED unanimously.

**PRESIDENT’S REPORT**

The State Library sponsored a workshop entitled, “Governance 101” that was attended by several BCFL board members. President Moore thoroughly enjoyed the presentation, stating it was a great refresher, even for experienced board members.

Committee Appointments – The new BCFL board members were placed on board committees. Jon Panofsky and Steve Saddlemire will serve on the Finance Committee, and Beth Taylor will serve on the Governance Committee. The Governance Committee will meet during the next month, but the date has not yet been set.

Additional check signers are needed, and Finance Committee members Steve and Jon volunteered.

A MOTION to APPROVE Jonathan Panofsky and Steve Saddlemire as BCFL check signers was made by Moore, SECONDED by Taylor, and APPROVED unanimously.

A Statement of Support was acknowledged by the President, citing appreciation for BCFL’s CEO and COO.

Conflict of Interest policies and signature pages were distributed to the board. This is an annual practice, and since several of the board members are new, it was completed at this board meeting.

**STAFF REPORTS**

**Report of Chief Executive Officer/Martina Kominiarek**

The current phase 1a of Pennsylvania’s COVID vaccination plan does not include library workers. Library workers will have to wait until phase 1c, which includes government workers. Everyone is encouraged to complete a PA DOH Vaccine Feedback Form urging the government to move library workers up with educators, childcare providers, grocery and public transit workers.

BCFL anticipates expanding branch hours within the next several months, and although there is no set date for this to occur, the board was asked to approve BCFL’s new open hours. This will also include opening Doylestown on Sundays from 1:00 – 5:00 starting in March with curbside and phone services only.

A MOTION to approve expanding BCFL's open hours was made by Moore, SECONDED by Taylor, and APPROVED unanimously.

A final BCFL Facilities Plan was distributed to the board for review.

Report of Chief Financial Officer/John Doran

MOTION to APPROVE the check register for December 2020 in the amount of \$485,009.82 was made by Moore, SECONDED by Rogers, and APPROVED unanimously.

There was no December 2020 financial statement, as it was the year-end financial statement, and additional journal entries and statements were neither made nor received by the date of this meeting.

The annual audit has officially begun and should finish up mid-April. The annual giving campaign was very successful, bringing in over \$68,000, and with up-front costs low, it was one of the most profitable campaigns BCFL has had.

**Board Committee Reports:**

**Finance Committee** – Met prior to the meeting to review the finance policies with new board member Jon Panofsky.

**Unfinished business**

Public Comment Policy was distributed at last month's meeting. A MOTION to APPROVE the Public Comment Policy was made by Rogers, SECONDED by Taylor, and APPROVED with one opposed (Panofsky).

Staff Complaint Policy – The Governance Committee has discussed and reviewed the revised "Section 20 – Complaints" of the BCFL Staff Handbook. MOTION to APPROVE the revised Section 20 – Complaints was made by Rogers, SECONDED by Draper, and APPROVED unanimously.

**Public Comment** – Former BCFL employee Mary Ann Crozier spoke on how much she likes and appreciates the opportunity to attend the meeting virtually.

**Correspondence** – Submitted in writing

The Board moved into Executive Session to discuss confidential personnel matters at 6:48 p.m.

The Board moved out of Executive Session at 7:30 p.m.

There being no further business, a MOTION to ADJOURN was made at 7:30 p.m. by Moore, SECONDED by Rogers, and so MOVED.

APPROVED BY THE BOARD OF DIRECTORS  
FEBRUARY 16, 2021