

**BUCKS COUNTY FREE LIBRARY**  
**MINUTES OF THE REGULAR MEETING OF MARCH 16, 2021**

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 6:03 p.m. Present were: Constance Moore, President; Bill Draper, Vice President; Richard Rogers, Secretary/Treasurer; Anthony Bush, Steve Saddlemire, and Huldah Taylor, Board Trustees; Martina Kominiarek, Chief Executive Officer; John Doran, Chief Financial Officer; Joe Thompson, Chief Operating Officer, and Pamela Riley, HR Administrator. Also in attendance were Jessica Gruber, Public Services Director, and Patty Dawson, Access Services Administrator. Jon Panofsky, Board Trustee, attended virtually.

A MOTION to APPROVE the minutes of the Regular Meeting of February 16, 2021 was made by Rogers, SECONDED by Taylor, and APPROVED unanimously.

**STAFF REPORTS**

Report of Chief Executive Officer/Martina Kominiarek

An overview was provided to the board of the PA State Library Annual Report. The milestones, regulations, and requirements were noted. A calendar of reports that are due to the state each year was given to board members that included information about each report. She discussed the state standards that BCFL must meet in order to receive state funding.

In staffing it was noted that the Doylestown Library Manager had resigned. She will be making good use of her law degree by working at her new job as Director of Bucks County's Law Library. A District Consultant was hired and will be starting at the end of April. Jessica Gruber has been filling in for that role. Once the new District Consultant is in place Jessica will take on new responsibilities as Public Services Director.

Report of Chief Financial Officer/John Doran

MOTION to APPROVE the check register for February 2021 in the amount of \$653,943.65 was made by Draper, SECONDED by Rogers, and APPROVED unanimously.

MOTION to APPROVE the February 2021 financial statements (subject to audit) was made by Taylor, SECONDED by Saddlemire, and APPROVED unanimously.

**Board Committee Reports:**

**Finance Committee:** Reviewed the proposed changes to the BCFL Finance Handbook of finance and accounting policies.

MOTION to APPROVE the Finance Handbook as updated was made by Rogers, SECONDED by Panofsky, and APPROVED unanimously.

**Governance Committee:** Reviewed the proposed changes to the BCFL Staff Handbook. There were some questions about the social media portion that would be forwarded to BCFL's attorney. The committee also looked at the roles of the board and CEO and is almost ready to move forward with presenting to the whole board for approval.

**Unfinished business** – None

**New Business** –None

**Public Comment** – None

There being no further business, a MOTION to ADJOURN was made at 6:38 p.m. by Rogers, SECONDED by Taylor, and so MOVED.

APPROVED BY THE BOARD OF DIRECTORS  
APRIL 20, 2021