



## **Bucks County Free Library**

### **BUCKS COUNTY FREE LIBRARY**

#### **MINUTES OF THE REGULAR MEETING OF APRIL 20, 2021**

The Regular Meeting of the Board of Directors of the Bucks County Free Library was held at the Doylestown District Center Library and virtually via Zoom. The meeting was called to order at 6:00 p.m. Present were: Constance Moore, President; Bill Draper, Vice President; Richard Rogers, Secretary/Treasurer; Jon Panofsky and Steve Saddlemire, Board Trustees; and attending virtually Anthony Bush and Huldah Taylor, Board Trustees; Martina Kominiarek, Chief Executive Officer; John Doran, Chief Financial Officer; Joe Thompson, Chief Operating Officer; Jessica Gruber, Public Services Director; and Pamela Riley, HR Administrator.

A MOTION to APPROVE the minutes of the Regular Meeting of March 16, 2021 was made by Panofsky, SECONDED by Saddlemire, and APPROVED unanimously.

#### **PRESIDENT'S REPORT/Constance Moore**

The online board training from the Office of Commonwealth is highly recommended. The Board President attended several that addressed how to be a great board chair and improve board engagement. Both were informative and engaging.

#### **STAFF REPORTS**

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

COVID Update –Physical checkouts in April 2021 are way up compared to April 2020 when libraries were closed because of COVID. The board was provided with comparisons for April 2019 since those are more realistic than comparing to April 2020 when BCFL was closed. Hours open have been fully restored at four BCFL branches. Of the three remaining, Langhorne will restore hours in May, and Doylestown and Perkasié in June. We should see checkouts start to improve. BCFL is also getting close to establishing outdoor programs and re-enlisting volunteers. Hoping by fall it will be safe to restore indoor programs and meeting room use. Board meetings will continue to be held virtually with the board meeting at Doylestown through December. Two items that may continue on even as we return to normal are curbside services and virtual programs, as the convenience seems to be appreciated by patrons.

##### **Report of Public Services Director/Jessica Gruber**

A new District Consultant, Hannah Miller, is starting at BCFL in April. She most recently was Assistant Director at the Lancaster Public Library. She will be visiting several District member libraries during her first two weeks.

District member libraries and BCFL are working on a District project with Fundraiser Chad The website offers free webinars and a free resource library (tips and templates).  
<https://productivefundraising.com/>.

Report of Chief Financial Officer/John Doran

MOTION to APPROVE the check register for March 2021 in the amount of \$432,568.84 was made by Rogers, SECONDED by Panofsky, and APPROVED unanimously.

BCFL was reimbursed for the Levittown window project by the Keystone grant. Revenue and collection materials are on budget.

MOTION to APPROVE the March 2021 financial statements (subject to audit) was made by Rogers, SECONDED by Panofsky, and APPROVED unanimously.

The auditors spoke virtually with the Finance Committee before this board meeting to review the 2020 audited financial statements.

MOTION to APPROVE the 2020 Audited Financial Statements was made by Saddlemire, SECONDED by Rogers, and APPROVED unanimously.

**Unfinished business**

The revised BCFL Staff Handbook was previously reviewed by the Governance Committee, and suggested changes were made and provided to the board via email.

MOTION to APPROVE the revised BCFL Staff Handbook was made by Panofsky, SECONDED by Rogers, and APPROVED unanimously.

The Governance Committee also reviewed the GOV-5 policy – Roles and Responsibilities of the Board and CEO, with final revisions emailed to the full board.

MOTION to APPROVE the GOV-5 Policy: Roles and Responsibilities of the Board and CEO was made by Draper, SECONDED by Saddlemire, and APPROVED unanimously.

**Public Comment** – Former BCFL employee Maria Baratta commented on legal services and the Public Comment Policy.

There being no further business, a MOTION to ADJOURN was made at 6:20 p.m. by Rogers, SECONDED by Draper, and so MOVED.

APPROVED BY THE BOARD OF DIRECTORS  
MAY 19, 2021