

BUCKS COUNTY FREE LIBRARY
MINUTES OF THE REGULAR MEETING OF DECEMBER 21, 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 6:02 p.m.. Present were: Constance Moore, President; Richard Rogers, Secretary/Treasurer; Anthony Bush, Jon Panofsky, Huldah Taylor, and Amy Masgay, 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. Also in attendance were Holly Ambrose, Collection Management Director; Hannah Miller, District Consultant, Shaun Pall, IT Director; and Matt Hrebicik, IT Support Technician. Bill Draper was absent.

A MOTION to APPROVE the minutes of the Regular Meeting of October 19, 2021 was made by Panofsky, SECONDED by Rogers, and APPROVED unanimously.

PRESIDENT'S REPORT

Election of Officers:

Secretary – Huldah Taylor nominated – MOTION Moore; SECONDED Panofsky, and APPROVED

Treasurer – Rick Rogers nominated – MOTION Panofsky, SECONDED Masgay, and APPROVED

Vice President – Jon Panofsky nominated – MOTION Moore, SECONDED Taylor, and APPROVED

President – Constance Moore nominated – MOTION Panofsky, SECONDED Taylor, and APPROVED

STAFF REPORTS

Report of Chief Executive Officer/Martina Kominiarek

Equal Employment Opportunity (EEO) has always been a part of the BCFL Staff Handbook. We want to put it on the website and incorporate it into job postings and other places. A draft EEO Statement was read and distributed to the board.

A MOTION to APPROVE the BCFL Equal Employment Opportunity Statement was made by Panofsky, SECONDED by Taylor, and APPROVED unanimously.

A resolution was distributed to the board for approval. It is needed to grant the CEO authority to use an e-signature for grant applications. The online system used to apply for grants was upgraded and allows for e-signatures, and they would like a board motion certifying that the CEO is allowed to do so. An objection was made by Panofsky since the resolution was not on the agenda. Since the approval of it was time critical, he withdrew his objection.

MOTION to APPROVE the resolution allowing CEO Martina Kominiarek to use an e-signature for grant applications was made by Taylor, SECONDED by Panofsky, and APPROVED unanimously.

A handout prepared by District Consultant Hannah Miller and presented to the board provided a schedule of state reports along with the Office of Commonwealth Libraries required deadlines. An overview of the state reports was presented to the board.

MOTION to APPROVE the November 15 Plan for State Aid and the November 15 Plan for State Aid for Bucks County was made by Panofsky, SECONDED by Bush, and APPROVED unanimously.

Report of Chief Financial Officer/John Doran

MOTION to APPROVE the check register for October 2021 in the amount of \$352,404.47 was made by Rogers, SECONDED by Masgay, and APPROVED unanimously.

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

MOTION to APPROVE the check register for November 2021 in the amount of \$300,669.54 was made by Taylor, SECONDED by Bush, and APPROVED unanimously.

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

CFO John Doran went over the 2022 Operating and Capital Budget, including projects and expenses.

MOTION to APPROVE the BCFL 2022 Operating and Capital Budget was made by Panofsky, SECONDED by Rogers, and APPROVED unanimously.

Board Committee Reports:

Rick Rogers reported that the Finance Committee met just prior to the board meeting to review the 2022 budget. He thanked John Doran and staff for their hard work. They asked Huldah Taylor to be an additional check signer, and she agreed.

Unfinished business – The board president congratulated former BCFL Assistant Library Manager Wayne Lahr for his new position as Director of the Free Library of Northampton Township.

New Business –A bid was received for the Bensalem branch rear wall modification and window addition from Premier Builders in the amount of \$79,900. This is a big company that BCFL has worked with in the past, including the offices in Administration and restrooms at branches.

Although three companies attended the pre-bid meeting, only Premier bid on it.

MOTION to APPROVE awarding the Bensalem branch rear wall modification and window addition to Premier Builders, Inc. in the amount of \$79,900 was made by Panofsky, SECONDED by Taylor, and APPROVED unanimously.

HVAC replacement, is needed for Levittown and Bensalem branches, where there are two units per location. They're replaced on life-cycle basis, and three bids were received. The low bid was from Emcor Services Fluidics in the amount of \$190,940 total for both locations.

MOTION to APPROVE Emcor Services Fluidics' bid for Levittown and Bensalem HVAC replacement in the amount of \$190,940 was made by Panofsky, SECONDED by Rogers, and APPROVED unanimously.

Public Comment – Board member Panofsky made a statement about how he is opposed to the rash of book banning in schools, and stated it should not be happening in libraries nor schools.

There being no further business, a MOTION to ADJOURN was made at 6:45 p.m. by Panofsky, SECONDED by Taylor, and so MOVED.

APPROVED BY THE BOARD OF DIRECTORS
JANUARY 18, 2022