



BUCKS COUNTY FREE LIBRARY

MINUTES OF THE REGULAR MEETING OF APRIL 19, 2022

The Regular Meeting of the Board of Directors of the Bucks County Free Library was held at the Langhorne branch. The meeting was called to order at 6:01 p.m. Present were: Constance Moore, President; Richard Rogers, Treasurer; and Amy Masgay, Georgette Helbling, and Brian Reimers, 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; Leigh Sheldron, Facilities Manager; Matt Hrebicik, IT Manager; and Megan Marks, Library Manager. Anthony Bush, Board Trustee, was absent.

A MOTION to APPROVE the minutes of the Regular Meeting of March 15, 2022 was made by Rogers, SECONDED by Masgay, and APPROVED unanimously.

STAFF REPORTS

Report of Chief Executive Officer/Martina Kominiarek

Kate Karatas, a CPA from auditing firm Bee Bergvall and Co., reviewed BCFL's 2021 audit with the board. An Executive Summary was provided that detailed exactly what was included with the audit.

MOTION to APPROVE the 2021 Audit of BCFL's financial statements was made by Rogers, SECONDED by Helbling, and APPROVED unanimously.

It was noted that this board meeting was the first live meeting since February 2020. Penn's Little Village has reopened to the public, and thanks go to Megan Marks and her staff for their efforts. The Langhorne branch is actively seeking volunteers to help with Penn's Little Village and is seeking parents, grandparents, and caregivers.

The annual Books for Bucks campaign is underway with a goal of \$10,000. All funds received will be used solely for support of the library collection.

As the State budget is being developed, the board and audience were provided with talking points for advocating for library funding. All were asked to connect with state representatives and senators to request that they consider increasing library funding.

An update on the district budget was provided along with a review of how district funds are used. The board received a District Guide that was created for new library directors and trustees to provide a fuller understanding of the district process.

Funds are being set aside for a county wide board training to be held on Staff Day, October 10, 2022.

Report of Children's Services Coordinator/Michelle Kiker

A presentation and update on Children's Services and upcoming Summer Quest was provided to the board.

Report of Chief Financial Officer/John Doran

MOTION to APPROVE the check register for March 2022 in the amount of \$319,079.66 was made by Rogers, SECONDED by Masgay, and APPROVED unanimously.

MOTION to APPROVE the March 2022 financial statements (subject to audit) was made by Rogers, SECONDED by Reimers, and APPROVED unanimously.

CFO Doran provided the board with the Flexible Spending Account Plan for approval.

MOTION to APPROVE the Flexible Spending Account Plan was made by Reimers, SECONDED by Helbling, and APPROVED unanimously.

Board Committee Reports – None

Unfinished business – None

New Business

COO Joe Thompson gave the board an overview of the changes to the IT Department and introduced the new IT Manager Matt Hrebicik. They recently met with three different IT consulting companies to review costs and consulting services, and the one that stood out was Contour Data Solutions. It was felt that it was important to have a company that could oversee the network and provide help desk support. They'll also train staff in-house at no extra cost. The contract would be for one year with an option to renew for two more years.

MOTION to APPROVE a one-year contract to Contour Data Solutions for IT consulting services was made by Reimers, SECONDED by Helbling, and APPROVED unanimously.

Revisions were made to the Lost or Damaged Materials Policy and shared with the board. BCFL is asking on behalf of district libraries for the board's approval to make these changes.

MOTION to APPROVE revisions to CIR-4 Lost or Damaged Materials Policy was made by Helbling, SECONDED by Rogeers, and APPROVED unanimously.

Public Comment – Vonna DeArmond commented on a Quakertown branch children's program. Another community member had several questions on board makeup and budget matters. Melissa Holmes had questions on volunteers and children's book selection. Barry Truchil also asked about children's book selection.

There being no further business, a MOTION to ADJOURN was made at 7:29 p.m. by Rogers, SECONDED by Helbling, and so MOVED.

APPROVED BY THE BOARD OF DIRECTORS
MAY 18, 2022