



**BUCKS COUNTY FREE LIBRARY  
MINUTES OF THE REGULAR MEETING OF MAY 18, 2022**

The Regular Meeting of the Board of Directors of the Bucks County Free Library was held at the Levittown branch. The meeting was called to order at 6:04 p.m. Present were: Constance Moore, President; Anthony Bush, 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; Emily Weber-Wood, Marketing & Fundraising Specialist; Megan Marks, Library Manager; and Matt Hrebicik, IT Manager. Richard Rogers, Treasurer, was absent.

A MOTION to move to Executive Session to discuss proposed CBA changes was made by Bush, SECONDED by Masgay, and APPROVED unanimously.

A MOTION to adjourn Executive Session at 6:14 p.m. was made by Helbling, SECONDED by Masgay, and APPROVED unanimously.

A MOTION to APPROVE the minutes of the Regular Meeting of April 19, 2022 was made by Helbling, SECONDED by Reimers, and APPROVED.

**PRESIDENT’S REPORT/CONSTANCE MOORE**

President Moore highly recommended the children’s book “1619 Project: Born on the Water” by Nikole Hannah-Jones and Renée Watson as a great read.

**STAFF REPORTS**

Report of Chief Executive Officer/Martina Kominiarek

BCFL’s union is planning to meet on Friday, June 3 to vote on the Collective Bargaining Agreement.

Report of Marketing & Fundraising Specialist/Emily Weber-Wood

An update on BCFL’s current fundraising campaign was presented to the board. The Marketing and Fundraising Specialist noted the changes implemented in social media and fundraising to engage more users along with the analytics that are showing their positive impact. There is also BCFL merchandise that can be purchased online.

Report of Chief Financial Officer/John Doran

MOTION to APPROVE the check register for April 2022 in the amount of \$379,740.45 was made by Helbling, SECONDED by Bush, and APPROVED unanimously.

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

**Unfinished business** – None

**New Business:**

Janitorial bid award: Bids were requested for janitorial services for BCFL. Twelve companies registered online, nine showed up for the pre-bid walkthrough, and three bids were received. The lowest one was from S & S Cleaning.

A MOTION to award the cleaning services contract to S & S Cleaning in the amount of \$108,130 was made by Reimers, SECONDED by Helbling, and APPROVED unanimously.

Materials Recovery Policy: This was reviewed with the district libraries because the policy didn't reflect increased rates of the collection company. It was revised so that it doesn't become outdated whenever changes like that occur.

A MOTION to APPROVE the revisions to the Materials Recovery Policy was made by Helbling, SECONDED by Masgay, and APPROVED unanimously.

Fines and Fees Schedules: Maximum fines were lowered during COVID. Since it hasn't made a big impact on revenue, it was proposed we continue to keep the maximum fines the same.

A MOTION to APPROVE the revisions to the Fines and Fees Schedule was made by Helbling, SECONDED by Masgay, and APPROVED unanimously.

**Public Comment** – Langhorne resident and author Barry Truchil commented on BCFL's online store and against banning books.

There being no further business, a MOTION to ADJOURN was made at 6:43 p.m. by Helbling, SECONDED by Masgay, and so MOVED.

**APPROVED BY THE BOARD OF DIRECTORS  
JUNE 21, 2022**