



BUCKS COUNTY FREE LIBRARY

MINUTES OF THE REGULAR MEETING OF FEBRUARY 21, 2023

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 6:02 p.m. Present were: Anthony Bush, Vice President; Richard Rogers, Treasurer; Amy Masgay 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; Matt Hrebicik, IT Director; Hannah Miller, District Consultant; Emily Weber-Wood, Marketing & Fundraising Specialist; and Leigh Sheldron, Facilities Manager. Georgette Helbling, Board Trustee, attended by phone. Constance Moore, President, and Kathleen Moeller-Peiffer, Board Trustee, were absent.

A MOTION to APPROVE the minutes of the Regular Meeting of January 17, 2023 was made by Rogers, SECONDED by Reimers, and APPROVED unanimously.

STAFF REPORTS

Report of Chief Executive Officer/Martina Kominiarek

A brief update on ongoing projects was provided to the board. For the strategic plan BCFL is looking into programs that can be hosted at branches. Library managers are working directly with the Public Services Director and Administrative Librarian on planning programs.

Report of Chief Financial Officer/John Doran

MOTION to APPROVE the check register for January 2023 in the amount of \$931,782.06 was made by Masgay, SECONDED by Reimers, and APPROVED unanimously.

The CFO provided highlights of 2022, including a review of grants, donations and passport revenue. He stated the auditors completed field work, and BCFL should have the audited report in about two months.

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

MOTION to APPROVE the January 2023 financial statements (subject to audit) was made by Masgay, SECONDED by Rogers, and APPROVED unanimously.

Board Committee Reports:

Governance Committee: Met to discuss the process to implement a CEO search next year. Library Consultant June Garcia provided the Board with a comprehensive outline of what a CEO search entails. June is very familiar with BCFL, having led two strategic plan rewrites and provided the library with a Facilities Plan. It was recommended that the board allows six months for the search.

Another agenda item was a discussion on the facilities. The Board discussed making changes so that infrastructure investments aren't wasted on facilities where the library doesn't own the buildings or the land.

The committee discussed ways that communications about programming could be improved. They are really pleased with the programming provided and are hoping to expand the communication by asking local municipalities to help promote BCFL.

The committee discussed that the BCFL Board Bylaws need to be addressed at a later meeting

Unfinished business – None

New Business – None

Public Comment – None

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

APPROVED BY THE BOARD OF DIRECTORS
MARCH 21, 2023