



## **BUCKS COUNTY FREE LIBRARY**

### **MINUTES OF THE REGULAR MEETING OF SEPTEMBER 19, 2023**

The Regular Meeting of the Board of Directors of the Bucks County Free Library was held at the Bensalem branch. The meeting was called to order at 6:09 p.m. Present were: Constance Moore, President; Anthony Bush, Vice President; and Amy Masgay, Georgette Helbling, and Kathleen Moeller-Peiffer, Board Trustees; Martina Kominiarek, Chief Executive Officer; Jessica Gruber, Associate Director, and Pamela Riley, HR Administrator. Also in attendance were Matt Hrebicik, IT Director; Leigh Sheldron, Facilities Manager; and Houda Ouadda, Bensalem Library Manager. Richard Rogers, Treasurer, and Brian Reimers, Board Trustee, were absent.

A MOTION to APPROVE the minutes of the Regular Meeting of July 18, 2023 was made by Helbling, SECONDED by Moeller-Peiffer, and APPROVED unanimously.

#### **PRESIDENT'S REPORT**

President Moore welcomed an MLS student who was in attendance at the board meeting. An update on the PA budget and library funding was provided to the board. As a result of President Biden's Internet for All, funds were allocated across the state at the end of June for Internet access.

#### **STAFF REPORTS**

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

Library Consultant June Garcia will be visiting BCFL the week of October 16<sup>th</sup>. Her schedule for the week was distributed to the board.

The Photography, Filming, and Recording Policy was provided to the board prior to the meeting. Vice President Bush suggested that two paragraphs be reversed to provide clarity. A motion was requested for policy approval as revised.

A MOTION to APPROVE the Photography, Filming, and Recording Policy was made by Bush, SECONDED by Helbling, and APPROVED unanimously.

Associate Director Jessica Gruber stated that as a result of the successful Summer Quest Reading Program, additional programs have been booked for the fall and holiday break, including many Saturdays.

Bensalem Library Manager Houda Ouadda introduced herself to the board and provided a brief background of her BCFL experience to date. It was stated the Passport Office had been extremely busy during the summer but was starting to slow down.

IT Director Matt Hrebicik noted that another Tech Talk was slated for the next day called “iPad and iPhone Fundamentals” with a part 2 already scheduled for October. He also related that there were plans to update BCFL’s IT infrastructure in the fall by installing new switches.

Facilities Manager Leigh Sheldron discussed ongoing facilities projects. This included the roof replacement that has started at the Doylestown District Center Library that will be a 10 – 12 week project. Also, the Bensalem branch is slated to get an instrument garden similar to the Langhorne branch.

Report of Chief Financial Officer/John Doran (written)

CEO Martina Kominiarek provided the CFO report in his absence. Fine revenue and donations were exceeding budgeted amounts. Passport revenue is expected to reach \$200,000 by the end of the year. Collection Management budget is currently underspent as are payroll expenses. This provides BCFL with a favorable variance for non-budget purchases. Building repairs and furniture are also under budget. Anticipated purchases are: snack machines for Doylestown and Quakertown; upgrading water fountains with filters and water bottle fillers; and one-person phone booths for several branches. The phone booths can be utilized by library users for job interviews or phone conversations, and provide an alternative for large meeting rooms used by one person.

MOTION to APPROVE the check register for July 2023 in the amount of \$324,062.50 was made by Masgay, SECONDED by Peiffer, and APPROVED unanimously.

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

MOTION to APPROVE the check register for August 2023 in the amount of \$420,245.47 was made by Helbling, SECONDED by Bush, and APPROVED unanimously.

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

**Public Comment** – MLS student Jenna McQue provided the board with her library background and reason for attending, which was a class requirement for her MLS degree.

The meeting went into Executive Session at 6:49 p.m. The Executive Session ended at 7:20 p.m.

There being no further business, a MOTION to ADJOURN was made at 7:21 p.m. by Bush, SECONDED by Masgay, and so MOVED.

APPROVED BY THE BOARD OF DIRECTORS  
OCTOBER 17, 2023