



BUCKS COUNTY FREE LIBRARY

MINUTES OF THE REGULAR MEETING OF OCTOBER 17, 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 6:07 p.m. Present were: Constance Moore, President; Anthony Bush, Vice President; Richard Rogers, Treasurer; and Amy Masgay, Georgette Helbling, Brian Reimers, and Kathleen Moeller-Peiffer, Board Trustees; Martina Kominiarek, Chief Executive Officer; John Doran, Chief Financial Officer; Joe Thompson, Chief Operating Officer, Jessica Gruber, Associate Director, and Pamela Riley, HR Administrator. Also in attendance were: Patty Dawson, Access Services Administrator; Matt Hrebicik, IT Director; and Leigh Sheldron, Facilities Manager. June Garcia, Library Consultant, and Mary Ann Beltz, former Board President, were also in attendance.

A MOTION to APPROVE the minutes of the Regular Meeting of September 19, 2023 was made by Moeller-Peiffer, SECONDED by Helbling, and APPROVED unanimously.

PRESIDENT'S REPORT

Vice President Bush noted that the nominating committee for BCFL's 2024 slate of officers would consist of Amy Masgay and Brian Reimers. The nominees will be presented at the December 19th board meeting.

STAFF REPORTS

Report of Chief Executive Officer/Martina Kominiarek

An overview of the timeline and details regarding the upcoming CEO search was provided to the board. Former board president Mary Ann Beltz was introduced to the board, and it was noted she will be sitting in on the search committee. The committee will do the initial screenings before providing the finalists' information to the full board. Plans are to actively start in January. June Garcia, who will be helping to guide the committee, stated that plans are to start interviews the week of April 22, 2024 and have final in-person interviews in early May. The board will participate in a Friday reception and Saturday interviews on May 17th and 18th respectively.

Report of Chief Operating Officer/Joe Thompson

The Levittown restrooms are slated to be renovated, and bids were received for the project. By moving the staff restroom location, a family restroom will be able to be offered to library users. The lowest bid came from Premier Builders, who have done several projects for BCFL in the past.

A MOTION to APPROVE Premier Builders bid in the amount of \$112,518 for the Levittown restroom renovation was made by Helbling, SECONDED by Reimers, and APPROVED unanimously.

For landscaping and snow removal: Bids were submitted electronically on a county website, but vendors had issues navigating it and had pieces missing from their submissions. As a result, it is requested that it be rebid in the spring and to extend the three-year contracts for snow removal to current vendors continuing at their approved rates through this winter. Then, in the spring snow removal and landscaping will be rebid.

A MOTION to APPROVE extending the snow removal contracts of: WDB Landscaping for the Bensalem, Langhorne, Levittown and Yardley branches; and Emerald Landscaping for the Perkasié and Quakertown branches, through winter 2023-24 was made by Moeller-Peiffer, SECONDED by Masgay, and APPROVED unanimously.

Report of Chief Financial Officer/John Doran

MOTION to APPROVE the check register for September 2023 in the amount of \$311,857.96 was made by Moore, SECONDED by Moeller-Peiffer, and APPROVED unanimously.

According to cash flow projections, there will be excess cash at year-end. BCFL plans to use these funds on furniture, collection material, and to put funds aside for replacement of BCFL's self-check kiosks.

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

New Business

2024 Board Meeting Schedule – MOTION to APPROVE the 2024 Board Meeting Schedule was made by Rogers, SECONDED by Moeller-Peiffer, and APPROVED unanimously.

2024 BCFL Holidays – A schedule of holidays for 2024 was provided to the board for their information.

There being no further business, a MOTION to ADJOURN was made at 6:51 p.m. by Masgay, SECONDED by Moore, and so MOVED.

APPROVED BY THE BOARD OF DIRECTORS
DECEMBER 19, 2023