



BUCKS COUNTY FREE LIBRARY

MINUTES OF THE REGULAR MEETING OF OCTOBER 15, 2024

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 6:03 p.m. Present were: Constance Moore, President; Richard Rogers, Treasurer; and Amy Masgay, Brian Reimers, Linda Goodwin, and Mary Cwiklinski, Board Trustees; Dana Barber, Chief Executive Officer; John Doran, Chief Financial Officer; Joe Thompson, Chief Operating Officer, and Jessica Gruber, Associate Director. Also in attendance were: Patty Dawson, Access Services Director; Matt Hrebicik, IT Director; Leigh Sheldron, Facilities Manager; and Ben Hauser, Attorney. Anthony Bush, Vice President, was absent.

Public Comment: No public commented.

A MOTION to APPROVE the minutes of the Regular Meeting of September 17, 2024 with one change – the addition of the introduction to new board member Mary Cwiklinski – was made by Rogers, SECONDED by Reimers, and APPROVED unanimously.

PRESIDENT’S REPORT

- The American Library Association (ALA) annual conference will be local next year in Philadelphia. It’s slated for June 26 – 30, 2025.
- The Pennsylvania Library Association (PaLA) annual conference was recently held in Harrisburg, with programs for every aspect of library service. Several BCFL representatives had an opportunity to meet with the ALA President-Elect.
- Constance reported on her attendance at BCFL’s Staff Day, which was held on October 15, stating she was impressed by everyone’s enjoyment of the various presentations.

STAFF REPORTS

Report of Chief Executive Officer/Dana Barber (submitted in writing)

- BCFL’s PaLA participation was covered well in the President’s report.
- As for Staff Day, plans are to evaluate participants’ reviews of the various presentations.
- The Collective Bargaining Agreement (CBA) negotiations have started and are ongoing.
- The Annual Giving Campaign is slated to start next month. BCFL is collecting stories from staff that may be included in the outgoing letter.
- Collection Management Department – Cutting back the selection in Hoopla has seemed to help budgetary-wise. Expenses went down, and plans are to expand other collections.
- Community Outreach – Story Time in the Park was held in September and will continue in October. Plans are in place to participate at Bucks County Community College’s Fall Fest. Children librarians are also busy doing outreach.
- Friends Groups – Extremely active and provide a tremendous amount of support. The Doylestown Friends have their annual book sale scheduled for October 19 – 22.

Report of Chief Operating Officer/Joe Thompson

Bids were received for window replacement at Doylestown. This is a capital project, and four bids were received. Brucker Construction came in lowest at \$446,900. References were checked, and BCFL is very familiar with this company from previous work done at both the Levittown and Langhorne branches.

MOTION to APPROVE Brucker Construction's bid of \$446,900 for Doylestown District Center Library window replacement was made by Goodwin, SECONDED by Rogers, and APPROVED unanimously.

BCFL was awarded two grants from the COVID-19 ARPA Multi-Purpose Community Facilities Program. BCFL applied for and received grants for the Bensalem Branch ceiling tile (\$281,661) and the Quakertown branch roof and lighting (\$492,837). A third grant application for Doylestown windows was not awarded, as it did not meet their criteria of low-income areas and broadband availability.

The copier contract information was provided to the board for informational purposes only. The contract expires in 2025, and BCFL is currently working on obtaining proposals and quotes. BCFL is going through the PA procurement purchasing program to obtain so it won't necessitate bidding it out.

Report of Associate Director/Jessica Gruber

Staff Training Update:

- Staff Day – Thanks went out to board members Constance Moore and Amy Masgay for attending Staff Day. It was an informative day that provided BCFL an opportunity to recognize staff and welcome new hires.
- A training playlist is in the process of being created for 2025, which will be completed by all staff. Staff were asked for their input for areas they would be interested in, and they requested cybersecurity, customer service, and workplace safety (active shooter).

Author Day is being held this year on November 9th at the Doylestown Library. Local authors will meet and greet community members and sign books.

November 7th is Open Mic Night at the Doylestown Library. Participants can read poems or sit and listen and enjoy. It is being presented by the Friends of the Doylestown Library.

Report of Access Services Director/Patty Dawson

A handout was provided to the board regarding the self-check kiosks used at all of BCFL's branches. They are nearing end of life and need to be replaced. Bids were received, and one cost-savings will be the absence of security gates, which cost \$60-\$70K and aren't a deterrent solution.

MOTION to APPROVE to FE Technologies for the purchase of kiosks for BCFL's seven branches was made by Rogers, SECONDED by Goodwin, and APPROVED unanimously.

Report of Chief Financial Officer/John Doran

MOTION to APPROVE the check register for September 2024 in the amount of \$432,642.95 was made by Rogers, SECONDED by Goodwin, and APPROVED unanimously.

It was reported that Collections was over budget by \$185K. The costs of Hoopla, one of BCFL's online streaming services, was a significant factor, but limitations were placed on those materials through the end of the year to help mitigate the overage. The delivery box trucks are 10 years old and need replacing. Some servers are past life expectancy. BCFL is using favorable funds to complete those projects for the year.

MOTION to APPROVE the September 2024 financial statements (subject to audit) was made by Masgay, SECONDED by Goodwin, and APPROVED unanimously.

Board Committee Reports:

Finance Committee: The committee met on September 26, 2024. A representative from BCFL's 403b company, BPAS, met with them to do due diligence. Everything was checked out and determined that BCFL should continue to review annually.

The committee also prepared a Board Travel and Expenses Policy to formalize processes and procedures for board member attendance at conferences.

MOTION to APPROVE the Board Travel and Expenses Policy was made by Masgay, SECONDED by Cwiklinski, and APPROVED unanimously.

Unfinished business – Pay, Timekeeping and Leave Handbook for Bargaining Unit Employees – It was unanimously agreed to table this discussion until CBA negotiations have concluded.

New Business –

- The 2025 Board Meeting Schedule was provided to the board for their approval.

MOTION to APPROVE the 2025 Board Meeting Schedule was made by Goodwin, SECONDED by Reimers, and APPROVED unanimously.

- The 2025 BCFL Holiday Schedule was provided to the board for their information.

Public Comment – No public commented.

The Board moved into Executive Session to discuss confidential personnel matters at 7:25 p.m.

A MOTION to move out of Executive Session was made at 7:48 p.m. by Reimers, SECONDED by Rogers, and so moved.

There being no further business, a MOTION to ADJOURN was made at 7:49 p.m. by Goodwin, SECONDED by Masgay, and so MOVED.

APPROVED BY THE BCFL BOARD OF DIRECTORS
DECEMBER 17, 2024