



BUCKS COUNTY FREE LIBRARY

MINUTES OF THE REGULAR MEETING OF DECEMBER 19, 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: Constance Moore, President; Anthony Bush, Vice President; Richard Rogers, Treasurer; and Amy Masgay and Brian Reimers, Board Trustees; Martina Kominiarek, Chief Executive Officer; John Doran, Chief Financial Officer; Joe Thompson, Chief Operating Officer, and Jessica Gruber, Associate Director. Also in attendance were Leigh Sheldron, Facilities Manager, and Matt Hrebicik, IT Director. Georgette Helbling, Board Trustee, was absent.

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

PRESIDENT'S REPORT

Board President Moore has been selected by the American Library Association as a library advocate to meet with Washington legislators for the "Congressional Fly-In" to be held in early spring.

The Nominating Committee for 2024 BCFL Board Officers provided the following nominations:

- President – Constance Moore
- Vice President – Tony Bush and Brian Reimers
- Treasurer – Rick Rogers

Brian Reimers stated that in an effort to keep consistency, he would like to bow out of the race. As a result, the following Motions were made:

A MOTION to elect Constance Moore for BCFL President was made by Masgay, SECONDED by Rogers, and APPROVED unanimously.

A MOTION to elect Anthony Bush for BCFL Vice President was made by Rogers, SECONDED by Moore, and APPROVED unanimously.

A MOTION to elect Richard Rogers for BCFL Treasurer was made by Moore, SECONDED by Bush, and APPROVED unanimously.

President Moore then moved the meeting into an Executive Session at 6:10 p.m. The Executive Session ended at 6:50 p.m.

The regular meeting resumed at 6:52 p.m.

STAFF REPORTS

Report of Chief Executive Officer/Martina Kominiarek

It was announced that the PA State budget was approved.

A list of BCFL policies was distributed to the board, including the policy name, original approval date, and the most recent review or revision date. The board was updated on current policies under review or revision, including the confidentiality policy as well as the Staff Handbook.

Report of Chief Financial Officer/John Doran

MOTION to APPROVE the check register for October 2023 in the amount of \$236,183.81 was made by Rogers, SECONDED by Masgay, and APPROVED unanimously.

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

November payments included Collection Management Department purchases, the musical garden at the Bensalem branch, and deposits on the phone booths for several branches.

MOTION to APPROVE the check register for November 2023 in the amount of \$707,946.38 was made by Masgay, SECONDED by Reimers, and APPROVED unanimously.

Great financial shape as of 11/30/2023. The stock market has turned around, and BCFL is under budget in expenses and over budget in donations.

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

The BCFL 2024 Capital and Operating Budget was provided to the board earlier via email. CFO John Doran reviewed the proposed budget with the board.

A MOTION to APPROVE the BCFL 2024 Capital and Operating Budget was made by Rogers, SECONDED by Reimers, and APPROVED unanimously.

Board Committee Reports:

The Governance Committee met a couple of weeks prior to the board meeting to discuss BCFL policy review. Several items on their agenda are the Public Comment Policy, an audit of the Audit Policy, and BCFL Bylaws.

There being no further business, a MOTION to ADJOURN was made at 7:48 p.m. by Masgay, SECONDED by Reimers, and so MOVED.

APPROVED BY THE BOARD OF DIRECTORS
JANUARY 23, 2024