



## **BUCKS COUNTY FREE LIBRARY**

### **MINUTES OF THE REGULAR MEETING OF JANUARY 23, 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 6:00 p.m. Present were: Constance Moore, President; Anthony Bush, Vice President; Richard Rogers, Treasurer; and Amy Masgay, Brian Reimers, and Linda Goodwin, Board Trustees; Martina Kominiarek, Chief Executive Officer; and John Doran, Chief Financial Officer. Also in attendance were Matt Hrebicik, IT Director. Georgette Helbling, Board Trustee, was absent.

A MOTION to APPROVE the minutes of the Regular Meeting of December 19, 2023 was made by Rogers, SECONDED by Reimers, and APPROVED unanimously.

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

President Moore reported on the American Library Association's LibLearnX Conference that she attended in Baltimore. The conference had presentations by authors, many programs, and trainings on a variety of subjects. Diversity was a big initiative there.

The CEO job description was distributed to board members along with a Whistleblower Policy, which will be reviewed with the Governance Committee. At the attorney's recommendation, the Whistleblower Policy should be removed from the finance policies and be a standalone policy that every employee reads and signs.

The Board President also suggested developing a working relationship with the Mercer and Michener museums.

#### **STAFF REPORTS**

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

A capital project update was provided to the board. One item of note was that an HVAC unit for Quakertown slated for 2025 will need to be replaced sooner. The COO will be pursuing a COVID recovery capital fund grant that is available for libraries to possibly offset costs.

On May 17, 2024 there will be a Meet & Greet for CEO candidates followed by interviews the next day. The CEO job description will need board approval prior to posting the job. Recruitment will also take place at the Public Library Association Conference being held in Ohio on April 3-5.

Several policies were sent to board members as part of their January board packets. Three were for future endeavors that might occur: Siting Library Facilities; Service Delivery Options; and Co-Location of Library Facilities. These were created reasonably evergreen.

MOTION to APPROVE adding review dates to Siting Library Facilities GOV 2.1, Co-Location of Library Facilities GOV 2.2, and Service Delivery Options GOV 2.3 policies was made by Reimers, SECONDED by Bush, and APPROVED unanimously.

In addition, two other current policies – Building Maintenance and Inclement Weather – were provided to the board for review with only minor changes that don't impact the content, i.e., job titles.

Report of Chief Financial Officer/John Doran

MOTION to APPROVE the check register for December 2023 in the amount of \$378,402.98 was made by Rogers, SECONDED by Masgay, and APPROVED unanimously.

The audit has begun with everything received today to complete December financial statements. For fundraising we received from the Annual Drive 701 donations totaling \$70,000 compared to last year's 800 donations, totaling \$78,000. Hiring a marketing and PR person later this year could help these numbers. Bucks for Books campaign is slated for April. We garnered \$26K last year and we'd like to match or beat that this year. Funds go directly to Collection Management Department for book purchases.

There being no further business, a MOTION to ADJOURN was made at 6:54 p.m. by Moore, SECONDED by Masgay, and so MOVED.

APPROVED BY THE BOARD OF DIRECTORS  
FEBRUARY 20, 2024