

HANDLEY LIBRARY BOARD MINUTES

January 15, 2019

The regular meeting of the Handley Regional Library Board was held Tuesday January 15, 2019 in the Handley Library Henkel Board Room.

Members present: Chair J. Lloyd, C. Fox, C. Leahy, A. Gray, L. Costello, G. Schultz

Members absent: B. Downing, C. Rush

Frederick County Supervisor representative absent: D. McCarthy

Representing the Library: J. Huddy, A. White, D. Stapley

- Chair J. Lloyd called the meeting to order at 4:31 p.m.
- J. Lloyd introduced and welcomed the newly appointed Handley Library Board Member, Lew Costello.

Further announcements: Frederick County Supervisors have appointed Doug McCarthy as their new representative to attend the Library Board meetings. All Board members should have received a financial disclosure form which should be completed by them before February 1, 2019 and delivered to the City Hall for filing.

- A motion was given by C. Fox to adopt the minutes for November. There were no corrections on the minutes and they were adopted as read.
- Public Comments: No comments
- Director's Report and statistics: One of the major highlights in the month was the reading of a Truman Capote play held in the Handley auditorium. A highly successful program in December was the Youth Services' Handley Gingerbread Jamboree, led by Katie Moss, where 240 participated - indicative of the great increases we are seeing in program attendance.
- Treasurers report: A. White gave the Treasurer's report.
- Committee reports:
 - a. Finance: Net of fees and disbursements to the library, total investments are down 7.12% since June 30, 2018. We just completed the sixth month of our fiscal year and the benchmark is 50%. The quarterly contribution from Frederick County was received, bringing locality funding to 50%. Public Support reflects donations made in response to the annual year end giving letter. Total income year to date is at 52.93%. Personnel is on target at 49.94%. Capital expenditures were for staff computers and upgrades. Total expenses year to date is at 46.16%.
 - b. Furnishing, Equipment & Maintenance: A meeting was held with a representative from the City of Winchester to receive an update on the needed renovations of the HVAC system at Handley. The details of the design and phasing plan will be presented at the end of January. It is projected the project will begin in the fall of next year and will take approximately 7 months to complete. The plan will be reviewed by the City in February.
 - c. Joint Archives: Archives assisted 2,554 researchers from 39 states and 3 countries in 2018. The Archives will celebrate its 40th anniversary in June 2019 and several activities are being planned. A

special program partnering the Library and the Winchester-Frederick County Historical Society will take place February 2nd “Unheard Voices of Civil War Winchester From the Powell Family Papers”.

d. Long-range planning: All Board members will be contacted in order to plan for an early February meeting.

e. Personnel: The Director’s evaluation will be completed during a closed meeting today.

- Frederick County liaison: No report at this time.
- Unfinished business:
 - a. The ad hoc committee of C. Fox, A. White and J. Lloyd met with representatives from Clarke County Bank to review accounts presently used. A decision was made to consolidate the present accounts into two commercial accounts.
 - b. The RFID committee will meet shortly to review four vendor proposals.
 - c. The new website revision is underway; the vendor Library Market has requested April as the new rollout target month. A local professional photographer will take photos for the new website design. The new logo was rolled out at the start of January.
- New business: No report at this time.
- Comments by board members: No comments.
- Closed meeting; personnel matters: G. Schultz proposed a motion that the Handley Regional Library Board meet in closed session to discuss the annual evaluation of the Library Director. C. Fox seconded the motion. The motion was unanimously adopted.
- Certification of closed meeting: At the end of the closed session G. Schultz submitted the Certification of Closed Meeting in accordance with the provisions of the Virginia Freedom of Information Act which conforms to Sec. 2.2.3711 of the Code of Virginia.
- A motion to adjourn the Board meeting was given by G. Schultz, seconded by C. Fox. The motion was unanimously adopted.
- The meeting adjourned at 5:30 pm.

Judy Lloyd, Chair

Gene Schultz, Secretary
Donna Stapley, Recording Secretary