

HANDLEY LIBRARY BOARD MINUTES

April 16, 2019

The regular meeting of the Handley Regional Library Board was held Tuesday, April 16, 2019 at the Barns of Rose Hill, adjacent to the Clarke County Library

Members present: Chair J. Lloyd, G. Schultz, C. Fox, A. Gray, M. Wise, C. Rush, L. Costello and B. Downing

Absent: C. Leahy

Frederick County Liaison: D. McCarthy

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

- Chair J. Lloyd called the meeting to order at 4:30 p.m.

A motion was given by B. Downing to adopt the Board Minutes for March as presented and was seconded by C. Rush. The minutes were adopted unanimously.

- Public Comments: No comments.

- Director's Report and Statistics: The first Little Noon Music program at Bowman was a great success with over 90 attending. Launchpads, a preloaded electronic tablet with educational and game programs for youths, are now being checked out. Adult Services has a new Community Referral Service which addresses our patrons' needs for information regarding community agencies and organizations. The library's new website is up and running and our social media audience continues to grow with almost 1,000 views in several days. The statistics for March show we had an increase in library visitors from the year before. Our numbers on the materials being checked out remains consistent. As expected, the children's programs have significantly risen in attendance.

Attending the Board meeting was L. Kennedy (Branch Manager of the Clarke County Library) who gave a current report for the branch: Many highly successful new programs are taking place, such as the new Trivia Night which takes place every month. The last attendance was 75 and all were enthusiastic to return. New changes to the library will be taking place soon, such as modernizing signage, painting walls and refreshing the furnishings. Ms. Kennedy has received a Notary certificate which will provide a valuable service to the community.

- Treasurer's Report: C. Rush gave the Treasurer's report.

- Committee reports:

a. Finance: M. Wise has been appointed to the Board's Finance and Personnel Committees.

J. Huddy noted \$25,000 of State Aid had been budgeted to replace Useful network equipment, however, as a result of a software upgrade that would not serve the needs of the library, the equipment was not purchased. Instead, the licensing was renewed for one year to allow time to investigate alternatives. Approximately \$19,000 is available to repurpose for Bowman meeting room tables, an interactive panel, and a pop-up performance stage. A new logo promotion including new library cards and a new wrap decal for the library van would be purchased as well.

A motion was given by A. Gray to provide funds for the purchases as stated and C. Fox seconded the motion. The motion was unanimously adopted

b. Furnishing, Equipment & Maintenance: A. Gray reported library staff did a walk-through of Handley with HVAC vendors to review the needs for the new upgrade. The bids will be submitted in mid-May.

Further comments: C. Rush suggested improvements to the entrance of Bowman making it more appealing to the public. It was noted by Board members an interactive panel is planned for the entrance to the lobby which will welcome and provide information for visitors as the area is used heavily by patrons and book sale attendees.

J. Huddy met with Mr. Emilio Estavez who was in Winchester promoting his movie “The Public” which combines his love of libraries and concerns about providing a respite for the homeless. This concern is shared by the library and is now of particular concern as areas of Handley will be closed to the during the HVAC repair in the winter months. Mr. Huddy is working with the City to find alternative shelter for the homeless community who rely on our services during inclement weather.

c. Joint Archives: The committee met last week and has decided to charge \$15 for scanning photos at a higher resolution for publications and presentations. The staff is preparing for the 40th anniversary celebration of the Stewart Bell Jr. Archives in Handley on June 30, 2019. Anticipated closing for the HVAC renewal project is also being planned for by the Archives staff.

d. Long Range Planning: No report at this time.

e. Personnel Administration: The committee did not meet in March; however, it reviewed with J. Huddy personnel issues such as hiring and retention of employees.

- Frederick County Liaison: D. McCarthy reported the County has passed the budget.

- Unfinished Business:

a. RFID: The committee met several times and has been very busy researching options for the RFID vendor which has been narrowed down to two companies, EnvisionWare and Tech Logic. The team is looking into utilizing both systems since many libraries are using this two-vendor setup. It was recommended to the Board that we purchase the sorting system from TechLogic and the tagging system from EnvisionWare. Emails have been sent to both companies requesting estimates by May 16th.

Following a discussion by the Board it was determined that the estimates will be provided by the committee at the May meeting, at which time the Board will review the findings and vote on the choice.

- New Business: None at this time.

- Comments by Board members: C. Rush congratulated J. Huddy on his interview by WDVM TV regarding the official proclamation issued by the City of Winchester announcing National Library Week, and the vital place the Handley Regional Library System plays in the community.

- Scheduled Meetings: The Board will meet at the Handley library in May and Bowman in June. The Board does not meet during July and August.

- A motion to adjourn the Board meeting was given by C. Fox and seconded by L. Costello. The motion was unanimously adopted.

- The meeting adjourned at 5:15 p.m.

Judy Lloyd, Chair

Gene Schultz, Secretary
Donna Stapley, Recording Secretary