

# HANDLEY LIBRARY BOARD MINUTES

June 18, 2019

The regular meeting of the Handley Regional Library Board was held Tuesday, June 18, 2019 at Bowman Library.

**Members present:** *J. Lloyd, C. Fox, C. Rush, A. Gray, M. Gaylor, B. Downing, L. Costello and C. Leahy*

**Absent:** *M. Wise and G. Schultz*

**Frederick County Liaison absent:** *D. McCarthy*

**Representing the Library:** *J. Huddy, A. White, K. Bean and D. Stapley*

- Chair J. Lloyd called the meeting to order at 4:30 p.m.
- A motion was given by C. Rush to adopt the minutes for May as presented and seconded by B. Downing. The minutes were adopted unanimously.

J. Lloyd introduced and welcomed Mark Gaylor to the Board as a representative for Frederick County.

- Public Comments: No comments
- Director's Report and Statistics: An increase in marketing of the library is creating impressive results as it raises awareness within the community. The Adult Summer Reading program is already seeing a 10% rise over last year's figure. The highest turnover rates are wifi hot spots, then video games, Launchpads, and BluRay dvd checkouts. In May there was an 8% increase in visitors to our libraries. The adult program "Later in the Library" had an attendance of 143. Library cards with our new logo have been delivered to the branches, with our mission to "Connect.Entertain.Inform" as part of the design. A thank you letter to Bowman Library's Youth Services Department Head Donna Hughes and her team was received from the 3<sup>rd</sup> grade class of Evandale Elementary School in appreciation for their instruction and sharing their "love of literacy".

Attending the Board meeting was K. Bean (Bowman Library Operations Manager) who gave a current report of the branch: New purchases for the Bowman library include new seating, chairs and a stage for performances held in the large meeting room. Bowman also received new LED lighting installed by Shallow Creek Contractors in the Circulation desk area and a portion of the adult reading room wing. A special acquisition is a large interactive touch monitor which can be used throughout the branch as it raises/lowers for different age group teaching needs, has wifi connectivity, can be used with a stylus, and offers a broad variety of search functions for patrons.

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

a. Finance: The FY 2020 Budget was presented by C. Rush, itemizing the budget details. All localities approved the funding requested by the Board. State aid increased and Friends of the Library continue to provide much appreciated funding. Large projects anticipated are the HVAC upgrade at Handley, the RFID installation and security cameras for Handley.

A motion was given by L. Costello to accept the FY 2020 budget as presented and B. Downing seconded the motion. The motion was unanimously adopted.

b. Furnishing, Equipment & Maintenance: A. Gray noted the request for HVAC bids was opened on May 31. The bid received was in excess of the library's planned budget, therefore, the contractor with a team of vendors returned to Handley in order to revisit the work anticipated and present a new bid shortly. The historic library requires specialized renovation which involves extensive planning.

c. Archives: The 40<sup>th</sup> anniversary of the Stewart Bell, Jr. Archives will take place on Saturday, June 29<sup>th</sup>.

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

e. Personnel Administration: The Board met in a Closed Session. Upon reconvening a *Certification of Closed Meeting* form, which conforms to Sec. 2.2.3711 of the Code of Virginia, was completed and signed by Chair J. Lloyd and was entered into the Board records.

- Frederick County Liaison: No report at this time.

- Unfinished Business:

- a. RFID update, the library has received contracts from the approved vendors.

- b. Trail update: Bowman Operations Manager, Kim Bean, met with Frederick County Parks and Recreation regarding construction plans for a 6' wide trail encircling the lake behind Bowman library, which was previously approved of by the Board. Members of the community also attended the meeting and were able to view the plans provided by Parks and Recreation. Public comments were very positive for this County public project.

- New Business:

- a. Winchester Police Department's request for no trespassing signs. The library received a request from the WPD to install no trespassing signs notifying the public of hours the Garden at Handley library is closed to the public. The restrictions will be enforced by the Winchester Police Department to ensure safety for the community.

A motion was given by C. Leahy to approve the installation of two no trespassing signs as stated; one at the front of the library and one in the Garden area. The motion was seconded by B. Downing and unanimously adopted.

- Comments by Board Members: No comments at this time.

- Scheduled Meetings: The Board will not meet in July or August. The Board will reconvene September 17<sup>th</sup> at Handley Library's Henkel Board Room. No meeting will take place in December.

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

- The meeting adjourned at 5:45 p.m.

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Judy Lloyd, Chair

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Gene Schultz, Secretary  
Donna Stapley, Recording Secretary