

HANDLEY LIBRARY BOARD MINUTES

September 17, 2019

The regular meeting of the Handley Regional Library Board was held Tuesday, September 17, 2019 at Handley Library.

Members present: J. Lloyd, C. Fox, G. Schultz, C. Rush, M. Wise, C. Leahy, L. Costello and M. Gaylor

Members absent: A. Gray and B. Downing

Frederick County Liaison Absent: D. McCarthy

Representing the Library: J. Huddy and A. White

- Chair J. Lloyd called the meeting to order at 4:30 p.m.
- A motion was given by L. Costello to adopt the Minutes for June as presented and was seconded by C. Fox. The Minutes were adopted unanimously.
- Public comments: No comments
- Director's Report and Statistics: Library Director John Huddy completed his Yellow Belt Six Sigma training and recommends the training be completed by other Administrative staff. Local media outlets interviewed J. Huddy and the WINC station reached an extensive audience with its 200,000 watt broadcast. A number of library staff attended the American Library Association Conference, at which Director Huddy delivered a talk to a group of approximately 180 attendees. Matt Swain, Head of the Public Relations and Technology Department, has done an excellent job promoting our materials and services by print and online media as well as building new business partnerships throughout the area. T-Mobile Hotspots are proving to be a very useful tool for our patrons who are without internet access. The Adult Summer Reading Program participation rose with an increase of 70% over last year. The family and children Summer Reading Program also was very successful with 2,450 patrons registering. A very popular event "Rockin' the Library" had over 600 in attendance to meet award winning authors as all joined Winchester City Mayor John David Smith, Jr. in celebrating the love of reading.
- Treasurer's Report: C. Rush gave the Treasurer's Report which covered months July and August. A Finance Meeting will be held on October 15th, the same day as the next Library Board Meeting.
- Committee Reports:
 - a. Finance: No report at this time.
 - b. Furnishing, Equipment & Maintenance: The light bulbs have been replaced on the outside of Handley Library. At this time the planning for the replacement of the HVAC system at Handley is still under consideration by a local vendor. A timeline for the work has not been set.
 - c. Archives: The Stewart Bell, Jr. Archives staff, volunteers and patrons celebrated its 40th anniversary along with Becky Ebert, Archives Librarian since 1981. G. Schultz reported the Archives has received 35 linear feet of original materials that is presently being reviewed for processing.
 - d. Long Range Planning: No report at this time.
 - e. Personnel Administration: C. Fox noted the committee will meet the first week in October to lay out a plan for the coming fiscal year, including the Director's evaluation. The personnel issue discussed in the closed meeting in June has been satisfactorily resolved.
- Frederick County Liaison: No report at this time.

- Unfinished Business:
 - a. Planning for the RFID installation (patron check out and return system) is underway. The vendor EnvisionWare is in the process of hiring staff to tag the materials. J. Huddy arranged for partnering with the Front Royal Library to assist in the first stage of tagging which has now been completed.
 - b. Trail Update: The walking trail that will be created and managed by the Frederick County Parks and Recreation Department located behind the Bowman Library is successfully moving forward with enthusiastic support from the community.
- Current Business:
 - a. Winchester Police Department has requested No Trespassing signs be posted on library property. The signs have been completed and will be installed on poles in the library garden and on each side of the library which will help to provide a safe neighborhood during the hours the library is closed.
- Comments by Board Members: M. Wise shared appreciation expressed by some in the community for the “vibrant and widely received programs” presented recently by the library. C. Rush and G. Schultz have plans to participate in the Historic Douglas School Renovation Steering Committee that is planning to include museum materials once the renovated project has been completed. B. Ebert of the Handley Archives will also be part of the Steering Committee.
- Scheduled Meetings: The 2020 meeting schedule for the Board will remain the same as the previous year. The date for the Staff Appreciation Day is October 18, 2019; the libraries will be closed on this day.
- Motion to Adjourn: C. Fox presented a motion to adjourn the meeting and was seconded by L. Costello. The motion was unanimously adopted.
- The meeting was adjourned at 5:45 p.m.

Judy Lloyd, Chairman

Gene Schultz, Secretary
Donna Stapley, Recording Secretary