

HANDLEY LIBRARY BOARD MINUTES

October 15, 2019

The regular meeting of the Handley Regional Library Board was held Tuesday, October 15, 2019 at the Handley Library.

Members present: J. Lloyd, J. Huddy, B. Downing, M. Wise, L. Costello, M. Gaylor, G. Schultz, C. Leahy

Members absent: C. Fox, C. Rush and A. Gray

Frederick County Liaison Absent: D. McCarthy

- Chair J. Lloyd called the meeting to order at 4:30 p.m.
- A motion was given by G. Schultz to adopt the Board Minutes for September as presented and was seconded by B. Downing. The minutes were adopted unanimously.
- J. Huddy distributed the booklet “Virginia Public Library Trustee Handbook Governing Boards” by the Library of Virginia.
- Public Comments: No comments.
- Director’s Report and Statistics: Director J. Huddy shared the following highlights for September: The celebration of Library Card Sign Up Month at Bowman Library was attended by Stephens City Mayor, Mike Diaz and Cynthia Schneider, Chamber CEO. Mr. Huddy was interviewed on the local radio station advertising the event. The RFID installation began at Bowman Library along with the process of tagging library materials. The RFID stations will be located near the circulation desk in order for staff to have oversight of the patron’s checking materials out and in. The Adult Summer Reading Program saw the highest number of participants to date, nearly 300! Our outreach programs throughout the community continue to flourish, including an ongoing program held at Westminster-Canterbury which assists all who would like to obtain library cards and gave assistance in using our online databases. A. White was interviewed on camera by WINC FM for a YouTube video taking the public on a tour throughout Handley Library, similar to the tours conducted twice a month by volunteers. We now have in place the software that tracks visitors making use of the library’s wireless system and the increase in numbers of usage confirms this is a valuable service to patrons of all ages who might not have the internet in their homes. A letter from a patron to a staff member expressing appreciation for the library’s generous personal assistance was shared with the Board.
- Treasurer’s Report: A. White gave the Treasurer’s report
- Committee Reports:
 - a. Finance: Auditors were on site in September and have completed the audit. The Finance Committee will meet once or twice shortly to prepare for the next fiscal year’s budget.
 - b. Furnishing, Equipment & Maintenance: J. Huddy noted the plan for the HVAC renovation in Handley Library is still in the planning stages as this is a major renovation, and soon we will likely have an update.
 - c. Joint Archives: G. Schultz reported visitors to the Archives was up 14% and the website update has been completed. A flyer informing the public about the NAACP Donation Day on October 29th was shared with the Board. This special event helps to record and preserve important NAACP history for the Winchester area by scanning local photos and documenting memorabilia.
 - d. Long range planning: J. Lloyd expressed appreciation for the extensive preparation and oversight by C. Leahy of the long range planning. Ms. Leahy reported the committee met on September 10th and set forth the plan’s three categories under consideration: 1. Technology 2. Capital improvement/locations/exterior, interior, new locations and 3. Operations/programs/service levels for hours open, staffing needs, etc. Chair J. Lloyd suggested a proposal regarding a change in collecting fines should be presented to the Finance Committee before a vote is made by the Board.

Goals over the next five years include increasing staff hours for the Marketing Department and the Youth Services Department which would provide additional programs for ages 12-17. Extending service hours, adding compact shelving in the Archives and future dome repair were also discussed.

e. Personnel Administration: No report at this time.

- Frederick County Liaison: No report at this time.

- Unfinished Business:

- a. The RFID installation is now in process at Bowman Library with the cabling and circuit work by Tech Team Solutions who are overseeing the software on the new security gates. The tagging will continue next at Handley and Clarke County starting the end of October. A soft launch of the new RFID system will take place late November or December with a full rollout to the public in January.

- b. Trail Update: The plans for a walking trail around the lake behind Bowman library provided by Parks and Recreation has been put on hold by the County as funds from a grant were not procured. An update will follow this year.

- Current business:

- a. No trespassing signs requested by the City of Winchester Police Department have been installed at Handley. The signs will alert the public that certain areas of the library grounds should not be used when the library is closed. This warning will enable the Police Department to enforce these rules if the signs are ignored by trespassers.

- Board Member Comments: None

- Scheduled Meetings: Staff Development Day is October 18th. The next Board meeting is November 19, 2019.

- A motion to adjourn the Board meeting was given by M. Wise and seconded by B. Downing. The motion was unanimously adopted.

- The meeting adjourned at 4:30 p.m.

Judy Lloyd, Chairman

Gene Schultz, Secretary
Donna Stapley, Recording Secretary