

# HANDLEY LIBRARY BOARD MINUTES

November 19, 2019

The regular meeting of the Handley Regional Library Board was held Tuesday, November 19, 2019 at Bowman Library.

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

**Members absent:** C. Rush

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

**Representing the Library:** J. Huddy and A. White

- Chair J. Lloyd called the meeting to order at 4:34 p.m.
- A motion was given by B. Downing to adopt the Board Minutes for October as presented and was seconded by L. Costello. The minutes were adopted unanimously.
- Public Comments: No comments.
- Director's Report and Statistics: J. Huddy welcomed Kim Bean, Operations Manager of Bowman Library, who gave the following report: The new RFID tagging and preparation of materials was the main focus for the month ahead of the installation of the new materials handler system. Work involved cleaning the storage area, having a hole put into the wall for the return station and beginning tagging of the approximately 140,000 items in the collection. A team worked on tagging items then moved on to Handley and Clarke to complete the RFID project at these two locations. All on the staff had a significant part in tagging of the materials that continue to be returned by patrons. The installation and training has gone smoothly and the staff has embraced the changes.

J. Huddy continued with the Director's Report by noting Staff Development Day was held at Bowman and was a good learning environment that all staff benefited from. Regarding library patron programs, a big success was an overnight lock-in for teens hosted by staff and parent chaperones. A new podcast program began which introduces the public to the many functions of the library. The Adult Services Department hosted a Health and Wellness Day at each branch with health, safety and family service organizations on hand to demonstrate how they serve our community and benefit our patrons. The print on demand service is now being offered, where people are able to print from their phones and iPads remotely.

- Treasurer's Report: A. White gave the Treasurer's report.
- Committee Reports:
  - a. Finance: The budget plan for FY 2020- 2021 and the Profit & Loss report from July through October 2019 was given by A. White. The Finance Committee met earlier this month to review the budget then it was forwarded to the full Board for approval. A discussion by Board members took place regarding library funding provided by the three localities of Winchester City, Frederick County and Clarke County. A motion to accept the budget as presented was given by C. Leahy and seconded by G. Schultz. The motion was adopted unanimously.
  - b. Furnishing, Equipment & Maintenance: A. Gray gave an update on the progress of the contract to replace the HVAC system at Handley. A final report will be available for the Board at the January meeting.
  - c. Joint Archives: G. Schultz reported 161 researchers visited the Stewart Bell, Jr. Archives in October and researchers from 33 states and 2 countries were assisted by the Archives staff via calls, emails and letters from January – October 2019.
  - d. Long Range Planning: C. Leahy will set up a Long Range planning meeting with the Board.
  - e. Personnel: C. Fox along with the other members of the Personnel Committee reviewed the personnel line in the budget, enabling a decision to be made as to how funds would be spent, including a 3.5% average salary adjustment. The COLA increase will be met once that has been determined. The committee awaits the results of

the salary study to be completed in December. It is the time of year that the Director's evaluation will take place and will be completed shortly.

- Unfinished Business:
  - a. As of November 19, 2019 the RFID system has been installed and functioning at all three branches.
- Current Business:
  - a. Macmillan Publishing has recently changed its model of lending to libraries which will not be of benefit to our materials circulation. The State of Virginia has embargoed this new arrangement and J. Huddy has been meeting with a consortium of libraries to address this issue. It is vital we have equal access to materials to benefit our communities. ALA will address this issue to prove to Macmillan the value of working with the libraries, 13 of which are in the Blue Ridge Consortium. It was discussed by the Board that it may be beneficial to contact the local newspapers to notify the public of these concerns. K. Bean noted that an Ebook from Macmillan is approximately three times the cost of an average printed book for the library. The Ebook program is the fastest growing section of the library.
  - b. Board Elections: J. Lloyd noted in 2020 two seats on the Board will be vacated, the Chair and Secretary. Any Board member considering putting forward their name to for these positions should notify the Board in the coming year of their intentions. A motion was presented by L. Costello for the following Board positions to remain in place until November 2020: Chair Judy Lloyd, Co-Chair Carole Fox, Secretary Gene Schultz and Treasurer Carl Rush. The motion was seconded by B. Downing. The motion was unanimously adopted.
- Board Member Comments: None
- Scheduled Meetings: There is no Board meeting in December. The Board will reconvene in January 2020.
- A motion to adjourn the Board meeting was given by M. Wise and seconded by C. Leahy. The motion was unanimously adopted.
- The meeting adjourned at 5:45 p.m.

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Judy Lloyd, Chairman

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Gene Schultz, Secretary  
Donna Stapley, Recording Secretary