

HANDLEY LIBRARY BOARD MEETING

January 21, 2020

The regular meeting of the Handley Regional Library Board was held Tuesday, January 21, 2020 at Handley Library.

Members Present: J. Lloyd, C. Fox, G. Schultz, A. Gray, L. Costello, C. Leahy and M. Gaylor

Members Absent: C. Rush, M. Wise and B. Downing

Frederick County Liaison Present: B. Dunn

Representing the Library: J. Huddy and A. White

- Chair J. Lloyd called the meeting to order at 4:30 p.m. A welcome was extended to Mr. Blaine Dunn, who is returning as appointed representative for Frederick County.
- A motion was given by L. Costello to adopt the Minutes for November 2019 as presented and was seconded by C. Fox. The Minutes were adopted unanimously.
- Public Comments: No comments
- Director's Report and Statistics: The new RFID system installation has been completed, which frees up staff to assist patrons. The new system is also providing more accurate recording of checkouts and improved security tracking of materials. The sorter installed at Bowman is performing perfectly. There are also new locations for items placed on hold by patrons, which are alphabetically sorted and ready for self-checkout. Up and running is the new PrintMe station, which provides a way to print from a phone, laptop, or other device from any location with a wifi signal. The PrintMe station was provided by trust funding. More resources are coming soon such as Hoopla, which provides streaming of movies, music, audiobooks, ebooks, comics and TV shows that can be enjoyed on the computer, tablet, phone or TV. Our latest tool is NoveList which was planned for in last year's budget. A patron searching for a favorite author on the library website now will also see similar authors and have the ability to look up a series listed in order to expand interest in materials available. Handley has a new large Clear Touch monitor in the Benham Gallery for use by patrons during meetings and programs.

The statistics highlight an increase of 24% in checkout of ebooks, audiobooks and online magazines, a burgeoning section of our market. We are seeing an increase in visitors to our branches as well an increase in program attendance of all ages.

- Treasurer's Report: A. White gave the Treasurer's Report, followed by a discussion on Frederick County funding by the Board.
- Committee Reports:
 - a. Finance: No report at this time.
 - b. Furnishing, Equipment & Maintenance: No report at this time.
 - c. Joint Archives: Since January of 2019 researchers from 35 states and 3 countries used the Archives, for a total of 1,780 patrons.
 - d. Long Range Planning: C. Leahy proposed February 11, 2020, 4:30 p.m. Handley Board Room as the arrangement for the next long range planning meeting. There is a need to have the plan completed before the next Board meeting in order to vote and have the plan finalized.
 - e. Personnel Administration: C. Fox reported plans are in place to meet next week and the committee will complete the Director's review at that time.

- Frederick County Liaison: B. Dunn reported the County is going through the budget process for 2020 which will likely remain similar to last year's budget. Final numbers will be available at the end of April. Mr. Dunn requested of the Board if any concerns arise to contact him directly and he will convey the information to the County.
- Unfinished Business:
 - a. HVAC: A. Gray noted the contract for the new HVAC system has been signed with expectations to begin work February 17, 2020. The library will not need to close entirely; however, sections will be closed for perhaps several days for safety reasons.
- Current Business:
 - a. Handley Space Planning: J. Huddy reported library administration has been in contact with a space planning group. In order to have full participation in the study, the Board was asked to be part of the focus groups which will include the Friends of Handley Library, Handley Trustees and members of the public. A. White added that six focus groups are scheduled for March 2nd and 3rd made up of a good cross section of users, non-users and the community
- Comments by Board: Judy Lloyd will be stepping down as the Handley Board Chair at the end of March. Ms. Lloyd and family will be relocating to the County and, therefore, will no longer be able to represent the City.
- Scheduled Meetings: Board meetings for February and March will take place in the Handley Board Room followed in April at Clarke County Library/ Barns of Rose Hill.
- Motion to Adjourn: L. Costello presented a motion to adjourn the meeting and was seconded by C. Leahy. The motion was unanimously adopted..
- The meeting was adjourned at 5:11 p.m.

Judy Lloyd, Chairman

Gene Schultz, Secretary
Donna Stapley, Recording Secretary