

# HANDLEY LIBRARY BOARD MEETING

February 18, 2020

*The regular meeting of the Handley Regional Library Board was held Tuesday, February 18, 2020 at Handley Library.*

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

**Members Absent:** B. Downing

**Frederick County Liaison Absent:** B. Dunn

**Representing the Library Present:** J. Huddy, A. White and M. Swain

- J. Huddy introduced Matt Swain, Handley Library's Public Relations Manager & Technology Coordinator. Mr. Swain gave a comprehensive report on the department's projects, which creates awareness and showcases the value of the Handley Regional Library System to the 130,000 in our service area. Six major initiatives were highlighted as well as the library's four new technology databases in order to enhance the patron experience, increase circulation, and impact program attendance.
  - Chair J. Lloyd called the meeting to order at 4:45 p.m.
  - A motion was given by L. Costello to adopt the Minutes for January 2020 as presented and was seconded by C. Fox. The Minutes were adopted unanimously.
  - Public Comments: No comments
  - Director's Report and Statistics: The new Hoopla database now offers hundreds of thousands of titles to choose from; it's like having Handley Library available around the clock, accessed from anywhere. Clarke County has done an exceptional job improving the interior spaces for our many patrons in the community. The staff at all branches have worked proactively to assist patrons with the new RFID system, particularly using the new self-checkout machines, as a result, 75% of our patrons have already made use of the new system. There has been an increase in use of eBooks and audiobooks, as well as an increase in adult and teens program attendance.
  - Treasurer's Report: C. Rush gave the Treasurer's report.
  - Committee Reports:
    - a. Finance: No report at this time.
    - b. Furnishing, Equipment & Maintenance: A. Gray reported Frederick County Parks & Recreation have bids out now for a walking trail to be installed adjacent to the Bowman Library. It is hoped the contract will take effect in April of 2020. The target date for completion of the Handley HVAC project is Fall 2020, which means the air conditioning units will be working for the warm summer months and the heating system will be up and running as winter approaches.
    - c. Joint Archives: The department is taking applications through the end of February for the position of Archives assistant. G. Schultz will be taking material from the Archives to the Crowley Company in Frederick, Maryland to be digitized.
    - d. Long Range Planning: C. Leahy reported the committee completed the updates to the Long Range Plan which covers technology, capital improvements and operations of the libraries. A motion was given by M. Wise to accept the Long Range Plan as revised and was seconded by A. Gray. The motion was unanimously adopted.
- Ms. Leahy next brought forth the anticipated Robinson fund requests for the next fiscal year. Consideration will first be given to the items of highest priority, followed by improvement of items not requiring immediate action. Some of the items under consideration include S.T.E.A.M. programming, the installation of a technology lab and enhanced outdoor signage at Bowman and Handley libraries. A combined Long Range

Planning and Finance Committee meeting will take place March 10<sup>th</sup>, 4:30 p.m. at Handley Library to consider Robinson Funding.

e. Personnel Administration: C. Fox reported the committee will shortly finalize the Director's annual review.

- Frederick County Liaison: No report at this time.

- Unfinished Business:

- a. HVAC: Work at Handley library began February 17<sup>th</sup>, and are working from the revised schedule which is now in place. At this time we don't anticipate any major interruptions to the public areas of the library.

- Current Business:

- a. Handley Space Planning: J. Huddy extended a personal invitation to each Board member to attend the upcoming Focus Group Meeting which will take place Monday, March 3<sup>rd</sup> from 5:30 – 6:30 p.m.

- Comments by Board: G. Schultz spoke with City Council member Kim Herbstreit about our two upcoming Board seat vacancies effective November 2020.

C. Rush invited Board members to attend a Winchester public schools benefit concert for the Douglas School renovation project. The proceeds will go to a memorial wall in recognition of those who attended the school as well as displaying the Handley Library logo. Several community partners are involved, including the Stewart Bell, Jr. Archives of Handley Library. The event is to be held February 28<sup>th</sup>, with doors opening at 7:00 p.m.

- Scheduled Meetings: The March 17<sup>th</sup> Board meeting will take place at Handley Library. The Finance Committee and Long Range Planning committee will meet March 10<sup>th</sup> at 4:30 p.m. Handley library.

- Motion to Adjourn: C. Rush presented a motion to adjourn the meeting and was seconded by L. Costello. The motion was unanimously adopted

- The meeting adjourned at 5:22 p.m.

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Judy Lloyd, Chair

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Gene Schultz, Secretary  
Donna Stapley, Recording Secretary