

## HANDLEY LIBRARY BOARD MEETING

### Hybrid Online Zoom/In Person Meeting (Bowman Library)

Tuesday, October 20, 2020

*Present: Chair C. Fox, G. Schultz, A. Gray, L. Costello, Mary M. Wise, M. Gaylor, B. Dunn, C. Rush*

*Absent: B. Downing, C. Leahy*

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

- Chair Carole Fox called the meeting to order at 4:33 p.m.
- Motion was given by L. Costello to adopt the Minutes for September as presented and was seconded by G. Schultz. The Minutes were adopted unanimously.
- Public Comments: No comments were given.
- Treasurer's Report: A. White gave the Treasurer's Report.

Investments: Year to date, \$48,458 has been distributed to the library. Overall, total investments are up 84,656, or 2% since June 30, 2020 (after disbursements to the library, fees, and change in market value)

Budget Benchmark: 3 months out of 12 or 25% Income Public Support Includes several donations in memory of former board member Peggy Hahn; \$1,200 Copier Revenue & Fines, Fees & Other Well below benchmark at 12.2% and 13.56% respectively. We will need to monitor these over the course of the fiscal year for impact on overall budgeted income. Percent of overall budgeted income received: 23.02%

Expense Contractual Book Security Equip Maintenance: \$8,137 for annual maintenance contract for new RFID self-checkout kiosks Telecommunications year to date is 44.02%, above benchmark, because annual erate funding has not been received.

Other Operating: Prof Services – Other: \$12,000 as partial payment on Audit services. Repairs & Maintenance \$2,052 for HVAC and plumbing repairs at Bowman Library. Percent of overall budgeted expenditures paid: 21.0%

- Director's Report: ▪ During Covid times, library visitation has been a little below half as normal. Circulation is only down about 25% and new library cards are down 30%. We have increased the library patron capacity limit to 50 at a time. ▪ The Library has received Cares Act funding for \$11k for a new self-checkout kiosk to put in the Bowman children's areas and also for an inventory wand to use on the book shelves. Winchester City is reimbursing the libraries for \$5k. Clarke County is getting a new air cleaning system put in. HVAC installation is wrapping up and now the contractors are working on the roof at Handley.
- Old/Current Business: Covid-19 update: The Covid rates are still stable, and the community numbers are not that high.

Bowman: The Winchester walking trail at Bowman Library is now open. We will be putting in an air cleaning system on the roof via Frederick County. It should be coming the next month or so.

Robinson Funding: Long range planning was supposed to be last April, but it was put off due to Covid. The Board of Trustees is requesting the library funding for the rest of the year. We are requesting \$92k to choose things we can implement this year: technology, capital improvement and maintenances, and programs and services. G. Schultz made a motion to move forward with the Robinson Funding Request on October, 28, 2020. It was seconded by M. Wise. It was approved by all.

- New Business: FY Budget 2021: B. Dunn reported that Frederick County will not know until January or February for 2021 budget due to unknowns from Covid. They are waiting for the revenue to come in and do not have all the figures in yet. B. Dunn recommended to go forward with the budget and adjust from there.
- Personnel Reorganization: The Board would like to implement ASAP, due to the retirement of Kim Bean. There will be several changes in management. Ann White will become Deputy Director, Mary Anton will become Bowman Branch Manager, and Adrienne Davis will be Handley Branch Manager. C. Rush asked about creating new job descriptions and the competitiveness of staff salaries. There was no vote taken on this subject, as details need to be solidified.
- The Board had difficulty hearing everything during the hybrid in person/Zoom meeting, so they decided to have the November meeting entirely on Zoom.
- Motion to Adjourn: L. Costello presented a motion to adjourn the meeting and was seconded by M. Wise. The motion was unanimously accepted.
- Adjournment: The meeting adjourned at 5:20 p.m.

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Carole Fox, Chair

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Gene Schultz, Secretary  
Cheryl Nakagawa, Recording Secretary