

HANDLEY LIBRARY BOARD MEETING

Online Zoom Meeting

Tuesday, January 19, 2021

Present: Chair C. Fox, A. Gray, L. Costello, Mary M. Wise, M. Gaylor, C. Rush, B. Dunn
Representing the Library: J. Huddy and A. White

- Chair Carole Fox called the meeting to order at 4:35 p.m.
- The meeting minutes from November were discussed. It was noted that on top of page 2, it should say “Board Officers”, not “Board Members”. Also, it should state Nancy’s last name, Comer, as her last day on the Archives Committee was discussed. Motion was given by M. Wise to adopt the Minutes for November after these changes and was seconded by L. Costello. The Minutes were adopted unanimously.
- Public Comments: No comments were given.
- Treasurer’s Report: C. Rush gave the Treasurer’s Report for November/December. See attached monthly budget report.

This is the first year the library has received donations for the annual letter through email. This effort was very successful. Everyone who donated to the library has received a personal thank you note signed by John.

- Committee Reports: Committees are being organized and positions still need to be filled. Filling of various positions was discussed.
- B. Dunn, Frederick County Liaison, discussed the library’s budget request and questioned what is the driver for an increased budget. Mr. Dunn also asked if the Board ~~have~~has recommendations for salaries and programming expansions. Mr. Huddy stated that carpet at Bowman needs to be replaced. The library does track the population and use of library system by jurisdiction.
- Director’s Report: J. Huddy reported that as part of the staff reorganization, the library needs to hire for a new position for a Tech Services Manager as soon as possible. This will be a full-time position.

The roof repairs at Handley will continue as weather permits.

Online programs are doing well and each department is stepping up to the challenge.

Covid vaccinations for staff: The library is considered 1B status for getting vaccinations. 81 percent of staff has chosen to receive it.

John reported that he wrote a public letter to the staff in appreciation of working through these difficult and uncertain times. This letter was printed in a full-page ad in The Winchester Star. The staff has been amazing every day and has been steadfast in doing their jobs with no complaints. Even though circulation and library visits are down, library staff have adjusted and changed course accordingly and John is very thankful.

- Old/Current Business: Covid-19 update: We continue to watch Covid statistics daily and are hoping for less restrictions in the summer. New information says the public needs to be near you for 15 minutes to be exposed. We are printing signs to tell patrons that we can no longer assist them on the computers and printers, unless they physically step away.

Robinson Funding Recap: A. White reports the library has not received the funds requested yet. We will contact the Handley Trustees to see when they meet next for an update.

Amphitheater near Bowman Library: Frederick County Parks and Recreation are planning to build an outdoor amphitheater next to the library. It has yet to be funded. Their staff will be responsible when Parks and Rec uses

it, and they will have access to the library's restroom facilities. The library in return will be able to use the amphitheater at other times. We're excited for this endeavor.

- Current Business:

The Library Board is actively looking for new board member applicants, especially from the City of Winchester. Amy Gray, a Frederick County representative is leaving in February, and we very much appreciate her service and she will be missed. There is one Frederick County vacancy and one Clarke County vacancy, but someone has recently been assigned.

Mary Margaret Wise has kindly stepped up to be the new secretary. The Board discussed filling various committees. L. Costello and C. Rush have volunteered to join the Joint Archives Committee.

- Personnel: The Executive Assistant position will be advertised soon and filled.
- Motion to Adjourn: L. Costello presented a motion to adjourn the meeting and was seconded by A. Gray. The motion was unanimously accepted.
- Adjournment: The meeting adjourned at 5:25 p.m.

Carole Fox, Chair

Mary Margaret Wise, Secretary
Cheryl Nakagawa, Recording Secretary