

HANDLEY LIBRARY BOARD MEETING

Online Zoom Meeting

Tuesday, March 16, 2021

Present: Chair C. Fox, L. Costello, C. Rush, M. Wise, M. Gaylor, R. Bacon, M. Thure

Representing the Library: J. Huddy and A. White

Guest: Dave Stegmaier, Frederick County Board of Supervisors

- Chair C. Fox called the meeting to order at 4:31 p.m.
- The meeting minutes from the February meeting were reviewed. Motion was made by L. Costello to accept the minutes and was seconded by C. Rush. The Minutes were adopted unanimously.
- Public Comments: No comments were given.
- Treasurer's Report: C. Rush gave the Treasurer's Report for February. See attached monthly budget report.
- Committee Reports: Committees are being organized and positions still need to be filled. Filling of various positions was discussed. All committee members have not been assigned yet, but are in the process. C. Rush reported that the Finance Committee met on March 9 to review the budget and Robinson Funding timeline.

C. Fox will send a list of the committee members to admin as soon as possible. These committees include: Long Range Planning Committee, Finance Committee, Personnel Committee, and the Joint Archives Committee.

C. Rush commented that the Board should have a New Membership Committee to replace board members who have left. The board has one vacancy for Frederick County to replace Amy Gray, who left last month.

- Frederick County Board of Supervisors Liaison Dave Stegmaier (representing Shawnee District) reported that surveying for the new amphitheater next to Bowman Library will begin soon. M. Wise thanked Dave for joining the meeting and being instrumental for helping pass the budget for the amphitheater.
- Director's Report: J. Huddy reported on the Library System's business.

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 update: We are drawing back some of our library Covid restrictions. We are allowing use of some chairs for patrons. We are welcoming select vaccinated volunteers to come back. We are also no longer quarantining materials, as it's been proven that virus transmission is very low on materials.

C. Fox requested that we add an addendum to our original Covid plan sheet that we will have a continuous plan with requirements and restrictions to reflect suggested updates.

- Current Business:

The HRLS Executive Board would like to welcome three new board members:

Rives Bacon is the new Clarke County board member. She has lived in Clarke County since 1996, has four children, and has frequented the Clarke County Library since she moved here.

Mary Virginia Thur is a new Winchester city board member. She has lived in downtown Winchester since 2012 and works in the ER in the hospital.

Keith Buzby is also a new Winchester city board member, but he was unable to make this meeting. He is a lawyer in downtown Winchester.

- New Business:

Budget Amendments: A. White reported that state aid was unexpectedly increased mid-year by \$24,820 and the Robinson trust funds were finally received for this fiscal year. These two changes necessitate the board to amend the FY21 budget.

The library plans to use the state funds to purchase a new delivery van and display furnishing for the Bowman Library. The library is in desperate need for a new delivery van, as the old one has more than 177,000 miles on it. A new cargo van will make deliveries much easier between the three locations.

The Robinson funds have been added to the budget and will be spent as previously approved by the board when making the request to the Handley Trustees for the funds.

M. Wise made a motion to accept the amended budget, and a second motion was made by L. Costello. All approved the motion.

A. White also reported on the Virginia minimum wage change timeline and how it will affect the library. In May, the minimum wage will be \$9.50. The library pay scale currently has two position levels that fall below the new minimum wage. The library plans to consolidate levels 1 and 2 into the current level 3 to reflect the minimum wage increase. This will affect 10 staff members. Position level three's starting wage is \$9.71 per hour. The cost for the remainder of this current fiscal year would be just over \$2,000.

The minimum wage will increase again in January 2022 to \$11 per hour, and this will affect 17 staff members. The cost for fiscal year 2022 is anticipated to be approximately \$18,000.

Provided there are no changes to Virginia's current minimum wage increase plan additional increases will occur on January 1, 2023 to \$12, on January 1, 2025 to \$13.50, and then on January 1, 2026 to \$15 per hour.

The good news is that utilities are significantly down and will help to offset the cost for next fiscal year.

There is no vote on the minimum wage increase at this time.

Robinson Trust: The Trust requests are usually made in April. We need to create a new plan to present to the trustees.

L. Costello requested a new set of lists of current board members and committee members to be drawn up. J. Huddy stated that this will be one of the first projects for the new secretary to be hired very soon. Also, L. Costello pointed out that concerning the Long-Range Planning Committee, we need to create a new 5-year plan.

C. Fox requested that the next Board meeting in May meet in person in the Board room. It would be much better to decide things in person and we can still social distance.

- Motion to Adjourn: L. Costello presented a motion to adjourn the meeting and was seconded by C. Rush. The motion was unanimously accepted.
- Adjournment: The meeting adjourned at 5:36 p.m.

Carole Fox, Chair

Mary Margaret Wise, Secretary
Cheryl Nakagawa, Recording Secretary