

Handley Regional Library Board Meeting

April 16, 2024 ...4:30 PM

Handley Library Board Room

Members Present: *M.M. Wise, M. Gaylor, P. Lam, R. Bacon, J. Foreman, B. Nelson, E. Stine-Dolinar, M.V. Thur*

Members Absent: *K. Buzby, M. Williams*

City of Winchester Representative: *Mayor David Smith*

Frederick County Representative: *Bob Liero*

Representing the Library: *J. Huddy, A. White, A. Butler*

- *Todd Drunagel of Tech Team Solutions made a brief presentation on “Teams” a computer application that would allow Board members to have email addresses specific to their Board membership and activities. The application would also allow members to receive and exchange information, meet electronically and to save files as needed.*
- **Previous Meeting Minutes:** J. Foreman moved, and M. Gaylor seconded a motion to approve the minutes from March 19th meeting as presented. The motion was approved unanimously.
- **Public Comment:** None....
- **Treasurer’s Report:** Treasurer P. Lam reviewed the July 2023 through March 2024 report as prepared by A. White.
- **Chair’s Comments:**
 - The Chair welcomed Mayor David Smith, who will be representing the City of Winchester at future Board meetings.
 - Expressed her thanks to the Friends of the Handley Library System for the staff lunches they provided during National Library Week.
 - Reported that on April 9th she participated in a webinar, the subject of which was the evaluation of a library director. She noted two upcoming webinars that may be of interest to other Board members and that she plans to attend: May 7th, “Best Practices for Board Members”, and May 14th, “How Boards can effect programing to aid Community Health.
 - Noted the positive story in today’s Winchester Star about e-books available through the Handley Library System.
 - Will be meeting with the Executive Committee several times each year.
 - Will be meeting with the Personnel Committee and the Director to complete his evaluation.
- **Committee Reports:**
 - Finance: Met with the Long Range Planning Committee on March 14th to discuss the Robinson Request, and is planning its next meeting for June 4th to review FY2025 budget in light of the Localities responses to the budget requests submitted by the library.

- Long-range Planning: Nothing to report.
 - Personnel: Nothing to report
 - Joint Archives: R. Bacon noted that the committee adopted a “Collection Development Policy” and an “Access to Archives Policy”
- **Director’s Report:**
 - Reported on his attendance at the yearly meeting of the Public Library Directors of Virginia which resulted in the award of “Outstanding Staff Member” being presented to Katie Moss, Handley Youth Services Manager, for her work with the Campaign for Grade Level Reading and her outreach efforts to Winchester preschools. Additionally, he noted that State Aid to libraires in Virginia is projected to be increased.
 - Reported on the various programs that had taken place in March noting that overall statistics continue to trend upward, especially for e-books checkouts.
 - Introduced “Leyendo Juntos” an offshoot of the Campaign for Grade Level Reading as an outreach effort to the “English Language Learners” community.
 - Report given on recent Trespass Notice was given.
- **Frederick County Representative.** Mr. Liero, noted that the Supervisors are considering the county’s budget in two parts, income and then expenses. One of the main issues facing the Supervisors is the need for a fourth high Schools due to over crowding at the existing schools.
- **City of Winchester Representative:** Mayor Smith noted that the City is also dealing with budget issues, especially as they affect its ability to support the school system.
- **Current Business:** On Monday April 22nd, the Handley Trustees will review the Library’s Robinson Trust request at its quarterly meeting. The Chair and the Director will attend the meeting and make the presentation and answer questions.
- **New Business: Building Tours**
Board Members were encouraged to participate in upcoming tours of the building to better acquaint themselves with its resources and services. Tours will be led by the Director and be scheduled for the last week in April and the first week in May.
- **Closed Meeting:**
 - M. Gaylor made a motion to enter into a Closed Session in order to discuss the Director’s Performance Review Evaluation. The motion was seconded by J. Foreman and passed unanimously.
(The motion is attached).
 - At the completion of the closed session, M. Gaylor moved to Certify the Closed Session. P. Lam seconded the motion. The motion passed by the affirmative rollcall vote of the members present. (The motion is attached).

- M. Gaylor moved to accept the Director’s Performance Evaluation. J. Foreman seconded the motion and it passed unanimously.
- **Adjournment:** The meeting was adjourned at 5:50 PM

Mary Margaret Wise, Chair

Keith Buzby, Secretary

Alina Butler, Recording Secretary