

Handley Library Board Meeting

Tuesday, February 22, 2022

4:30 P.M. Via Zoom

Present: Chair M.M. Wise, Vice Chair M. Gaylor, Secretary K. Buzby, P. Lam, R. Bacon, M.V. Thur, E. Stine-Dolinar. S. Thatcher.

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

Chair M.M. Wise called the meeting to order at 4:33 PM

1. The January 18, 2022, meeting minutes were reviewed. E. Stine-Dolinar requested that the first sentence under item #8, New Business be clarified. It was suggested that a semicolon be added after the words “New Treasurer” and before the name of K. Buzby. A. Butler confirmed that the addition would be made, and R. Bacon moved to approve the minutes. The motion was seconded by S. Thatcher and approved unanimously.
2. The Treasurer’s Report: Treasurer P. Lam presented the financial report. A White added that the “Fixed Assets” listed in the report referred to items such as furniture, equipment and should not be considered a liquid asset.
3. Chair M.M. Wise thanked the Board members for their flexibility in changing the regular date of the meeting. She noted that new Board member S. Thatcher met with her, A. White and J. Huddy for a new Board member orientation session. She extended an invitation for such a session for any other Board members who might be interested.
4. Committee Reports were presented:
 - Finance: The committee will meet with representatives of Bank of Clarke and its investment firm to review the library’s investments on March 1st at 4:00. All Board members are welcome to attend.
 - Long Range Planning: Chair Gaylor will organize a meeting of the committee to help orient members to current planning activities and to preview requirements for upcoming plans.
 - Personnel : Chair Gaylor will call the committee together to review its responsibilities.
 - Joint Archives : R. Bacon met with B. Ebert and toured the Archives facilities
5. Director’s Report: The director shared information from the HRLS Director’s Report and Highlights noting the changes to the Virginia minimum wage and its impact to the library’s budget. He updated the Board on the declining Covid 19 infection rates in the area, the part the libraries played in the distribution of Covid test kits and the possibilities of returning to normal operating procedures in the very near future. He plans to discuss a date to return to normal operations with senior staff later this week. Additionally, he noted that with a few exceptions, circulation, membership and use statistics are continuing their upward trend. He also reported the Frederick County is about to approve two new representatives to the Board.
6. Frederick County Representative Supervisor Robert Wells was unable to attend the meeting to do health issues.

7. Old/Current Business:

Covid 19 update: As noted earlier the Director discussed the decreasing rates of Covid 19 infections and shared that with the Board's agreement he would like to work with staff to begin reestablishing normal operations including in-person programming. Board members expressed their agreement for returning to in-person programming.

Financial and Investment Review: Treasurer P. Lam announced the meeting Of the Finance Committee with representatives of the Bank of Clark and its investment firm to be held on Tuesday, March 1st at 4:00 PM in the Handley Board Room. All Board members are welcome to attend.

8. New Business:

Board Review of Polices and Bylaws: Chair M.M. Wise discussed the need for an annual review of policies and bylaws by the Board. She asked that Board members take time to review them on the library's website prior to the next meeting. Copies of the policies will be created for the Board members' binders.

Board Calendar of Essential Responsibilities: Chair M.M. Wise presented the Board with a calendar of essential tasks outlining task and timeframes in which they should be completed.

Future Planning and Board Retreat: The desire for in-person Board meetings and the need for orientation and education regarding planning activities and documents led to the discussion of a Board retreat to be held potentially in June. This also led to a discussion of the Space Use study that was undertaken in the first part of 2020 but set aside due to Covid 19. Board members expressed interest in the study and the suggestion was made to provide copies to each member and to contact the responsible firm to provide an updated, electronic presentation to the Board.

9. Adjournment:

At 5:15 PM, K. Buzby moved and S. Thatcher seconded a motion to adjourn. The motion was approved unanimously.

Mary Margaret Wise, Chair

Keith Buzby, Secretary
Alina Butler, Recording Secretary