

Handley Regional Library Board Meeting

January 17, 2023 ... 4:30 PM

Handley Library Board Room

Members Present: *M.M. Wise, M. Gaylor, K. Buzby, P. Lam, R. Bacon, B. Nelson,
E. Stine-Dolinar, S. Thatcher, M. Williams*

Frederick County Supervisor Josh Ludwig, by phone

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

Chair M.M. Wise called the meeting to order at 4:30 PM

1. **Previous Meeting Minutes.** The November 2022 meeting minutes were reviewed, noting a spelling correction, E.Stine-Dolinar moved to approve. The motion was seconded by P. Lam and approved unanimously.
2. **Public Comment:** None
3. **Treasurer's Report.** P. Lam presented the Treasurer's Report.
4. **Chairperson's Comments:** The Chair welcomed Josh Ludwig, the new representative of the Frederick County Supervisors, (attending via phone) and thanked the members for their service during 2022.
5. **Committee Reports:**
 - Finance: The committee will meet in the Handley Board Room on January 24th at 4:30 for a half year investment update.
 - Long-range Planning: The committee met in December to review the proposed designs and will meet again this month make recommendations.
 - Personnel: Nothing to report.
 - Joint Archives: The Moveable Shelves Project, funded through the Robinson Fund has been completed. Board members will be able to view the results after the meeting.
6. **Director's Report.**
 - The Director reported that statistics continue to trend upward.
 - He provided a brief overview of the importance of December Staff Development Day. It provided the opportunity for all staff to meet, to share information and to learn about the administration of the library. He noted that one area of interest staff members asked to learn more about was how the library was funded. Responding to this request for information, Deputy Director Ann White provided an interactive presentation focused on the sources of the library's income and the limitations and restrictions on its uses.

- He also reviewed the many events the Library presented and supported to celebrate the community during the holiday season.

7. **Frederick County Representative.** Mr. Ludwig touched on the publicity surrounding the Library's story time at the airport and noted his interest in aviation and its importance to the community. He also noted his interest in the progress of the amphitheater at the Bowman Library.

8. **Old/Current Business:**

- The list of library holiday closure dates was presented by Mr. Huddy for the Board's review. There was a review of the current list consisting of most Federal and State holidays, local closures based on visitation and local events (Apple Blossom, for example) and staff development day as well as discussion of adopting additional Federal and State holidays. The Board will revisit the topic at the next meeting with additional information provided by HRLS Administration.
- The Director explained the "hands-on" process of determining "weather related" closings based on real time conditions in various parts of the Library's service area.
- The Chair shared copies of the draft long range plan for members to review prior to the next meeting.

9. **New Business:** The Chair noted that the Long-Range Planning Committee will begin planning for the annual Robinson Fund Request by reviewing Administration/Staff built list of requests. Board members were asked to review current policies and bring to the Chair's and Executive director's attention any policies requested for review/updating by the Board.

Closed Session: M. Gaylor moved to enter into a closed meeting to complete the Director's annual personnel review. The motion was seconded by R. Bacon. All necessary procedures were followed, and documents completed. M. Gaylor moved to reopen the public meeting and K. Buzby asked for a voice vote to affirm that only the stated personnel matter was discussed during the closed meeting. The motion was affirmed unanimously with the exception of M.V. Thur who was not at the meeting and E. Stine-Dolinar who left at 4:54 PM. S. Thatcher moved to accept the recommendations of the closed meeting. K. Buzby seconded, and the motion passed unanimously.

10. **Adjournment:** K. Buzby moved, and P. Lam seconded to adjourn. The motion passed unanimously, and the meeting was adjourned at 6:10 PM.

Mary Margaret Wise, Chair

Keith Buzby, Secretary

Alina Butler, Recording Secretary

