

Handley Regional Library Board Meeting

June 24, 2025 ... 4:30 pm

Handley Library Board Room

Minutes

Members Present: *K. Buzby, Mark Gaylor, P. Lam, M. Williams, J. Foreman, P. Milstead, E. Stine-Dolinar*

Members Absent: *R. Bacon, B. Nelson*

Frederick County Representative: *John Jewell, not present, City of Winchester Representative, Terry Sloane, not present*

Representing the Library: *John Huddy, Ann White, Alina Butler*

1. **Previous Meeting Minutes:** Following a review of the minutes from the May 20th meeting, E. Stine-Dolinar moved, and P. Lam seconded the motion to accept the minutes as presented. The motion was approved unanimously.
2. **Public Comments:** None
3. **Chair's Comments:**
 - Proposed July 15th at 4:30 in Handley Library Board room for an Executive Committee meeting.
 - Shared a listing of current committee assignments
 - Noted that since there is no anticipated business to conduct in July and August, the next Board meeting will be in September.
4. **Committee Reports:**
 - **Finance:** reported under Current Business
 - **Long Range Planning:** Nothing to report
 - **Personnel:** Planning to meet sometime in July or August
 - **Joint Archives:** R. Bacon not in attendance
5. **Treasurer's Report:** Treasurer P. Lam reviewed the July 2024 through May 2025 financial report as prepared by A. White.
6. **Director's Report:**
 - Reviewed the start of Summer Reading activities
 - Reported on the installation of the new bike rack created by Handley High School students
 - Noted the continuation of the successful collaboration with the Virginia Works Program
 - Touched on the work of the current Archives' intern
 - Reported on Clarke County's programming with the Cooperative Extension Service
 - Reported that an injunction has been filed against the funding cuts for IMLS
 - Shared a thank you letter from the Valley Interfaith Council for the PR & Outreach Department's participation in its "Community Kindness Fair".

- Reported on a meeting with the Collections Committee to discuss ideas to improve the processing of new items, including equalizing the ordering of items throughout the year, using larger suppliers, and ordering more preprocessed materials.
- Shared intentions to seek professional marketing advice to review current efforts and potentially recommend new strategies.
- Shared intentions to meet with the Friends Board in September to discuss the development of the Teen Center at Bowman.
- Shared that he served on a grant review committee at the request of United Way.

7. Frederick County and City of Winchester Board Liaisons:

Frederick County Supervisor John Jewell was not present, nor was Terry Sloane, City of Winchester Representative.

8. Current Business, if not covered in committee reports:

- **Budget Updates:** A. White reported that the Frederick County Board of Supervisors approved the Library's FY2026 budget as requested. She distributed copies of the budget with accompanying notes and reviewed the items in the budget.
- The Finance Committee met prior to the Board Meeting to review the FY2026 budget and recommended its acceptance by the Board.
- P. Lam moved and P. Milstead seconded the motion for the Board to adopt the FY2026 Budget as presented. The motion was approved unanimously.
- P. Lam announced that the Finance Committee will meet on July 22 for the half-year investment review.

9. New Business: Meeting Room Policy

- Members of the Board received copies of the existing Meeting Room Policy along with suggested updates to consider. P. Milstead moved and E. Stine-Dolinar seconded a motion to table the item until the September meeting. The motion passed unanimously.

10. Adjournment: At 5:14 pm with business concluded P. Milstead moved and J. Foreman seconded the motion to adjourn. The motion passed unanimously.

Keith Buzby, Chair

Monica Williams, Secretary

Alina Butler, Recording Secretary