

Handley Library Board Meeting

Tuesday, March 15, 2022

4:30 Handley Board Room

*Present: Chair M.M. Wise, Secretary K. Buzby, R. Bacon, M.V. Thur, E. Stine-Dolar.
S. Thatcher, J. Smith, M. Williams*

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

1. Staff Report: Adrienne Davis, Handley Branch Manager

Chair M.M. Wise called the meeting to order at 4:46 PM

2. Minutes Review: The February 22, 2022 meeting minutes were reviewed. E. Stein-Dolar moved that the minutes be approved. The motion was seconded by K. Buzby and approved unanimously.
3. The Treasurer's Report: In the absence of P. Lam, A White presented the financial report, noting that investment values are currently down.
4. Chair M.M. Wise welcomed the two new Board members, Jimmy Smith and Monica Williams, both representing Frederick County.
5. Committee Reports were presented:

Finance: The committee reported on its meeting with representatives of Bank of Clarke and its investment firm to review the library's investments. A question was raised concerning exposure due to the international situation. The committee reported that it was minimal and although there was some fluctuation in the market, the recommendation was to maintain the current investment strategies.

Long Range Planning: (meeting and activities to be discussed at length under "Current Business").

Personnel: There was no report

Joint Archives: There was no report

6. Director's Report: He highlighted two new services the library will soon be providing to its patrons: Access "Video on Demand" providing world-class documentaries and award-winning educational films, and "Mylibro" that will allow patrons to access most library information and services using Amazon's Alexa and a mobile app. He noted that with a few exceptions, circulation, membership and use statistics are continuing their upward trend. He also touched on the increase in the number of interactions with people with special issues at the Handley branch and the positive response by Winchester police and Frederick County Sheriff's departments in helping staff to address them. It was noted that Valley Health may be able to provide training to staff members to help them learn to work more effectively with patrons who have special issues.

7. Frederick County Representative Supervisor Robert Wells noted his pleasure in being able to serve on the Library Board and expressed his intention to act as a positive liaison between the Library and the Board of Supervisors.

8. Old/Current Business:

Long-range planning and the Robinson Trust: The Chair provided an overview of the role of the Robinson Trust in funding programs and projects at the Handley branch and the process for requesting the necessary funding. She also reviewed the current proposals and the proposed budget request prepared and submitted by the long-range planning committee. After a brief question and answer session K. Buzby moved to approve the proposed budget request. The motion was seconded by S. Thatcher and unanimously approved by the Board.

Board Bylaws and Policies: The Chair reminded the Board of her request that they review the bylaws and policies for any proposed changes. K. Buzby suggested that some of the Board titles and some of the Board notification procedures in the bylaws could be updated to better reflect those recommended in the “Virginia Public Library Trustee Handbook”. The Chair asked that Board members to be prepared to offer any proposed changes in writing at the next meeting for discussion and formal voting.

CV19 updates: The director explained that with the decreasing number of Covid infections and the increasing number of vaccinated individuals, the library has returned to in-person programming and offered staff the option of wearing a mask.

9. New Business:

Budget Updates: A.White noted that Frederick County will adopt its budget in April and the City of Winchester will approve its budget in May indicating the amount of funding that will be provided to the Library.

Planning for a Retreat: With a Saturday in June as potentially the most convenient date for a Board Retreat, the Chair asked members to contact her with preferences, and availability.

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

Mary Margaret Wise, Chair

Keith Buzby, Secretary
Alina Butler, Recording Secretary