

Handley Regional Library Board Meeting

March 17, 2026 ... 4:30 pm
Bowman Library Meeting Room

Minutes

Members Present: K. Buzby, M. Gaylor, J. Foreman, P. Lam, M. Williams, P. Milstead, B. Nelson, E. Stine-Dolinar, M. Lewis

Members Absent: R. Bacon

Frederick County Representative: Robert Liero

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

1. **Previous Meeting Minutes:** Following a review of the minutes from the February 17, 2026 meeting, B. Nelson moved, and P. Milstead seconded the motion to accept the minutes as presented. The motion was approved unanimously.
2. **Public Comments:** None
3. **Treasurer's Report:** P. Lam reported on income and expenditures through the month of February for FY 2026 as listed in a document prepared by A. White. She noted that the committee is waiting to hear from the localities regarding budget requests for FY2027 and plans to meet on June 2nd. She also noted positive responses to the internal committee survey.
4. **Chair's Comments:** The Chair thanked Mary Anton for her update on activities at the Bowman Library and expressed his appreciation for the ongoing efforts to improve the facilities in the Handley Youth area as presented by Adrienne Davis, Branch Manager and Katie Moss, Youth Services Manager.
5. **Committee Reports:**
 - **Long Range Planning:** Nothing to report
 - **Personnel:** Nothing to report
 - **Joint Archives:** Nothing to report
6. **Director's Report:**
 - The Director reviewed the February activities at the three libraries.
 - Highlighted the recognition awarded to the Bowman Library for its many years of providing reading material to the Adult Detention Center through the maintenance of a deposit collection
 - Noted the possibility of working with the Center to encourage its inmates to participate in the Summer Reading Program.
 - Announced that a reception in honor of Donna Hughes will be held on June 5th
 - Reported that checkouts of materials continue to increase.
7. **Frederick County:** Supervisor Bob Liero reported that the supervisors are continuing their work on the FY 2027 Budget and have proposed increases to the real estate, personal property, and meals taxes. He noted the need to attract new businesses to the area to generate additional income.

8. Current Business:

- Regarding the policy statement dealing with public comments at Board Meetings, previously introduced at the February meeting, P. Milstead moved and M. Lewis seconded the motion to postpone action on the policy until the April meeting. The motion passed unanimously.
- In regard to the Annual Director's review, the Chair asked that it be addressed in a Closed Meeting following the New Business agenda items.

9 New Business:

- Following a review of the annual Robinson Trust Budget showing the standard budget items with the addition of \$40,000 for architectural and engineering construction documents for the physical improvements to the Handley Youth area as proposed in the presentation prior to the Board meeting P. Lam moved and J. Forman seconded the motion to adopt the budget.
- With Donna Hughes' retirement it has been recommended that the library's organizational structure be changed to eliminate the position of Youth Services Division Head and to create a Youth Services Manager at the Bowman Library reporting to the Branch manager mirroring the structure at the Handley Library. The Chair asked that the personnel committee meet to discuss the proposed changes and report back to the Board for final consideration.

10. Closed Meeting.

- M. Williams moved and E. Stein-Dolar seconded a motion that the Board go into a closed meeting to discuss the personnel issue of the Director's Annual Review. The motion passes unanimously.
- At the end of the Closed Meeting P. Milstead moved and E. Stine-Dolar seconded the motion to Certify that the Closed meeting was conducted in conformity with Virginia Law. The motion passed unanimously and the certification is included with these minutes.

11. Adjournment: P. Milstead moved and B. Nelson seconded the motion to adjourn. The motion passes unanimously.

Keith Buzby, Chair

Monica Williams, Secretary

Alina Butler, Recording Secretary