

Handley Regional Library Board Meeting

May 20, 2025 ... 4:30 pm

Clarke County Library, the Barns of Rose Hill

Minutes

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

Members Absent: M. Gaylor, R. Bacon, P. Milstead

Frederick County Representative: John Jewell, not present

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

Prior to the start of the meeting, Alison Waddell, Manager of the Clarke County Library, provided the Board with updates on physical improvements, programs and activities at the Branch.

1. **Previous Meeting Minutes:** Following a review of the minutes from the April 2025 meeting, M.M. Wise moved, and J. Foreman seconded the motion to accept the minutes as presented. The motion was approved unanimously.
2. **Public Comments:** None
3. **Chair's Comments:**
 - Chair Buzby provided a brief recap of the Handley Trustees' meeting at which the Library's Robinson funding request was made.
 - Noted the conclusion of the Director's Evaluation
 - Shared the telephone number for Tech Team Solutions (540-667-2000) if Board members needed assistance with their Handley Library email.
 - Announced that an Executive Committee meeting will be held this summer.
 - Asked that the Personnel Committee review and update the Criteria for the Director's Yearly Evaluation
 - Thanked Board Member Mary Margaret Wise for her years of service on the Board, especially during her term as Chair.
4. **Committee Reports:**
 - **Finance:** The next meeting is tentatively scheduled for June 3rd
 - **Long Range Planning:** Nothing to report
 - **Personnel:** Will work on updating Director's Evaluation
 - **Joint Archives:** R. Bacon not in attendance

5. **Treasurer's Report:** Treasurer P. Lam reviewed the July 2024 through March 2025 financial report as prepared by A. White.

6. **Director's Report:**

- Reviewed April programs and activities and noted that electronic usage continues to rise
- Reported that State Aide is to increase to \$11,000.00 for FY2026
- Provided an update on the Warren County Library
- Noted that 3 new ClearTouch screens are on order and that one will be located in the Board Room on a permanent basis. Additionally, a new movable sign will be coming to the Bowman Library to announce events
- Reported that an injunction has been filed against the funding cuts for IMLS
- Announced 2 Free Board Training Opportunities sponsored by the Library of Virginia
 - Advocacy & The New Administration Tuesday, June 10, 2025 – 2- pm
 - United for Libraries Virtual Event July 29-31, 2025
- Reported that our overall collection size is good but will be working with staff to develop “Best Practices” for future purchases, processing and record keeping.

7. **Frederick County and City of Winchester board liaison representatives:**

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:** We are still waiting for a response to our FY 2026 Budget request from Frederick County. The Supervisors are scheduled to meet again on June 18th to continue work on the county's budget.
- After hearing the results of the Supervisor's meeting and in order for the Board to approve the FY 2026 budget prior to its start, the Finance Committee is asked to meet on June 24^h at 4:00 to approve and/or amend the budget as needed and make its recommendation to the Board at a delayed June meeting. Therefore, E. Stine-Dolinar moved that the June meeting be moved from June 17th to June 24th. J. Forman second the motion and it was passed unanimously.

9. **New Business:** The Chair shared the HRLS Organization Chart

10. **Adjournment:** With business concluded, M. M. Wise moved, and B. Nelson seconded the motion to adjourn. The motion passed unanimously.

Keith Buzby, Chair

Monica Williams, Secretary

Alina Butler, Recording Secretary