

Handley Regional Library Board Meeting

February 18, 2025, ... 4:30 pm ... Handley Library Board Room

Minutes

Members Present: *K. Buzby, M. Gaylor, P. Lam, M. Williams, R. Bacon J. Foreman, B. Nelson, M.M. Wise*

Members Absent: *E Stine-Dolinar, M.V. Thur,*

Frederick County Representative: *John Jewell*

Representing the Library: *John Huddy, Alina Butler*

Prior to the start of the meeting Gina Byrd, Executive Director of the Friends of Handley Regional Library, gave a presentation about the development of the “Library on Wheels” vehicle to be known as “Lola” currently being customized by Matthews Specialty Vehicles of Greensboro, North Carolina. With an anticipated completion in the Spring of 2026, Lola will allow staff members to take library programs and services out into the community.

1. **Previous Meeting Minutes:** Following a review of the minutes from the January 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. **Treasurer’s Report:** Treasurer P. Lam reviewed the July through January 2025 financial report. Inadvertently, the July through December financial report was included in Board Member’s packet. The correct, July through January report will be emailed to the members.
4. **Chair’s Comments:**
Chair Buzby noted that several notifications of reappointment to the Library Board by the City of Winchester have not been received. Additionally, the City’s new representative to the Board Councilor Terry Sloane has not made contact with the organization. The Chair offered to reach out to City Council regarding the appointments.
5. **Committee Reports:**
 - Finance: Committee Chair P. Lam reported that the committee met on January 28th for the semiannual investment review, consideration of the transfer of the Lynch Trust from Truist Bank to the Library, and discussion of the funding categories to be adopted for the Duncan Trust
 - Long Range Planning: is in the process of organizing a joint meeting with the Finance Committee to discuss the progress of the various elements in the current Long Range Plan.
 - Personnel: Has scheduled a meeting for February 24th at 3:30 PM.
 - Joint Archives: At the last meeting the group reviewed the completion of the mapping reorganization in Archives and set the next meeting for Monday, April 14th at 3:00 PM. in the Benham Gallery at the Handley Library.

6. Director's Report:

- Reviewed the major initiative by the Youth Services Division to reclassify the “Easy Reader” collection into the more strategic and color coded “Juvenile Beginning Reader” collection. The new designation will better serve parents and caregivers in finding the most appropriate books for their child’s needs at a particular stage in the learning-to-read process. The efforts will involve reclassifying, re-cataloging, and processing over 5,000 items by the Youth Services and Technical Services Departments.
- Noted that libraries in Virginia have not yet been affected by the various Federal budget cuts. However, this may occur in several years with regard to E-Rate funding for internet services.
- Shared information about the various funding requests being considered by the Frederick County Board of Supervisors in their budgeting process.

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

Frederick County Supervisor John Jewell reported that the Supervisors continue to be involved in budget discussions including a possible change to the tax rate. The goal is to have an agreed upon budget by April 9th so that tax bills can go out on schedule in June.

8. Current Business, if not covered in committee reports: None at this time.

9. New Business

- Duncan Trust and Lynch Trust updates will be held over to the March meeting.
- Policy review: Members are asked to review library policies and bylaws in view of suggesting changes, updates or additions. Policies can be found on the Library’s website.

10. Personnel Matters: M. Gaylor moved and R. Bacon seconded the motion to enter into a closed session to discuss personnel matters. The motion was approved unanimously.

11. Adjournment: At 5:37 PM B. Nelson moved and J. Foreman seconded the motion to adjourn. Motion passed unanimously.

Keith Buzby, Chair

Monica Williams, Secretary

Alina Butler, Recording Secretary