

Handley Regional Library Board Meeting

Tuesday, September 20, 2022

Handley Library Board Room

Members Present: M.M. Wise, M. Gaylor, P. Lam, R. Bacon, B. Nelson, M.V. Thur
Representing the Library: J. Huddy, A. White, A. Butler

Chair M.M. Wise called the meeting to order at 4:35 PM

1. **Previous Meeting Minutes.** The June 21, 2022 meeting minutes were reviewed. R. Bacon moved to approve. The motion was seconded by P. Lam and approved unanimously.
2. **Treasurer's Report.** P. Lam presented the Treasurer's Report
3. **Chairperson's Comments.**
 - The Chair welcomed new board member Brenda Nelson
 - The Chair and the Director met with Winchester City Manager, Dan Hoffman and Frederick County Administrator, Mike Bollhoefer in separate meetings to acquaint them with the library, its history, services, future plans, and needs.
 - The Chair attended a retirement event for Barbara Dickinson, former Executive Director of Friends at the Bowman Library and toured the facility and met staff members
 - The Chair reiterated the availability of webinars for Board members through the Library of Virginia. She noted some challenges in registering and offered her assistance.
 - The Chair noted that Board Officer elections take place in November. All current officers have indicated their interest in continuing to serve. However, other Board members may indicate their interest in being considered for the positions.
4. **Committee Reports:**
 - Finance: The committee reviewed and unanimously approved the amended FY2023 budget as presented by A. White. The budget included full funding from the localities, an increase in state funds and the Robinson Trust request. The committee met with representatives of the Bank of Clark to review investments and the committee chair responded to questions posed during the annual auditing process.

- Long-range Planning: The committee is working with 4Square Architects to draft a proposal for the capital improvements planned for the Library's outdoor space. The improvements will include a covered pavilion to be used for programming and fencing to enclose the area. 4Square will identify any architectural design elements required by the city and help to develop a budget for the project. The committee hopes to have an informational presentation by 4Square at the next Board meeting.
- Personnel: The committee will meet in the next few weeks to discuss issues relating to staff salaries.
- Joint Archives: From time to time, the Archives offers for sale items no longer considered pertinent to the collection. Historically, the funds from these sales have been modest and designated for use by the archives. Recently, several items offered for sale have been identified as valuable and will potentially require the development of new policies to address the distribution of funds that result from their sale.

5. **Director's Report.**

- The Director reported on the successful summer programs and the increases in library attendance and circulation.
- Several highlights of the summer programs included "Girls Who Engineer",
- an 8-week introduction to various careers in engineering. "Windsong" a new female acapella group premiering in Winchester, and local author Edward Lerner.
- He noted that 583 new books of the library's selection were purchased through a donation program sponsored by the Winchester Books a Million store.
- There have been two major staffing changes with the retirement of Barb Dickinson, for Executive Director of Friends, and Laurine Kennedy, Branch Manager of the Clarke County Library. Their positions will be filled by Gina Byrd and Todd Strader respectively.
- The library system has removed overdue fines for children's materials and is embarking on a program to assist individuals in attaining a high school diploma through a program sponsored by the Library of Virginia.

6. **Frederick County Representative.** Mr. Wells was not present

7. **Old/Current Business:**

- Due to an increase in State funding, it was necessary to amend the proposed FY2023 budget. The amended budget as approved and recommended by the Finance Committee equalizes resources across all three library branches. A motion to approve the budget was made by M. Gaylor, seconded by R. Bacon, and unanimously approved by the members.

- To encourage and facilitate public participation in the monthly Board meetings, K, Buzby will draft bylaw amendments for the board to review that will include “Public Comment” as a part of all public Board meetings. He will also consider any necessary guidelines to define the public comment segment of the meeting.
- The bylaw amendments dealing with electronic participation by Board members, adopted by the Board at a previous meeting have been reviewed and appear to comply with the new standards of the State of Virginia.

8. New Business:

- In order to move ahead in developing a new 5-Year plan, the Director will work with staff members to draft proposals to address the operational issues identified during the Board Retreat in June. Board members will focus on the “Governance” issues identified during the retreat. The goal is to be able to review proposals at the October meeting.
- As a point of information for the Board, the Director reported on the increase of inappropriate use of outdoor space at the Handley branch and the efforts to mitigate the incidents.
- In the summer of 2021, the library received a substantial donation to support the acquisition and sharing of knowledge about the history and development of Western Virginia and Maryland. Normally, the funds of such a donation are invested until they begin to provide a return, then the funds from the returns are used to comply with the terms of the bequest. Because of the recent history of the financial market, the donation has yet to produce a return, and has rather lost in value. After much discussion, the members of the Board recommend that we not expend any of the capital investment at this time but rather beginning planning for the use of the funds once they provide a return.

9. **Adjournment:** at 6:25 PM, R. Bacon moved, and B. Nelson seconded a motion to adjourn that was unanimously approved by the Board.

Mary Margaret Wise, Chair

Keith Buzby, Secretary

Alina Butler, Recording Secretary