

Handley Regional Library Board Meeting

February 20, 2024 ... 4:30 pm

Handley Library Board Room

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

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

Frederick County Representative: Bob Liero

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

After the introduction of the new Technical Services Manger, Matt Berstein and a presentation about possible space use changes by Handley Branch Manager Adrienne Davis, the Chair called the meeting to order at 4:55 pm.

1. **Previous Meeting Minutes:** R. Bacon moved, and P. Lam seconded a motion to approve the minutes from the January 23rd meeting. The motion was approved unanimously.
2. **Public Comment:** None.
3. **Treasurer's Report.** P. Lam presented the Treasurer's Report for January 2024 as outlined in the documents submitted by A. White.
4. **Chair's Comments:** The Chair welcomed new Board Member Jay Foreman who is completing the term of former Board member Seth Thatcher who resigned. The Chair also introduced Bob Liero who will serve as the representative of the Frederick County Supervisors.
5. **Committee Reports:**
 - Finance: P. Lam noted that the committee met with representatives of the Bank of Clarke investment team and Wilbanks, Smith and Thomas to review the status of investments. The committee will meet again in March.
 - Long-range Planning: Nothing to report.
 - Personnel: The Chair shared the Director's evaluation forms and asked members to complete them for the March meeting.
 - Joint Archives: Nothing to report.
6. **Director's Report:**
 - The Director reported on the various programs that had taken place in January and noted that overall statistics continue to trend upward. He noted that a new initiative will be undertaken to reach out to new residents coming into the area to inform them about the library system and encourage them to apply for library cards.
7. **Frederick County Representative.** Bob Liero, noted his interest in, and support of early childhood literacy initiatives stemming from his own family history.

8. Current Business:

- There were no budget updates to discuss.
- Members reviewed the updated “Gift Policy” as presented by the Finance Committee. K. Buzby moved and M. Gaylor seconded the motion to adopt the updated policy as presented. The motion passed unanimously.

9. New Business:

- The Finance and Long Range Planning Committees will meet in March to review proposals for the Robinson Trust request.
- Two proposals for new exterior signage at the Bowman Branch have been received. The proposals from Advanced Graphics of Winchester and FastSigns/Quick Designs, LLC of Winchester were presented and discussed. K. Buzby moved and P. Lam seconded a motion directing staff to proceed with the execution of the project with the proposal that best met the design guidelines presented, including the style of the lettering, the location of the sign, the materials to be used and the inclusion of “back lighting” to make the sign visible at night.
- Proposals for the removal, then replacement of shelving and books to allow for the installation of new carpeting in the Youth Services area of the Bowman Branch were presented and discussed. R. Bacon moved and B. Nelson seconded a motion to contract with Overton & Associates of Wantagh New York to undertake the project.
- The Finance Committee was presented potential edits to the HRLS Investment Policy by its investment partners, Bank of Clarke and Wilbanks, Thomas and Smith. at its January meeting. The Board was asked to review the policy prior to discussing the potential edits at the March meeting.

10. Adjournment: The meeting adjourned at 6:05 pm.

Mary Margaret Wise, Chair

Keith Buzby, Secretary

Alina Butler, Recording Secretary