

Handley Regional Library Board Meeting

January 23, 2024 (Snow Day Delayed) 4:30 pm

Handley Library Board Room

Members Present: M.M. Wise, K. Buzby, P. Lam, R. Bacon, B. Nelson, E. Stine-Dolinar, M.V. Thur, M. Williams

Frederick County Representative: Did not attend.

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

Chair M.M. Wise called the meeting to order at 4:30 pm

1. **Previous Meeting Minutes:** R. Bacon moved, and P. Lam seconded a motion to approve the minutes from the November 2023 Meeting. The motion was approved unanimously.
2. **Public Comment:** None.
3. **Treasurer's Report.** P. Lam presented the Treasurers' Report for November and December 2023 as outlined in the documents submitted by A. White.
4. **Chair's Comments:** The Chair wished everyone a Happy New Year.
5. **Committee Reports:**
 - Finance: Met prior to the Board Meeting to review investments with representatives of the Bank of Clarke.
 - Long-range Planning: Nothing to report.
 - Personnel: The committee met in December to discuss the role of the committee, meeting schedule, and the process and tool for the executive director's annual evaluation to be conducted by the board.
 - Joint Archives: The committee met on January 8th for its quarterly meeting. At the meeting they discussed the upcoming Robinson request and the \$35,000 donation made to Archives by Rebecca Greeb.
6. **Director's Report.**
 - The Director reported on the actions taken to gather information in order to declare a delayed start and/or the closure of the library due to severe weather. Additionally, he commented on the activities noted in the November and December issues of the "Director's Report and Highlights" as presented to the Board.
7. **Frederick County Representative.** Blaine Dunn has been appointed to represent the Frederick County Supervisors to the Library Board. Mr. Dunn did not attend.

8. Current Business:

- The FY2025 Budget has been submitted to the City of Winchester and to Frederick County. The budget will also be submitted to Clarke County withing the next few weeks.
- 2024 Board Meetings dates and locations were presented.
- Board Members were asked to review the Gift Policy developed by the Finance Committee to be voted on at the February meeting.
- Comments were shared regarding the Staff Development Day held in December, noting the participation of Chair Wise and the welcome attendance of several other Board members.

9. New Business:

- Staff members have been asked to start preparing requests for the Robinson Fund to be reviewed by the Finance and Long Range Planning committees prior to the Board review in March.
- S. Thatcher has resigned from the Board due to a change in employment. The Frederick County Supervisors will vote on a replacement at their meeting on January 24th.

10. Executive Session: K. Buzby moved and B. Nelson seconded the motion to enter into closed session in order to discuss the performance, resignation, and promotion of employees of Handley Regional Library. The motion (attached with these minutes) was approved unanimously.

At the end of the closed session, K Buzby moved and B. Nelson seconded the motion, Certifying the Closed Meeting. The motion (attached with these minutes) was approved by all members present.

10. Adjournment: The meeting adjourned at 5:31 pm.

Mary Margaret Wise, Chair

Keith Buzby, Secretary

Alina Butler, Recording Secretary