

# Handley Regional Library Board Meeting

November 21, 4:30 pm

Bowman Library Meeting Room

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

*Frederick County Representative: Did not attend.*

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

*After a brief presentation by board member Brenda Nelson regarding her newly published book “The Life and Times of Robert Orrick, the meeting was called to order at 4:40 pm*

1. **Previous Meeting Minutes:** P. Lam moved, and M. Williams seconded a motion to approve the minutes from the October 17<sup>th</sup> Meeting. The motion was approved unanimously.
2. **Public Comment:** None.
3. **Treasurer’s Report.** P. Lam presented the Treasurers’ Report as outlined in the documents submitted by A. White.
4. **Chair’s Comments:** The Chair expressed her appreciation to the members of the Board for their active participation in the work of the Board and their commitment to the role of the Library in the community.
5. **Committee Reports:**
  - Finance: The committee reviewed the amendments proposed to the FY2024 in light of additional funds being provided by the state and recommended that they be adopted by the Board. They created an updated “Gift Policy” and are submitting it to the Board for its review. The Committee also drafted a schedule of meetings for 2024 with the first meeting to held on January 23, 2024 at 4:30 in the Handley Board Room
  - Long-range Planning: Nothing to report.
  - Personnel: Committee Chair M. Gaylor is proposing a December 8th.meeting date for the committee to discuss the Director’s performance review.
  - Joint Archives: Nothing to report.
6. **Director’s Report.**
  - The Director reported on the hiring of a new Technical Services Manager. He also noted that he and 4 staff members attended the 2023 Virginia Library Association Conference in Chantilly. One of the main topics discussed was security and dealing with difficult patrons.

7. **Frederick County Representative.** Mr. Ludwig did not attend.

8. **Old/Current Business:**

- a. As the slate presented at the October Board Meeting, the current Board Officers were reelected for the 2024 term by a motion submitted by R. Bacon, seconded by S. Thatcher and approved unanimously by the Board.
- b. Amendments to the FY 2024 Budget were presented by A. White. After members' questions and discussion P. Lam moved that they be approved. The motion was seconded by M. Williams and unanimously approved by the Board.
- c. As previously discussed by the Board, 2024 Board meeting dates will be set for the third Tuesday of each month January through November. Meetings may be cancelled if there is no business to conduct. A motion to adopt this practice was submitted by K. Buzby, seconded by R. Bacon and unanimously approved by the Board.
- d. A. White presented the proposed FY2025 Budget explaining anticipated expenses and sources of income. A motion to adopt the proposed budget was submitted by S. thatcher, seconded by M. Gaylor and unanimously approved by the members.

9. **New Business:**

- The Chair asked that members review the updated Gift Policy to be considered at the January meeting.
- J. Huddy and A. White reported on the successful sale of several books no longer appropriate to the Archives collection.
- The Chair encouraged members to review the agenda for the upcoming Staff Development Day and consider attending for any part of the day.

10. **Adjournment:** P. Lam moved, and K. Buzby seconded the motion to adjourn. The motion passed unanimously, ending the meeting at 5:45 PM.

---

Mary Margaret Wise, Chair

---

Keith Buzby, Secretary

---

Alina Butler, Recording Secretary