

# Handley Regional Library Board Meeting

October 17, 2023 4:30 pm

Handley Library Board Room

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

*Frederick County Representative: Did not attend.*

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

*After a brief presentation by Cheryl Nakagawa, PR and Outreach Manager, Chair M.M. Wise called the meeting to order at 4:50 PM*

1. **Previous Meeting Minutes:** S. Thatcher moved, and M. Gaylor seconded a motion to approve the minutes from the September 12<sup>th</sup> Meeting. The motion was approved unanimously.
2. **Public Comment:** None. One guest in attendance, Kerry McKenna of Clarke County
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 spoke about her pleasant experience in reading comments in the Guest Book located in the Rotunda at the Handley Branch and encouraged other Board members to do so.
5. **Committee Reports:**
  - Finance: The committee will meet on October 24<sup>th</sup> at 4:30 in the Board room to discuss Long Range Plan Budget and FY2025 Budget. The committee will also undertake a review of the Gift Policy.
  - Long-range Planning: Will meet following the current meeting to finalize a review of the Long Range Plan.
  - Personnel: Nothing to report.
  - Joint Archives: R. Bacon noted the success of the Archives Fair.
6. **Director's Report.**
  - The Director reported on the library programs in September, especially those that introduced, and explained library resources to potential new patrons.

- He noted that attendance, circulation, and usage statistics, especially electronic, keep trending upward. The slight downturn in “New Cards” may have been due to some “down time” resulting from a change in personnel.

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

8. **Old/Current Business:** Based on the increase in State Financial support, A. White shared a proposed list of expenditures culled from requests submitted by staff. After general discussion on the various elements of the budget the board indicated its approval to submit the budget to the Finance and Long-Range Planning Committees.

9. **New Business:**

- The question was raised as to whether a change of meeting date was preferable for the November meeting since it falls in the week of Thanksgiving. Members indicated their preference to keep the meeting date as planned for Tuesday, November 21<sup>st</sup>.
- Following discussions at the September meeting it was noted that Board meetings will be scheduled for each month, January through November 2024 with the understanding that the July and August meetings might be cancelled if there is no business to attend to.
- It was noted that the current officers have expressed interest in serving in 2024. As a result, their names have been submitted as a slate to be voted on at the November meeting.
- A listing of current committees was presented with the request that members consider their committee preferences for 2024.

10. **Adjournment:** M.V. Thur moved, and R. Bacon seconded the motion to adjourn. The motion passed unanimously, ending the meeting at 5:45 PM.

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Mary Margaret Wise, Chair

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Keith Buzby, Secretary

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Alina Butler, Recording Secretary