

# Handley Regional Library Board Meeting

November 18, 2025, ... 4:30 pm

Handley Library Board Room

## Minutes

**Members Present:** *K. Buzby, M. Gaylor, P. Lam, M. Williams, J. Foreman, P. Milstead, B. Nelson, M. Lewis*

**Members Absent:** *R. Bacon, E. Stine-Dolinar*

**Frederick County Representative:** *John Jewell, not present, City of Winchester Representative, Terry Sloane, not present*

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

1. **Previous Meeting Minutes:** Following a review of the minutes from the October 21<sup>st</sup> meeting, P. Milstead moved, and M. Williams seconded the motion to accept the minutes as presented. The motion was approved unanimously.
2. **Public Comments:** None
3. **Treasurer's Report:** P. Lam reported on income and expenditures through the month of October for FY 2026 as listed in documents prepared by A. White.
4. **Chair's Comments:**
  - The Chair moved to add "Committee Assignments" to New Business on the meeting's agenda.
  - Thanked staff for audit preparations and proposed FY2027 budget scenarios
  - Noted that he will respond to the letter received from Kathryn Stocco dealing with operational matters at the Handley Library.
5. **Committee Reports:**
  - **Finance:** P. Lam reported that the recently completed audit found no deficiencies. She noted that the committee has prepared FY2027 budget options for the Board to consider at this meeting and that members of the committee were asked to complete a survey regarding the functioning of the committee. The next Finance Committee meeting is scheduled for January 27, 2026, at 4:30 in the Handley Library Board Room for a half year investments review.
  - **Long Range Planning:** Nothing to report
  - **Personnel:** Nothing to report
  - **Joint Archives:** Nothing to report as R. Bacon is absent.

**6. Director's Report:**

- Reviewed the recent furniture and equipment upgrades throughout the system.
- Noted that various senior staff members had recently attended conferences sponsored by the Library of Virginia, adding that these conferences expose staff to new ideas and projects that they can replicate, and introduced Alison Waddell, Clarke County Branch Manager, who commented on her experience.
- Noted that the Campaign for Grade Level Reading steering committee is working to regenerate participation by community organizations.
- Reported that L. Loring and M. Bernstein are evaluating the implementation of the upgraded cataloging system through TLC
- Reported on the various sessions he attended at the National Library Directors Summit in Denver including succession planning, helping staff react to world issues, and providing technology training for the public
- Noted that use statistics continue to trend upward especially electronic media.

**7. Frederick County and City of Winchester representatives were absent.**

**8. Current Business:**

- Auditor's Report ... As noted earlier no deficiencies were found in the audit.
- Staff Development Day ... A. Butler shared an updated agenda and a lunch selection form for those who would like to attend. She also reminded Board members to provide a brief personal bio that will be included with Board Information to be shared with staff at the event.
- FY2027 ... A. White reviewed the process used to arrive at a projected budget based on needs, available resources and shortfalls. She shared historical statistics of locality support and provided four Budget Request scenarios that included potential COLA, Sunday hours at Bowman, and a part-time Mobile Library position. P. Lam reported that the Finance Committee supports submitting the most comprehensive of the four budgets to the localities and approves submitting alternate budgets as needed. J. Forman moved and P. Lam seconded the motion to submit the most comprehensive budget to the localities first and the alternate budgets as needed. The motion passed unanimously.
- Board Officers Elections ... There being no nominations from the floor, J. Forman moved and B. Nelson seconded the motions that the slate of officers for 2027 being Keith Buzby, Chair, Mark Gaylor as Vice-Chair, Pam Lam as Treasurer, and Monica Williams as Secretary be adopted. The motion passed unanimously.

## 9. New Business

- 2026 Calendar of Meetings ... A listing of Library Board Meeting Dates and Locations was shared with Board members. P. Milstead moved and M. Lewis seconded the motion to formally accept the dates. The motion passed unanimously
- December 4<sup>th</sup> was proposed for the 2026 Staff Development Day when all branches of the Library would be closed. P. Lam moved and B. Nelson seconded the motion to set December 4<sup>th</sup> as Staff Development Day. The motion passed unanimously.
- Committee Assignments ... The Chair asked that members review their current assignments and contact him if they would like to make a change. He also asked committees to record. minutes of their meetings. J. Forman recommended that committee chairs be responsible for minutes being recorded. A. Butler noted that notice of committee meetings need to be posted three days before the meeting.

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Keith Buzby, Chair

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Monica Williams, Secretary

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Alina Butler, Recording Secretary