

# Handley Regional Library Board Meeting

October 21, 2025, ... 4:30 pm  
Bowman Library Meeting Room

## Minutes

**Members Present:** K. Buzby, P. Lam, M. Williams, P. Milstead, E. Stine-Dolinar, R. Bacon, B. Nelson, M. Lewis

**Members Absent:** M. Gaylor, J. Foreman

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

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

*Prior to the start of the meeting, Mary Anton, Bowman Library Branch Manager provided an update on programs and activities at the branch,*

1. **Previous Meeting Minutes:** Following a review of the minutes from the September 16<sup>th</sup> meeting, P. Milstead moved, and R. Bacon 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 September for FY 2026 as listed in documents prepared by A. White.
4. **Chair's Comments:**
  - The Chair welcomed staff members attending the meeting
  - Noted that the Director was very sorry to miss the meeting after previously attending 108 Board Meetings without fail.
5. **Committee Reports:**
  - **Finance:** P. Lam reminded the group of the upcoming October 28<sup>th</sup> meeting to review the FY 2027 Proposed Budget.
  - **Long Range Planning:** Nothing to report
  - **Personnel:** The committee has been working on updating the job description and evaluation criteria for the position of "Director".
  - **Joint Archives:** R. Bacon reported on several upcoming programs during the months of October and November.
6. **Director's Report:** *Presented by A. White, Deputy Director*
  - The Library enjoyed an incredible month of community engagement and support through its programming and promotional efforts.
  - In support of the Campaign for Grade Level Reading an Early Childhood Educator's class will be revamped and restarted with Dr. Christen Johnson, EdD from Laurel Ridge.

- The Library is working with The Library Corporation (TLC) to move to a new version of the cataloging system.
- It appears the budget for The Institute of Museum and Library Services (IMLS) will be significantly restored by the Federal Government.
- Likewise, the Library of Virginia has received complete federal funding for the remainder of its current fiscal year.
- After meeting with the E-rate team, the Library is looking to be able to upgrade network speeds as well as the possibility of some newer equipment.
- As the use of AI is increasingly being used in libraries, a presentation on the topic will be part of this year's Staff Development Day.
- Almost all HRLS use statistics are trending upward as shown in the chart prepared by A. White.

**7. Frederick County and City of Winchester Board Liaisons:**

Frederick County Supervisor John Jewell reported on the changes taking place within the Board of Supervisors and their procedures.

**8. Current Business, if not covered in committee reports:**

There was no current business to address

**9. New Business:**

- Board members R. Bacon and P. Lam, whose initial terms expire at the end of November, indicated their intent to seek reappointment for second, four-year terms.
- Board members were briefed on the agenda for this year's Staff Development Day to be held on December 12<sup>th</sup> and encouraged to attend.

**10. Adjournment:** At 5:27 pm with business concluded E. Stein-Dolinar moved and P. Milstead seconded the motion to adjourn. The motion passed unanimously.

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Keith Buzby, Chair

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Monica Williams, Secretary

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Alina Butler, Recording Secretary