

# Handley Regional Library Board Meeting

September 17, 2024 ... 4:30 PM

Handley Board Room

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

*City of Winchester Representative: Mayor David Smith,*

*Frederick County Representative: Bob Liero, present*

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

*Lucas Caccavo, the new Public Relations and Outreach Associate, introduced himself to the Board and gave a brief presentation on his background and new responsibilities.*

- **Previous Meeting Minutes:** K. Buzby moved, E. Stine-Dolinar seconded a motion to approve the minutes from the June 18th meeting as presented. The motion was approved unanimously.
- **Public Comment:** None....
- **Treasurer's Report:** Treasurer P. Lam reviewed the July 2023 through June 2024 financial report and the July through August 2024 report as prepared by A. White.
- **Chair's Comments:**
  - The Chair noted her pleasure in attending the Graduation Ceremony at the Bowman Library for Charris Brooks, the first graduate of the online high school program.
  - Reported on her participation in webinars dealing with board succession planning, banned books, and intellectual freedom.  
Recommended the documentary on literacy sponsored by the Campaign for Grade Level Reading.
- **Committee Reports:**
  - Finance: The Committee met on July 23<sup>rd</sup> to review the half-year investment status and noted a 4.8% return on investment for the period. The committee hopes to meet with Long Range Planning in September and will hold a Finance Committee meeting on October 22<sup>nd</sup>, at 4:30 in the Handley Board Room
  - Long-range Planning: Nothing to report.
  - Personnel: Nothing to report
  - Joint Archives: R. Bacon commented on the several "Hungry for History" events sponsored by Archives in August.
- **Director's Report:**
  - Shared graphic representations of attendance and use statistics for FY2024.
  - Reported an increase of 13% in the Summer Reading Program.

- Noted that in general statistics continue an upward trend and even though physical material checkouts seem to be trending down slightly, the increase in electronic materials usage more than balances it out.
- Reported on the successful graduation of the first Online High School participant, Charris Brooks.
- **Frederick County Representative.** Mr. Liero reported on the major issues facing the Board of Supervisors related to the increasing enrollment in the Frederick County School District.
- **Current Business, if not covered in committee reports:**
  - Board Emails and SharePoint ...Tech Supervisor, Matt Bernstein provided a presentation on the new Handley Library System emails now available to the Board members and the SharePoint program that will allow Board members to access saved Board information and documents.
  - Mailing Update ... The postcard mailing effort to reach new residents to encourage them to apply for library cards has not been as successful as hoped. There has been little response from the first mailing. Unless there is a better response to the upcoming mailing the effort may be terminated due to its low cost/benefit ratio.
  - PLA Updates ... Director Huddy shared several of the staff reviews from their participation at the Public Library Association Conference, noting the value of being able to meet directly with vendors and to exchange information and learn from other participants at the conference.
- **New Business:** State aid Fellowship.  
The Chair introduced a Resolution of Support for the application of staff member Katie Moss, Handley Youth Services Manager, to receive a State Aid Fellowship from the Library of Virginia to complete a master's degree. M.V. Thur made a motion to support the resolution. P. Lam seconded the motion. The motion passed unanimously.
- **Adjournment:** The meeting was adjourned at 5:20 PM

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Mary Margaret Wise, Chair

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Keith Buzby, Secretary

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Alina Butler, Recording Secretary