

**HARFORD COUNTY PUBLIC LIBRARY
FY 2025 BOARD OF TRUSTEES**

MEETING MINUTES

March 20, 2025

Present: Dr. William B. Allen, Chair; Errol E. Etting; Terrance Flannery; Colonel Jonas Vogelhut, US Army, Retired; Michael Woods, Treasurer; Carol Wright, Vice Chair; Student Representative Ellie Hanson; Mary L. Hastler, CEO; and Jennifer Button

Absent: Dr. Monique H. Head; County Council Member Jessica Boyle-Tsottles

CALL TO ORDER

Ms. Wright, Vice Chair, called the meeting of the Harford County Public Library Board of Trustees to order at 6:30PM.

CHANGES TO THE AGENDA

There were no changes to the agenda.

RECOGNITIONS/PRESENTATIONS

Ms. Hastler recognized the following staff members, present to observe the Board meeting as part of the Library Associate Training Institute program: Val Aranovich, Library Associate I at Edgewood Library; Heather Gagnon, Library Associate I at Bel Air Library; and Jill McCullough, Library Associate I at Norrisville Library.

APPROVAL OF MINUTES

All Trustees had the opportunity to review the minutes of the previous meeting in advance of this evening's Board meeting.

MOTION: **Motion by Mr. Flannery, seconded by Colonel Vogelhut, US Army Retired, and carried by unanimous vote to approve the Minutes of the February 20, 2025 Meeting as presented.**

COMMITTEE REPORTS

Budget & Finance Committee – Mr. Woods

The committee did not meet.

The Treasurer's Report was prepared by Ms. Cogar, CFO. Operating expenditures for the fiscal period ending February 28, 2025 were within the annual FY2025 budget. Revenues were \$16.1 million and Expenditures were \$15 million. Expenditures for Contracted Services was showing over budget, as several annual contracts – Polaris, Envisionware, and Tableau (Library software) were paid in July/August. In December, the County invoiced the Library for ¼ of the RFP Admin expenses (\$30,000) to evaluate EAP service providers. This expenditure was not included in the Library's FY2025 budget.

MOTION: **Motion by Colonel Vogelhut, US Army Retired, seconded by Mr. Flannery, and carried by unanimous vote to approve the Treasurer's Report as presented.**

Executive Committee – Dr. Allen

The committee did not meet.

Capital Improvements Committee – Ms. Hastler for Dr. Head

The committee did not meet.

Human Resources Committee – Ms. Wright

The committee met virtually on March 18, 2025. The committee reviewed and discussed the draft HR Report including promotions, reassignments, reclassifications, leave of absence requests, open positions, etc.

Foundation Board –Colonel Vogelhut, US Army Retired

The Foundation Board met on February 25, 2025. A detailed report is included in the CEO report below.

PUBLIC SERVICES REPORTS

Statistics – Ms. Hastler

Ms. Hastler reviewed highlights from the submitted Monthly Statistical Report. Fiscal Year 2025 statistics highlighted for the month of February include: Circulation 246,920; Walk-in visitors 56,483; Drive-thru visitors 4,878; Information/Reader assistance 28,676; Programs 809; Program attendance 38,195.

Programming and Events – Ms. LaPenotiere

Ms. LaPenotiere reviewed the Programming Report included in the CEO report below.

Teen Services –Ms. Hanson

Ms. Hanson reviewed the Teen Services Report included in the CEO report below.

CEO REPORT

Capital & Building Projects

Abingdon

The Library received notice this week that the county is seeking bids to perform a “recover” of the existing roof assembly under warranty. On February 28, the County held a bid walk through for vendors to repair the roofing membrane. Project to be completed late spring.

The main entrance front step pavers have become loose and the library submitted a work order request and follow up in February. Cones were placed over the loose pavers as a precaution. There was an incident this afternoon and we have closed off that entrance entirely and have reached out again to the county for an update on repair timeline.

Darlington

The story walk sign holders have been vandalized twice in recent weeks. Procurement has found a stronger, shatter resistant material for replacement. Stone repair work orders have been placed with the county to repair the front columns.

Havre de Grace

The Havre de Grace Friends group has requested an exterior sign that can be updated with events and other library activities. After several months of research and consulting with contractors, the existing brick sign and raised bed was removed and a new sign to be installed. We are very appreciative of the financial contribution for this project by the Friends Group. The sign will be accessible and updated manually since digital signs are not permitted in the city. Materials have been approved and the project is moving forward.

Jarrettsville

Portions of the geo thermal HVAC system are scheduled to be replaced. The system has been leaking for quite some time. The County requested several bids from vendors to repair the HVAC system and received one bid for \$175,000, which they felt was a bit high. A November meeting was cancelled and not rescheduled as of today.

On December 31, the unit stopped working. The County provided heaters for the Adult workroom and staff lounge but the number of portable heaters had to be limited due to electrical demands and tripping breakers. The library is providing fleece jackets for the branch staff in appreciation of their patience as the system is repaired. The County is waiting on parts as the estimated delivery is mid-April 2025.

The branch is experiencing lighting issues with lights out in several areas of the building on the public floor. Some of the fixtures are obsolete requiring extensive searching for replacement bulbs. Other fixtures require complete replacement. The electrician will be replacing the bulbs as soon as the bulb order is received (tentative date January 23). The Library is working with a lighting vendor on replacement lights, etc. The majority of the lights have been repaired – 5 pendant lights, 16 wall lights, stack lighting and exterior walk way lights. Facilities is waiting on the delivery of additional bulbs to complete the exterior wall way lights and waiting on an estimate to repair emergency lights.

Joppa

The branch HVAC unit the supplied heat to the staff work room, staff lounge and meeting room stopped working on February 19th. The county came and replaced the supply fan belt and reset the unit. On February 20th, the unit stopped working again. On February 21st the County was back and reported they have done all they can but were ordering some parts they hoped to have on Monday February 24th. On Monday, those parts did not solve the issue and they were calling a vendor to evaluate the unit. The vendor was estimated to be onsite March 6th or 7th.

Norrisville

The County is replacing the building fire panel, adding and installing new smoke detectors, and pull stations in this joint use facility, Parks & Rec and the Library. Planning meetings continue and the next one is scheduled for March 13th.

Whiteford

A control board for low water cutoff stopped working mid-February. The County replaced the control board on February 26th. The branch has two boilers, so staff were not completely without heat. On March 3rd, the boiler was alarming again so another ticket was put in for the County to investigate.

Administration

The library has recommended the installation of a new electric gate in the back parking lot. Currently, library staff must manually close the gates and lock them at opening and closing. The County has added this item to their FY 2026 Capital requests. During a recent windstorm, a couple of trees fell on the back parking lot fence and air conditioning unit. The tree has been cleared and the fence repaired. The county is aware that there is a dent in the air conditioning unit and will monitor.

The library is working with the county on providing square footage to enable expansion of the homeless shelter to house women and children. Two walk-throughs have taken place. The county has requested the library provide funding for the portion of the project on the library side of the building. Included in the project is the build of 4-6 offices and relocation of the meeting room. Staff and some departments will be relocated as a result. Planning continues as another meeting is scheduled for March 20th with the architect. The assessment of the HVAC system has been completed and we should receive a report from the contractor in early March.

On August 12th, a staff member was leaving the Administrative offices when the left step railing gave way and collapsed. The employee received relatively minor bruising. The County replaced the railing on February 26th.

Board Appointees - The Library is recruiting for a Student Representative and we have received one application to date. In addition, Trustee Head is up for a second, five-year reappointment and Trustee Etting will be up for his first, five-year appointment. Both are effective July 1, 2025.

Meetings & Presentations

February 2025

- 2/1 Omega Psi Phi Book Dedication with Author Dr. David S. Arnold

- 2/4 Annapolis Hearing Testifying
- 2/5 Investment Committee Meeting
- 2/5 MLA Legislative Panel
- 2/6 Harford County Library / Lincoln Quarterly Retirement Plan

- 2/10 IGR Task Force
- 2/11 Maryland Libraries Day in Annapolis
- 2/11 Harford County Chamber Government Affairs Committee
- 2/12 Harford County Education Foundation Board Meeting
- 2/12 UWCM Harford Co RUN Board Meeting
- 2/13 Conversation with the CEO for Non-supervisory staff

- 2/17 NAACP Program and Lunch

- 2/19 RAMP MD Monthly Board Meeting
- 2/21 Maryland eBook Consortium
- 2/21 Statewide Veterans Meeting

- 2/24 IGR Task Force
- 2/25 Harford County Chamber Government Affairs Committee
- 2/26 Harford County Minority & Small Business Resource Fair
- 2/26 HCPS Library Planning Workgroup
- 2/26 HCPL Romance Author Festival
- 2/27 EDAB Land Use Committee
- 2/27 MD Humanities Finance Committee Meeting

Programming and Events Highlights

Aberdeen's Toddler Sensory Play kicked off the month with great success! Held on a Saturday after Storytime to accommodate working families, the program attracted over 30 toddlers who engaged in hands-on sensory activities, including shoveling ice, playing in a warm bubble bath, searching for Arctic animals in cotton balls, diffusion painting, and playing instruments to music.

Keeping You in Stitches introduced adults to the basics of sewing machines at Bel Air. Participants created bookmarks featuring decorative stitches or designed corner bookmarks. Many attendees expressed interest in future sewing programs, highlighting a strong demand for continued crafting workshops.

At Edgewood *RoboMasterminds: Bowling Fun* continues to draw community interest. Participants engaged in hands-on learning with Lego Spike Prime, utilizing block-based coding and brick-based building to create interactive designs. At the end of the session, participants proudly shared their creations with their families.

Jarrettsville staff members Kate, Elizabeth, and Clayton collaborated on an *Adult Programming Survey* to engage the community in shaping future programs. Customers provided feedback both in-branch via paper surveys and online through Facebook "Feedback Friday" posts. The response was overwhelmingly positive, with approximately 40 comments and link clicks on HCPL's Facebook page and over 100 reactions and 50 comments when shared on the Jarrettsville Community Facebook page. Kate has been able to connect patrons to existing programs like genealogy and crafting while gathering innovative ideas for future events. The community has warmly welcomed her to Jarrettsville.

Teen Services Highlights

Abingdon's *Makeup 101*, presented in partnership with NVS Bridal & Beauty, had a fabulous turnout of 17 teens. Many thanks to Lindsay Diggs for organizing this engaging and informative program.

Bad Art Night at Bel Air was a smashing success! Many attendees were return participants from January's *Among Us After Hours* event. Teens enthusiastically embraced the Valentine's Day theme, channeling drama, romance, and heartbreak into their chaotic masterpieces. A big thank you to Amy C., Gwen, and the children's department for their craft supply contributions.

Life-Sized Clue took over Fallston's meeting room as teens worked to deduce a literary-themed mystery. The "life-sized" foam dice and toy weapons—including *The Iron Throne*, *Katniss's Bow*, and *Umbridge's Black Quill*—added an extra layer of fun to this immersive experience.

Joppa's *Teen After Hours* was a huge success, filling both registration and the waitlist for the first time. Teens enjoyed gaming on the Switch, playing ping pong and checkers, crafting, and making music requests throughout the night.

Microwave Magic, a hands-on cooking demonstration for middle and high school students, was a hit at Norrisville! Participants learned how to make quick and easy meals, from breakfast to dessert. A parent shared glowing feedback through email about her son's enthusiasm, noting that he loved this program. He used words like "bussin" and "fire" (new slang for awesome and cool.) He described in detail everything made and even saved the recipes with their family cookbooks.

Marketing & Communications

Social Media

The HCPL social media audience & interaction continues to grow.

- Facebook = 34,500 total followers
- HCPL Main Facebook – 10,534 followers
- HCPL Choose Civility Facebook – 1,148 followers
- Branch Facebook combined – 23,966 followers
 - (All 11 branches, Choose Civility, Rolling Reader, Silver Reader)
- Instagram = 9,879 total followers
 - HCPL Main Instagram – 2,150 followers
 - Branch Instagram combined – 7,729 followers
 - (All 11 branches, Choose Civility, Rolling Reader, Silver Reader)
- HCPL Main X (formerly Twitter) – 1,843 total followers
- HCPL Main LinkedIn – 1,017 total followers
- HCPL Events Meetup – 98 members
- HCPL Weekly Newsletter – 25,746 subscribers
 - Sent 1 eNews per week for a total of 4 in February
- Additional eNews sent:
 - Romance Author Fest is February 12!
 - Date sent: 1/27/25
 - Audience: Past Romance Author Fest attendees
 - Open rate: 50.79%
 - Culinary Delights, Baltimore Style with Chef John Shields!
 - Date sent: 2/5/25
 - Audience: Past Chesapeake Farm & Bay to Table registrants & past John Shields event attendees
 - Open rate: 53.45%
 - Virtual Genealogy with Lisa Lisson – Tuesday March 18
 - Date sent: 2/28/25

- Audience: Past genealogy registrants
- Open rate: 33.13%

Programs and Partnerships

Best of Harford County Readers' Choice Poll 2024

We are thrilled to share that HCPL was voted as the *Best Kids Activity* category in Harford County! The Foundation also received an honorable mention in *Best Charity/Nonprofit* category!

Culinary Delights, Baltimore Style with Chef John Shields

As part of this year's Winter Reading theme, *Cozy Up with a Good Book*, HCPL was happy to host the "Culinary Ambassador of the Chesapeake Bay," Chef John Shields, for an evening walk down memory lane with Library CEO Mary Hastler. The duo discussed the magic of the Baltimore food scene, both past and present, and how it has influenced the foods we love.

In addition to in-person attendance, the discussion was streamed through the various HCPL social media accounts.

- February 27
- Abingdon Library
- 120 Attendees, 122 virtual views

Romance Author Fest

Due to a winter weather event, the 2nd annual celebration of the romance genre was postponed, and the event was rescheduled to the aforementioned snow date. However, the 2-week delay certainly did not cool the fires of our Maryland-based romance authors or the attendees who joined them for an afternoon Meet & Greet. Authors in attendance included: Cheryl Barton, Christina Elle, Nonna Henry, J. L. Lora, C.B. Noy, Kara Pleasants, Rebecca Rivard, Mona Shroff, Denise Stout, Jennifer Vido, Kristie Wolf, Diane Wylie. A great time was had by all!

- February 26, 4-6 pm
- Abingdon Library
- 47 attendees

The spiciness continued into the evening with the *Meet the Romance Author Panel Discussion*. Led by local author Jennifer Vido, who was joined by fellow Maryland-based authors Christina Elle, Mona Shroff, and Kristie Wolf, for an hour-long conversation on what it means to be a romance writer, where their inspiration comes from, what their writing process is, as well as what's on the horizon for each of them.

- February 26, 6:30-7:30 pm
- Abingdon Library
- 35 attendees

Winter Reading 2025

As the final full month of Winter Reading, February was a busy time for participants as they worked on completing their required reading to earn this year's mug. Additionally, the first of two drawings was held to determine winners of this year's tote bag, aka "the birdie bag."

Registration began on December 21 for 2025's *Cozy Up with a Good Book*, which invites participants to embrace the warmth and comfort of reading during the cold winter months. Adults who read/listen to at least 5 books and high school students in grades 9-12 who read/listen to at least 3 books earn a 2025 Winter Reading special collector's edition mug*.

New this year and in addition to the reading component, we're playing Winter Reading Bingo! Featuring engaging activities both at HCPL and beyond, players who complete five activities in a column, row, or diagonally

to get Bingo will receive a special HCPL bookmark* that may be picked up at any HCPL location. Winners will also be entered in a drawing to win a limited-edition Winter Reading tote bag*.

A special THANK YOU to our 2025 Winter Reading Mug Sponsors: APGFCU; BGE; Brightview Senior Living; Harford County Public Library Foundation; Bel Air, and Havre de Grace Friends of HCPL.

Winter Reading officially ends on Wednesday, March 19, and a second drawing of Bingo winners will be held at that time.

*While Winter Reading runs through March 19, prizes (mugs, bookmarks, & tote bags) are available while supplies last.

Below numbers as of 3/10/25:

- Enrollment = 3,601 (Adult 3,208 + Teen 393)
- Program Completers = 2,242
- Total Books Logged = 13,540
- Total Bingo Activities Logged = 5,786

Spring CheckOut Publication – March/April/May 2025

The newest issue has arrived and is now available in all HCPL locations. In addition to the regular quarterly schedule of story times, book discussions, and other various activities for all ages, the spring edition features National Library Week details as well as information about the Taste of Harford (May 18) and this year's Summer Reading Adventure, *Color Our World*.

National Library Lovers' Month - February

While we only celebrate Valentine's Day on one day, HCPL customers were invited to celebrate their love for libraries throughout the entire month! This effort featured a social media campaign that encouraged posts and branch visits.

Annual Omega Psi Phi Book Dedication

Every year in February, the Omega Psi Phi Fraternity celebrates Black History Month with an annual book dedication. *The Power and Weakness Within: The Art of Change and Self-Therapy* by Dr. David S. Arnold is this year's dedicated title and the author was on hand for a discussion about his book.

- February 1
- Havre de Grace Library
- 30 attendees

2025 Havre de Grace Ice Festival

HCPL was *CHILLED* to take part in this year's annual event! The festival theme, 'Lights... Camera... Action!' inspired our ice sculpture of Olaf from *Frozen*. To complement the theme, we hosted several children's activities and welcomed special guests Elsa (Taylor Carty) and Anna (Jennifer Button), who greeted and posed for photos with hundreds of festival-goers.

Community Partnership – Harford Community Action Agency (HCAA)

HCAA has programs that support our community and there is an HCAA representative scheduled to visit one HCPL location each week. Customers are invited to learn more about community assistance programs and services that include Maryland Energy Assistance Program; Harford County Fuel Fund; Homeless Prevention; Homeless Services; Community Food Pantry/Food Bank; Financial Services Program; and GED Plus. Took place every Tuesday afternoon at a different branch each week (Aberdeen, Edgewood, Havre de Grace, and Joppa Libraries).

In addition to the weekly HCAA representative branch visits, a Mobile Pantry program was also offered, where bags of non-perishable food were distributed, while supplies last.

Community Partnership – Lawyer in the Library

This free* brief legal advice clinic, by appointment only, features counsel from the Harford County Bar Foundation (HCBF). They offer legal advice for family issues like divorce and custody; help filling out forms; and more. Held at the Abingdon Library in February. *A \$5.00 administrative fee is due to the HCBF at time of appointment: cash only.

Community Partnership – Eden Mill Nature Center StoryWalk®

HCPL has an on-going relationship with Eden Mill and each quarter, HCPL creates a fun, educational, self-guided StoryWalk® that places the pages of a children's book out in nature! The winter title, *Time to Sleep*, is currently available and will be replaced with the spring title later this month, to coincide with the beginning of spring on March 20.

The 11th Annual Film This! Premiere

Lights...Camera...ACTION! It's time for Film This!

Following the mid-February submission deadline, the top 25 book trailer entries will be screened at an after-hours red-carpet premiere. The student filmmakers of these submissions have been invited to bring their families to the celebration where the winners will be announced. Additional event details will be shared in next month's Board report.

- Friday, March 14, 7:30-9:00 pm
- Abingdon Library

Marketing Request Forms (MRFs) Completed in February

Promotional materials for HCPL programs and events are created by three full-time graphic designers. In addition to branch-based programs/events, the team also designs and produces all marketing for the Foundation and the administrative team. The designers completed nearly 103 MRFs in February. These jobs involve designs for several different mediums, everything from printed flyers or posters to digital files, such as graphics for the various social media platforms, flatscreens, and webslides.

Additional Views for Previously Reported Programs, Events, and Partnerships

- Book Bites, 1-minute videos of "bite-size" book recommendations from Harford County Public Library
- 485 – February for all age groups
- Previous Genealogy Virtual Programs and Genealogy Bites
 - 111 – February additional views

Recent Media Hits and Press Mentions

Press Releases Distributed

- *HCPL Seeking Candidates for Student Representative* – February 18
- *HCPL Reschedules 2nd Annual Romance Author Fest to February 26* – February 12
- *HCPL Closing at 3:00 pm Today, Tuesday, February 11* – February 11
- *HCPL Hosts 'Culinary Delights, Baltimore Style with Chef John Shields on February 27* – February 6

Print

- "Best of Harford 2024" – *Harford Magazine* – February 23
- "Rescheduled HCPL Romance Author Fest" – *The Aegis* – February 19 – *Harford County Living* – February 14 – *Bel Air News & Views*, *I95 Business* (online), *Harford County Chamber of Commerce*, *The Patch* – *Aberdeen*, *Bel Air*, *Fallston*, *Havre de Grace* – February 12 – *The Aegis* – February 5 – *Harford County Living Weekly eNewsletter* – February 1

- “Culinary Delights, Baltimore Style with Chef John Shields” – *The Aegis* – February 12 – *I95 Business* (online), *Harford County Chamber of Commerce*, *The Patch* – Aberdeen, *Bel Air*, *Fallston*, *Havre de Grace* – February 6
- “Cassilly Says He Will Not Raise Harford County Taxes to Fund Education Despite Requests from Residents” – *The Aegis* (online) – February 11
- “Winter Storm Prompts School Closures and Early Dismissals Across Maryland” – *Fox45 News* (online) – February 11
- “Cowders Encore Will Shape Group” – *The Aegis* – February 7
- “Sarah Klein Named to The Baltimore Banner’s 2025 Emerging Leaders” – *I95 Business* (online), *Capital Gazette* – February 5
- “Birdland Caravan” – *The Aegis* – February 5 – *The Baltimore Sun* – February 4
- “Orioles Fans Mixed on David Rubenstein’s First Offseason as Owner” – *The Baltimore Sun* (online) – February 2

Foundation

The Harford County Public Library Foundation met on February 25th at 6:30 pm at the Abingdon Library and via zoom.

The next meeting will be held on March 25th at 6:30 pm at the Abingdon Library.

2025 Taste of Harford—Back for Seconds! Tickets for the 2nd Annual Taste of Harford, go on sale Monday, March 17th. The event will be held Sunday, May 18th, from 1 pm – 4 pm at Vignon Manor Farm. Tickets are \$45. To date 32 restaurants, breweries, bakeries, and wineries are on board. Sponsorships are available. Learn more at <https://www.hcplonline.org/tasteofharford.php>.

We have a limited number of Farmers Market vendor spots remaining.

Annual Giving

As of today, we have raised a total of \$27,301.00.

Little Leaper Title Sponsorship Renewal

We are working with PK Law to finalize the Celebree School’s Little Leaper agreement. A sponsor recognition component will be added to the Summer Reading Celebration in honor of Celebree School’s generous support.

Annual Gala

Save the date! Saturday, November 1st, 2025, from 6 pm – 10 pm for Epic Rewind: Eighties in the Stacks. The theme is in honor of Harford County Public Library’s 80 years of service. The Gala video will be taped April 6th at the Abingdon Library. Anyone who would like to participate should contact Taylor Carty at carty@hcplonline.org.

Advocacy Page

The HCPL Advocacy page at <https://hcplonline.org/communitiesthrive.php> was updated to include 2024 statistics, talking points, budget hearing dates and times, and revised contact information for elected officials. An advocacy bookmark is also being distributed in the branches.

Friends of the Library

The Friends of the Library page was updated, and an online interest form was added. The Annual Meeting for Friends Groups was held March 11th at the Abingdon Library. A systemwide Friends of the Library Membership Drive is planned for National Library Week 4/6-4/12.

Statement of Financial Position January 31, 2025

Current Assets

ASSETS

Checking/Savings	\$ 1,552,486.93
Accounts Receivable/Prepaid Other	\$ 24,100.00
Other Current Assets (Prepaid)	\$ 12,245.39
Total Current Assets	\$ 1,588,832.32

LIABILITIES & EQUITY

Accounts Payable	\$ 1,425.00
Other Current Liabilities	\$ 97,307.15
Total Current Liabilities	\$ 98,732.15

Equity

Temporarily Restricted Net Assets	\$ 1,255,934.97
Board Designated Net Assets	\$ 598.42
Unrestricted Net Assets	\$ 123,803.08
Net Income	\$ 109,763.70
Total Equity	\$ 1,490,100.17

TOTAL LIABILITIES & EQUITY	\$ 1,588,832.32
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ACTION ITEMS

Personnel Changes – Mr. Ross

The following human resources changes are submitted for review and confirmation:

NEW HIRES:

Lee Gray, Library Assistant II Circulation, Edgewood Branch, 15 hours per week. Effective Date: March 17, 2025.

Patricia Perison, Library Assistant II – Circulation, Fallston Branch, 15 hours per week. Effective Date: March 31, 2025.

Julianne Peeling, Library Associate II, Fallston Branch, 20 hours per week. Effective Date: March 31, 2025.

Joseph Huegelmeier, Delivery Driver, Administrative Office, 37.5 hours per week. Effective Date: April 14, 2025.

PROMOTIONS:

The following staff have been promoted from the position of Library Associate I to Library Associate II based upon the successful completion of the state-mandated Maryland Library Associate Training institute program, effective March 16, 2025:

- **Julia Clifton**, Teen Services, Joppa Branch, 37.5 hours per week.
- **Cara Meserve**, Fallston Branch, 20 hours per week.
- **Miranda Spivey**, Aberdeen Branch, 20 hours per week.

Kate Bauman, Librarian Children Services, Aberdeen Branch, 37.5 hours per week has been promoted to Assistant Branch Manager, Whiteford Branch, 37.5 hours per week. Effective Date: March 30, 2025.

Colleen Kessler, Library Associate II, Abingdon Branch, 37.5 hours per week has been promoted to Assistant Branch Manager, Edgewood Branch, 37.5 hours per week. Effective Date: March 30, 2025.

Halli Powers, Library Assistant II – Circulation, Jarrettsville Branch, 15 hours per week has been promoted to the position of Library Associate I, Jarrettsville Branch, 20 hours per week. Effective Date: March 30, 2025.

OTHER CHANGES:

None

RETIREMENTS:

Deborah Nakayama, Library Assistant II – Cataloging, Administrative Office, 37.5 hours per week. Effective date: June 1, 2025, with twenty-four (24) years of service.

RESIGNATIONS/TERMINATIONS:

None

DISCIPLINARY ACTIONS:

None

LEAVE OF ABSENCE REQUESTS:

An employee, 37.5 scheduled hours is requesting FMLA for own serious health condition effective February 11, 2025.

An employee, 37.5 scheduled hours is requesting FMLA for own serious health condition as of January 24, 2025, to April 1, 2025.

OPEN POSITIONS:

Aberdeen Branch

- **Librarian Children Service**, Aberdeen Branch, 37.5 hours per week. Posted internally.

Abingdon Branch

- **Librarian Children**, Abingdon Branch, 37.5 hours per week. Posted Internally.
- **Library Associate I/II**, Abingdon Branch, 37.5 hours per week. Posted internally.

Administrative Office

- **Chief Operating Officer**, Administrative Office, 37.5 hours per week. Effective Date: December 1, 2024. On Hold
- **Administrative Assistant**, Administration, Administrative Office, 37.5 hours per week. On hold.
- **Web Developer**, Information Technology Department, Administrative Office, 37.5 hours per week. Posted internally/externally.
- **Custodian/Delivery Driver**, Facilities & Operations Department, Administrative Office, 37.5 hours per week. (1 position). On Hold.
- **Custodian**, Administrative Office, 19 hours per week. Filled by contractor.
- **Learning & Development Coordinator** Administrative Office, 37.5 hours per week. Posted internally/externally.

Bel Air Branch

- **Librarian – Teen**, Bel Air Branch, 37.5 hours per week. Posted internally only.
- **Library Assistant II – Circulation**, Bel Air Branch, 28 hours per week. This position was previously 37.5 hours per week – gave 9.5 hours to the position of Early Literacy Specialist – Opening the Gift Coordinator to make it full-time. On hold.

- **Custodian**, Bel Air Branch, 37.5 hours per week. Posted externally/internally.

Darlington Branch

None

Edgewood

- **Library Associate I/II**, Edgewood Branch, 20 hours per week. On hold.
- **Children Summer Assistant (temporary summer position)**, Edgewood Branch, 37.5 hours per week. Posted externally.

Fallston Branch

None

Havre de Grace Branch

None

Jarrettsville Branch

- **Library Assistant II - Circulation**, Jarrettsville Branch, 15 hours per week.

Joppa Branch

None

Norrisville Branch

None

Whiteford Branch

None

FUTURE VACANCY DUE TO RETIREMENTS:

- **Library Assistant II, Technical Services**, Administrative Office, 37.5 hours per week. Effective Date: June 1, 2025. (2 Positions)

POSITION RECLASSIFIED:

None

HCPL Library Jobs:

<https://www.paycomonline.net/v4/ats/web.php/jobs?clientkey=A80FE008691EC4F03A189014B9C1100A>

The following are examples of some sites that maybe used to recruit for open positions: LinkedIn, Indeed, American Library Association (ALA), Marylib listserv, CareerBuilder, Monster.com, and Facebook.

MOTION: Motion by Mr. Flannery, seconded by Colonel Vogelhut, US Army Retired, and approved by unanimous vote to approve the Personnel Report.

OLD BUSINESS

There was no old business.

NEW BUSINESS

Ms. Wright noted that the annual election of Board Officers would occur at the May meeting. She requested that Dr. Allen be notified of any nominations and reminded Trustees that they could express interest in new committee chair positions. All nominations should be directed to Dr. Allen to be presented at the April meeting.

BUSINESS FROM THE CHAIRPERSON

Ms. Hastler shared a letter sent to Dr. Allen by a representative of the Archives Committee of the Northeastern Maryland Intergroup of Alcoholics Anonymous, sharing an opportunity for Trustees to volunteer their time with the organization. Ms. Hastler will send the board a copy of the letter in the event they are interested.

BUSINESS FROM BOARD MEMBERS

Mr. Etting noted the upcoming prom dress swap program at Abingdon Library is an example of the Library's vital involvement in the community.

PUBLIC COMMENTS

One member of the public registered to address the Board.

Ms. Wright reminded speakers to begin by stating their name and home address. She stated that each speaker was limited to three minutes, and keeping in the spirit of Harford County Public Library's commitment to choose civility, asked speakers to be respectful and courteous.

Ms. Morgan Michael, Library employee – Employee salary increase and leave package

EXECUTIVE SESSION

Ms. Wright cited the provision in the Maryland Open Meetings Act allowing for closed sessions:

Maryland Open Meetings Act § 3-305

(b) In general – Subject to subsection (d) of this section, a public body may meet in closed session or adjourn an open session to a closed session only to:

(1) discuss:

(I) the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of an appointee, employee, or official over whom it has jurisdiction; or

(ii) any other personnel matter that affects one or more specific individuals;

Ms. Wright requested the Board retire to review the FY2025 CEO Work Plan.

MOTION: Motion by Mr. Etting, seconded by Mr. Flannery, and approved by unanimous vote to approve the closing of the Public Meeting and go into a closed Executive Session.

The public meeting was closed at 7:04PM and the Executive Session began at 7:05PM.

Present during the Executive Session were: Dr. Allen; Mr. Etting; Mr. Flannery; Colonel Vogelhut, US Army Retired; Mr. Woods; Ms. Wright; Ms. Hastler, and Ms. Button.

Ms. Hastler presented updates on the CEO FY2025 Work Plan.

MOTION: Motion by Mr. Etting, seconded by Colonel Vogelhut, US Army Retired and approved by unanimous vote to approve the closing of the Executive Session and adjourn the Public Meeting.

The Executive Session was closed at 7:37PM and the Public Meeting resumed at 7:37PM for the sole purpose of adjournment.

ADJOURNMENT OF PUBLIC MEETING

Ms. Wright declared the public meeting adjourned at 7:37PM.