

**Draft – Pending Board Approval**

**HARFORD COUNTY PUBLIC LIBRARY  
FY 2020 BOARD OF TRUSTEES**

**VIRTUAL MEETING MINUTES**

**February 18, 2021**

---

**Present:** Dr. William B. Allen, Alex M. Allman, Nancy A. Brown, Shannon G. Gahs, Dr. Monique H. Head, Taryn J. Martin, Durbin P. Vido, Carol Wright, County Councilman Chad R. Shrodes, Student Representative Jacob T. Buler, and CEO Mary L. Hastler, and Jennifer Button

**Absent:** Trustee Dwayne R. Adams

**CALL TO ORDER**

Chairperson Alex Allman called the virtual meeting of the Harford County Public Library Board of Trustees to order at 6:35 PM.

**CHANGES TO THE AGENDA**

There were no changes to the agenda.

**PRESENTATIONS/RECOGNITIONS**

There were no presentations/recognitions.

**APPROVAL OF CONSENT AGENDA**

Mr. Allman read the list of items included in the Consent Agenda for the record, including:

- Approval of January 21, 2021 Board Meeting Minutes
- Statistical Report – January 2021 - Ms. Hastler noted that the report has been updated with a new column from FY 2019 to assist with comparing between pre-Covid, during Covid and coming out of Covid statistics.

All voting Board members had the opportunity to review Consent Agenda items in advance of this evening's Board meeting.

**MOTION: Motion by Ms. Gahs, seconded by Mr. Vido and approved by unanimous vote to approve the Consent Agenda as presented.**

**COMMITTEE REPORTS**

**Budget & Finance Committee - Mr. Vido**

The committee did not meet.

Mr. Vido read the Treasurer's Report. The Treasurer's Report was prepared by Kathy Cogar, Chief Financial Officer. Operating expenditures for the seven months ending January 31, 2021 were within the annual FY2021 budget. Revenues are \$11.9 million and Expenditures are \$10.2 million. Revenue from operations is under budget as the Library has temporarily suspended the collection of fines and the branches have not allowed customers inside to make copies or apply for passports. Expenditures for Materials is over budget as several

annual contracts are paid early in the fiscal year – i.e. databases, leased books and downloadable media. A detailed budget was submitted for review.

**Executive Committee - Mr. Allman**

The committee did not meet.

**Capital Improvements Committee - Mr. Adams**

The committee did not meet.

**Human Resources Committee – Dr. Allen**

The committee did not meet.

**Foundation Board – Ms. Martin**

Ms. Martin noted that Foundation Board met and discussed the success of the virtual 5K and the sponsorship of the Winter Reading Program. The 2020 Annual Gala, which had been rescheduled for April 2020, has been deferred and will now be rolled into the fall 2021 Gala, merging the 16<sup>th</sup> and 17<sup>th</sup> galas. Planning is underway for the November 2021 Gala. The Rodeo is scheduled for the Saturday of Father’s Day weekend 2021 and planning is underway for this new event in Harford.

**CEO REPORT**

**Building Projects**

**Abingdon HVAC Replacement Project** – The Maryland State Library notified the library that the application for \$120,000 County Library Capital Grant Program for HVAC Replacement was approved for FY 2020 and extended into fiscal year 2021. The County provides matching funds for the remaining cost of the project. The County held its first meeting with a design vendor during the first week of October 2019, the bid was advertised and closed on June 3, 2020. The bid was submitted to the Board of Estimates for approval on June 16th. The BOE approved the County Department of Public Works request for the procurement of five rooftop units for the library estimated for \$862,250. The contract was awarded to RF Warder of White Marsh, MD, in the amount of \$681,082. Completion is estimated to take 120 days after delivery. The project was to take place beginning mid-March through May. The County recently informed us that there may be a delay in the fabrication of the units due to a COVID issue at the factory. We are waiting to hear how long the delay may be.

**Bel Air** – The branch is the busiest branch in the system with approximately 27% of total activity (circulation, walk-ins, programming and attendance). It was last renovated/built in the mid-1990s and is overdue for a refresh. The library is working with the county on a space assessment and also exploring the possibility of incorporating some of the Administrative functions in the building. Library space is designed with flexibility and adaptability for future technology and needs. During this time of exploring options, the library will continue to maintain the appearance and functionality of the building to include small refresh projects in the meeting room, stairwells, and more. A meeting was held in February 2020 with the County to begin preliminary planning for future space use. A consultant was interviewed and selected by both the County and Library on May 28th and we will be working with Colimore/HBM to design the space. The County issued a purchase order in the amount of \$28,839 for the design project. Colimore recently completed the Abingdon window project and HBM completed the Library Facilities Master Plan.

In the meantime, Bel Air’s meeting room received a small facelift – wallpaper has been removed and the space has been painted. New flooring is in the process of being selected and installed. The hand rails for the stairs throughout the building are also being replaced. Installation should be within the next two weeks.

**Darlington Library** – The County settled on the new property located at 3535 Conowingo Road in April 2020 and the consultants Colimore/HBM will be leading the renovation and overall improvements to this facility. Purchase price was \$812,000 and the Library Foundation contributed \$300,000. We are working with the County on the future of the existing modular and historic building. The latest design meeting was held today. The site plan was finalized and the entrance will remain on the front of the building. This will be the first library with after-hours locker pickup.

**Havre de Grace** – The installation of the sound attenuating panels was delayed until the ceiling issue was resolved and is now moving forward under the County's direction. The bids were due to the County on September 9th. Bid opening was September 10th at 1:30PM. The bids came in higher than anticipated. The project was reviewed and approved by the Board of Estimates on October 6th. The project will begin on November 30th with the contractor delivering the scaffolding and set up. The Children's area will be tackled first and the staff are moving the furniture and shelving in preparation of the project. December 2, the adult collection will be moved requiring the entire collection to be moved off the shelves onto carts and stored. The shelving units will then be broken down and moved on December 3rd. The actual installation of the sound attenuating panels will be complete on December 18th and the shelving will be reinstalled (with the addition of casters) on December 28th. The collection will be re-shelved on January 4th. While the project is underway, the collection will be unavailable and customer requests will be filled from other branches for pick up at the Havre de Grace Library. Installation began November 30 and was completed on January 6, 2021. Final pieces of scaffolding were removed on January 11th. The adult shelving has been fitted with casters and returned to the adult floor. The materials have been returned to the shelves. The top of the shelving units will be replaced and delivery is expected mid to late March. Smaller sections are required now that the casters have been added.

**Jarrettsville** – The moisture at the front entrance is causing the deterioration of the threshold. The County is in the process of getting bids for the project and will oversee the repair once a vendor is selected.

**Service Delivery Update** – The Library launched Grab and Go service on June 8th. Customers make appointments to pick up their materials at either a drive thru window or front door. It is contactless and all materials are packaged in brown paper bags. In addition, the library brought back live reference service, or as we call it Retro Chic reference service. Monday through Friday, 10 a.m., to 6 p.m., customers may call any library branch and a live reference person will answer. Our wonderful library staff will browse the shelves for customers, answer reference questions and more. We are continuing to expand services offered as we work through the service model and launched Saturday hours, 10 a.m., to 3 p.m., beginning October 3rd.

The library launched contactless printing on August 21st and customers may request 20 pages free for pickup at any of the 11 branches. This has been heavily used by teachers and local businesses. As of January 30, 2021, the library has processed 4,722 requests, printing 48,248 pages and average pages printed per request is 10.

In addition, we are continuing to waive overdue fines until the end of the calendar year and will assess as our new business model continues.

The Harford County Public library is under the Senior Center directives for COVID and the Governor continues to mandate closure. In spite of that, we have made every effort to provide the same level of service and access to resources through contactless delivery. Staff continue to have staggered scheduling and we have implemented many safety and wellness measures to do our best to minimize risk. In preparation for allowing visitors inside the buildings, we are planning safe physical distancing, limited time spent in the building, and exploring the possibility of scheduling appointments to manage capacity levels. Programming will continue virtually and no group events or activities permitted. We are working closely with the County to provide the COVID-19 Vaccine to all interested library staff as soon as possible.

**Outreach** – The existing Opening the Gift, Sharing the Gift, and Partners in Reading outreach programs are on hiatus during COVID-19. However, a team of library staff have been working to create a new service delivery to our preschool population and their educators. Preschool Traveling Library launched this month and the library teams are delivering reading material, lesson plans and activities to licensed daycare providers, preschools, and more. The contents are themed and support pre and early literacy skill building. Our children are so excited to see the librarian coming up the path with the delivery. In addition, virtual story times are created that support the themes and the teachers/parents/caregivers can login and provide a complete learning experience with their charges. The Silver Reader team have created a new service delivery model and are making deliveries to nursing homes, etc. The goal is to keep our seniors engaged during the extreme times while practicing safety and wellness for both our staff and customers. The Rolling Reader team are assisting with deliveries to the daycares and licensed daycare providers.

The Library is partnering with Harford Community Action Agency to provide space in the parking lots of several of our branches for food banks.

The Library is providing support to the Circuit Court of Maryland, Adult Drug Court, and providing graduates with a selected book. The first graduation is scheduled for March 26th.

The Library is also providing support to the People Who Care, founded by Grace Callwood, with Little Free Libraries throughout the county promoting diversity and inclusion in literature.

### **Fines & Fees Legislation**

The Maryland General Assembly voted to override the Governor's veto of Building Lifelong Learners Act of 2020, on February 8th and will go into effect 30 days after the vote. The funding, to cover lost revenue, of an additional \$0.40 per capita pre-funding-formula, will not be in place until FY23.

There are three main points to the bill:

1. Not charging Overdue Fines - The bill (as amended) states that "A Public Library may not charge a fine for overdue library materials on a minor's library materials." It further states that "A Public library may not attempt to collect any outstanding fees for overdue library materials that are incurred by a minor after June 30, 2021."
2. With regard to lost materials – "A public library may not charge a fee for a minor's overdue library materials until 21 days after the date on which the library materials were due."
3. If materials are returned - And "If a minor's overdue library materials are returned after a public library has charged a fee, the public library shall cancel the fee."

Special collections are specifically excluded in the bill (American Girl Dolls, cake pans, fishing rods, etc. Minor is defined as under the age of 18.

Harford County Public Library is currently not charging overdue fines on any material and will revise procedures to support the new legislation.

**Wi-Fi Expansion** – The Library completed the expansion of Wi-Fi beyond the borders of our parking lots. This enables a much broader range and strong signal for our customers. The county Department of Parks & Rec provided three picnic tables for each location for the duration of the summer to provide outdoor seating while practicing safe physical distancing.

In addition, we have been awarded a \$30,589 competitive grant from the Maryland State Library, Maryland LSTA Grant (IMLS) for FY 2021 to implement our project, Islands of Connectivity—Creating Equitable Internet Access in Harford County. This grant enables the library to purchase five remote broadband kits consisting of Ubifi internet gateways, an external LTE-antenna, Meraki MR86 external access points, two pairs of Meraki long-range antennas, cabling and mounting brackets. We will also purchase five years of Ubifi LTE-based internet service and five years of Meraki service and support for each site. We will coordinate with our vendors to install, configure, and maintain the equipment at the five partner locations. We are piloting the first install of

the equipment at the new Darlington location on Conowingo Road and then moving forward with five permanent locations, working closely with Councilman Chad Shrodes on identifying partner sites in the northern part of the county internet deserts. Demand for this type equipment far exceeds supply inventory and we are working on acquiring as soon as possible.

The Library currently owns 36 Wi-Fi Hotspots that customers may borrow and use to access the internet, support school work, telemedicine and more in their own homes or businesses. The demand for these hotspots is very high, and at any time we have an estimated wait list of 65-85 customers. Often our patrons cannot wait for the Wi-Fi hotspot to be returned and walk away discouraged without placing a reserve.

The Library purchased an additional 110 Wi-Fi Hotspots under our MEEC contract for a total of \$14,850 per year, including monthly connectivity fee. This brought the total Wi-Fi hotspots available for our customers to borrow up to 146 closing the digital divide and provide accessibility for school work, telemedicine, employment and more. It will also assist in addressing the lack of internet access in targeted areas of the county. The initial collection will be prioritized for students, families and educators.

Harford County Government is providing \$29,700 of Cares Act Funding to the library to purchase the hotspots and provide two years of service. The equipment has been received and we are working with the Harford County School Superintendent on identifying families that remain without connectivity. It is estimated that about 300 families do not have access and we are doing the best we can to close the gap.

**Board of Trustee Search** – A search is underway for one Trustee vacancy for Fiscal Year 2022. In addition, the search for next year’s Student Representative is also underway. Information and applications are available on the Library website and a press release will be going out.

### **Meetings & Presentations**

January 2021 (virtual unless noted)

- 1/4 MAPLA Bi-Weekly Legislative Call
- 1/4 Harford County Cultural Arts Board Meeting
- 1/5 Midday/WYPR Interview with MD Humanities
- 1/5 ALA Council Presentation
- 1/6 Weekly Pandemic Conference Call Update
- 1/6 Challenging Racism Conversation
- 1/6 HCPL Weekly Implementation Conference Call Retiree Benefits UHC
- 1/6 ALA Philanthropy Advisory Meeting
- 1/8 MLA Legislative Panel
  
- 1/11 Harford County Chamber Government Affairs Committee Meeting
- 1/11 Off the Record Interview
- 1/11 MAPLA Weekly Legislative Meeting
- 1/11 Harford County Commission on Women Meeting
- 1/12 Greater Bel Air Community Foundation Meeting
- 1/12 CPWN Speaker Presentation
- 1/12 State of the County & Legislative Address
- 1/13 EDAB Meeting
- 1/13 Bystander Training
- 1/14 MD Libraries Legislative Day Briefing
- 1/14 CTR Advisory Council Meeting
- 1/14 MLA Conference Presentation: Crafting Your Advocacy Elevator Speech
- 1/15 MD Humanities Meeting
- 1/15 Advocacy Subcommittee Meeting

- 1/19 MAPLA Bi-Weekly Legislative Call
- 1/19 Kanopy Public Library Town Hall Meeting
- 1/19 HCPL Virtual Program: Genealogy: I've Got My Ancestry DNA Report: Evaluating My Test Results for Connections
- 1/20 Weekly Pandemic Conference Call Updates
- 1/20 ALA Philanthropy Advisory Group Conference Call
- 1/20 HCPL Virtual Program: Zines
- 1/21 HCPL Foundation Gala Committee Meeting
- 1/21 Harford County Chamber Annual State of the County
- 1/21 Philanthropy Advisory Group Report to the ALA Executive Board
- 1/21 Harford County Budget Town Hall Meeting
- 1/22 HCPL Virtual Program: Genealogy: Your Family History Mystery: Discovering Clues and Uncovering Motives
- 1/22 Truth Be Told: The Transformative Power of Story
- 1/23 Empowering Young Voices through Illustrated Stories
- 1/24 ALA Council
  
- 1/25 2021 Harford County Chamber Government Affairs Meeting
- 1/25 ALA Philanthropy Midwinter Meeting
- 1/25 Virtual ALA Council Meetings
- 1/25 MAPLA Weekly Legislative Meeting
- 1/25 NIC – HCPL Introduction
- 1/25 MD Humanities Conference Call
- 1/25 Harford County Commission on Women Meeting
- 1/26 Meeting with Harford County Health Officer Dr. Bishai
- 1/26 ALA Council
- 1/26 HCPL Foundation Executive & Board Meetings
- 1/27 Business Impact First 100 Days hosted by The Daily Record
- 1/27 Maplewood Memorial Library Foundation with John Palfrey & Rebecca Blumenstein
- 1/28 Local Management Board Meeting
- 1/28 HCC Community Stakeholders Virtual Update
- 1/28 HCPL & Harford County Chamber Education Seminar Discussion
- 1/29 Film Library Lovers Week & Omega Psi Phi Book Donation videos
- 1/29 MD Humanities Advocacy Subcommittee Meeting

### **Programming and Events**

In January HCPL offered two very popular system Take and Makes. To start the New Year off right, the branches distributed wellness journals complete with pencils to teens, and to kick off Genealogy Week, a family tree activity was offered to enhance the week's well-attended programs.

The virtual programming format was tailor-made for Genealogy Week, allowing nearly 1,000 people to participate. Four different programs, I've Got My Ancestry DNA, Messages from the Grave, Rogues, Rascals and Rapsallions and Your Family History Mystery, presented across four days thrilled our genealogy enthusiasts.

Even though the Rolling Reading is not physically seeing their customers, the staff are finding other ways to engage them. Winter Animal, Kazoo, Harmonica and Toddler Penguin Take and Makes were distributed to 342 children. Virtual story times were started for Aberdeen Head Start, Edgewood Early Head Start and the YMCA at Belcamp. These live and taped story times reached 326 children and teachers.

### **Marketing**

#### **Social Media**

The HCPL social media audience & interaction continues to grow.

- Facebook = 21,812 total followers

- HCPL Main Facebook – 7,493 followers
- Branch Facebook combined – 14,319 followers
- Instagram = 5,616 total followers
  - HCPL Main Instagram – 1,117 followers
  - Branch Instagram combined – 4,499 followers
- HCPL Main Twitter – 1,809 total followers
- HCPL Main LinkedIn – 458 total followers
- HCPL Weekly Newsletter – 38,861 contacts/31,260 subscribers
  - Sent out 2 eNews per week for a total of 8 in January

### **Virtual Events, Programs & Partnerships**

#### Booked for Lunch: A Virtual Book Discussion Group

- January 7, 14, 21, 28
- All aired live via Zoom
- 23 attendees at events, combined

#### Knot Just Knitting @ Noon

- January 12
- Aired live via Zoom
- 12 attendees, combined

#### Brain Battle Adult Trivia: Food Fight!

- January 13
- Aired live via Zoom
- 39 attendees

#### Virtual D&D

- Held live via Discord
- 5 team participants for Middle School on January 14
- 8 team participants for High School on January 28

#### Genealogy Week

- January 19-22
- All (4) events aired live via Zoom
- 978 total attendees, broken down as follows
  - 1/19-I've Got My Ancestry DNA Report: Evaluating My Test Results for Connections-363 attendees
  - 1/20-Messages from the Grave: Listening to Your Ancestor's Tombstone-221 attendees
  - 1/21-Rogues, Rascals, and Rapsallions: The Family Black Sheep-227 attendees
  - 1/22-Your Family History Mystery: Discovering Clues & Uncovering Motives-167 attendees

#### Brain Battle Teen Trivia: Food Fight!

- January 29
- Aired live via Zoom
- 11 attendees

#### Additional views for previously reported programs, events & partnerships.

- 2021 Winter Reading, "Take Out a Good Book" launched.
  - 1,367 customers registered for 2021 Winter Reading
  - 1,732 customers logged "Take Out Menu" activities
- Noon Year's Eve Party
  - 223 views in addition to the 1009 views from December for a total of 1,232 views
- Virtual Story Times, Concerts, STEAM featured at HCPL-U.
  - 1,979 views in January
- HCPL continues their partnership with Harford Cable Network (HCN).
  - The Winter 20/21 edition of KidsTVNews, which includes a 10-minute segment starring CEO Mary Hastler as she shares highlights of various materials, services, and programs

available at/through HCPL to assist children of all ages during the pandemic, was replayed 27 times throughout January.

- Although HCN does not have a way of measuring their viewership for individual shows, they reach more than 70,000 cable subscribers in Harford County (Comcast channel 21, Armstrong channel 7 & Verizon channel 31).
- This partnership is expected to continue into February.

### **Press Releases Distributed**

- Harford County Public Library Hosts Virtual Genealogy Week January 19-22, January 8
- Winter Reading – Take Out a Good Book, January 12
- Harford County Public Library Staff Donate to SARC's Holiday Project, January 25
- Take Out a Good Cookbook, January 27

### **Recent Media Hits and Press Mentions**

#### Radio:

“Midday with host Tom Hall” WYPR, Maryland Humanities - aired January 5

#### Print:

- “Genealogy Week” – The Patch – Aberdeen, Bel Air, Fallston & Havre de Grace, January 8 – Bel Air News & Views, Harford County Living – January 11
- “Winter Reading 2021” – The Patch – Aberdeen, Bel Air, Fallston & Havre de Grace – January 12 – Bel Air News & Views, Harford County Living – January 13 – The Aegis (online) – January 18 – The Aegis, The Record – January 22
- “Fairy Tale & Superhero Festival – Major General Kilgo” – APG News, January 14
- “County Budget Virtual Town Hall” – The Aegis (online) – January 22
- “SARC Holiday Project Donation” – The Patch – Aberdeen, Bel Air, Fallston & Havre de Grace, Harford County Living, Bel Air News & Views – January 25 – The Record – January 29
- “Steve Linkous – Harford Mutual Insurance Group” – Maryland The Daily Record (online) – January 25 – The Bargaineer – January 29
- “Take Out a Good Cookbook” – The Patch – Aberdeen, Bel Air, Fallston & Havre de Grace, Bel Air News & Views, Harford County Living – January 27 – The Bargaineer – January 29

#### Video:

“On the Record with Sloane Brown” - The Daily Record Website - Maryland Humanities - aired January 2

### **Advertising**

#### Radio

Harford's Edge on WAMD 970 AM – Show airs from 9-10 am on Fridays and is repeated on Saturday. The Library is the program sponsor. We have had no live shows to report but have been running relevant re-plays of past shows each Friday & Saturday since March 6.

### **Foundation**

The next meeting of the HCPL Foundation Board of Directors will be February 23, 2021.

### **Annual Giving**

The Foundation's Annual Giving Campaign began in November and has raised more than \$14,000.00.

### **Warm up to Reading Virtual 5k**

The Foundation hosted its first “Warm up to Reading” Virtual 5k, in celebration of the Winter Reading Program. To date, we have had 135 registrations and raised over \$4,500. Registration opened on Monday, December 7 and was \$35 per person. Participants received their race packets by picking them up at the branch of their choice.

The race packets included an embroidered beanie hat, collectible race medal, and a race bib. Winter Reading sponsors were featured on the race bibs and on the website. Registration is still open and will close on March 6 at the end of Winter Reading.



### **Winter Reading**

The Winter Reading Program, “Take out a good book!”, began on Monday, December 21st. A special thanks to our Winter Reading Sponsors: APGFCU, Gold Medal Physical Therapy, Klein’s Shoprite, Shaffer, McLauchlin & Stover, LLC. The Library Winter Reading Planning Team led by the Marketing Team created many virtual events in celebration of Winter Reading and participants who complete the program will be able to pick up their mugs within the coming weeks. The Foundation is honored to provide the sponsorships for this program.

### **16th Annual HCPL Gala & 17th Annual HCPL Gala**

At the end of July 2020, the Foundation made the announcement that the 16th Annual Library Gala would be postponed until Saturday, April 10. Since then, the Gala Committee and Sub-Committees continued to meet and discuss what the April event would look like. Over the course of the last several weeks, we discussed many options and even added a Safety & Mitigation Sub-committee. After careful consideration and in the best interest of our staff, community, sponsors and vendors, we have decided to merge the efforts of the 16th Annual Gala into the 17th Annual Library Gala. This year’s Gala will take place on Saturday, November 6 at the Abingdon Library.

Sponsors of the 16th Annual Gala will be given the opportunity to carry over their commitment to the November Gala or increase their support. Revised sponsorship opportunities will be available sometime in April. The Gala Committee will reconvene in the beginning of April and the theme of the 17th Annual Library Gala will be revealed in May. Let’s take a moment to recognize our current sponsors which have helped us raise over \$66,000 in sponsorship dollars:

Presenting Sponsor – Saxon’s Diamond Centers, The Kelly Group, Richardson’s Flower’s and Gifts, GFL Environmental

Headlining Sponsors – Rainbow International Restoration, WebIXI, Freedom Federal Credit Union, The Daily Record

Premier Sponsors – Chesapeake Bank of MD, Coffee Coffee, Harford Mutual Insurance, Keene Dodge, Mark and Mary Hastler, Comcast

Supporting Sponsors – Jeff & Jean Foulk, Harford Retirement Planners, Harford County Government, Howard Bank, Paige and Bill Cox, Bel Air Friends of HCPL, Lou and Linda Wienecke, Towson University in Northeastern Maryland, Harford Community College, APG Federal Credit Union, Abingdon Friends of HCPL, Visit Harford!, Greater Harford Committee, MELOS Inc., Dex Imaging

Contributing Sponsors – Harford County Chamber of Commerce, MediaWise Inc., Mid-Atlantic Photographic LLC, DiPaula Law, The John Carroll School, Mark and Pam DiBerardino, Al and Gail Jackson, Sharon & Brian Lipford, Dave and Colleen Patzer, Terry and Steve Troy, Oak Contracting, Town of Bel Air, MNS Group, Dr. William and Carol Allen, True Cycling Fitness Studio, United Way of Central Maryland, The Local Oyster, Sanctuary Title.

### **Once Upon a Rodeo**

The 1st Annual Once Upon a Rodeo was postponed until June 19, 2021 from 12 noon – 8:00 PM at the Harford County Equestrian Center. The Foundation will be hosting a professionally sanctioned rodeo supported by the ProRodeo Association from 1:00 PM – 4:00 PM. Contestants will participate in 7 pro-rodeo events consisting of barrel racing, bull riding, calf roping, team roping, saddle bronc riding, steer wrestling, bareback riding and tie down roping. The rodeo will be followed by a music concert featuring new country artist Jimmie Allen with special guest, Frank Solivan & Dirty Kitchen (2016 International Bluegrass Music Award winner for Instrumental Group of the Year) and an appearance by Harford County’s own Ed and Rick. This family friendly festival will be free to veterans, active military, first responders and children 10 and under. Teens will also have free admission upon presenting their YA HCPL card at the gate. All spectators under the age of 18 must be accompanied by an adult. Tickets will go on sale in April 2021 through Eventbrite. General Admission tickets are \$30 at the gate. A \$5 discount coupon will be available at all 11 branches beginning in April but are only available while supplies last. VIP tickets will also be available for \$100. The VIP ticket includes Andy Nelson’s BBQ, soft drinks, beer and wine, moonshine and bourbon tastings, onsite parking, VIP seating at the rodeo, and VIP seating for the concert. Sponsorships and vendor spaces are available.

**DRAFT Statement of Financial Position as of January 31, 2021**

<b>Assets:</b>	
.....	
Checking/Savings	\$ 569,359.76
Accounts Receivable	26,500.00
Total Current Assets:	\$ <u>595,859.76</u>
<b>Liabilities &amp; Equity:</b>	
.....	
Accounts Payable	\$ 1,375.00
Other Liabilities	5,698.65
Total Current Liabilities:	<u>7,073.65</u>
Long Term Liabilities	<u>200,000.00</u>
Total Liabilities	\$ <u>207,073.65</u>
<b>Equity:</b>	
.....	
Temporarily Restricted Net Assets	324,264.01
Board Designated Net Assets	2,258.99
Unrestricted Net Assets	23,651.15
Net Income	<u>38,611.96</u>
Total Equity:	<u>388,786.11</u>
<b>Total Liabilities &amp; Equity</b>	<b>\$ <u>595,859.76</u></b>

**Cultural Arts Board**

On January 4, 2021, Harford County Cultural Arts Board voted to affirm Harford Living Treasure Nominations for Samuel Foard and Carol Morrow.

Independent Artist Covid-19 Emergency Relief Grants approved in January 2021:

- Omari Mooring
- Laura Numsen
- Pamela Wilde

The Membership Committee, led by Cultural Arts Board Vice Chair Angie Sokolov, met with each of the six people who have submitted applications to fill the vacant seats; she will share the committee’s recommendation with the Board at the next meeting, to be forwarded to the Harford County Executive.

All ten arts organizations currently receiving general operating grants for FY21 were invited to request supplemental grants to assist with Covid-19-related expenses.

Guidelines, criteria, and application for Community Arts Development Grants are being updated for FY22 to formally link grantmaking with IDEA (inclusion, diversity, equity, and accessibility) principles.

**Comments from Trustees**

Mr. Allman asked whether the library had the authority to reopen buildings to the public before the County made the decision to reopen senior centers. Ms. Hastler noted that it is a collaboration between the County and the Library on implementing the COVID-19 directives and ongoing communications are being shared. The County Senior Centers and Library serve targeted high risk populations under COVID and are working together to ensure the safety and wellness of both library staff and customers. Ms. Hastler also noted that the library is watching the metrics along with everyone else and the county is still above 5% positivity rate. In addition, the library and county have been engaged in obtaining COVID-19 vaccines for library staff and include them with county government employees. Many thanks to both the County Administration and County Council for supporting this

as this will help the library move forward in allowing people back in the buildings. A few other public libraries in Maryland reopened but have had to frequently close as staff are diagnosed with COVID-19. Several other public libraries are offering the modified service model similar to Harford County Public Library to include curbside service to minimize risk to staff and customers. Each library system must look at the community demographics, user needs, staff demographics, metrics and availability of the vaccine to make their decision. A nearby county health department was very proactive in vaccinating library staff along with county employees in early January which is a big consideration when contemplating allowing people back in the building. We have not been as successful in Harford. Mr. Allman thanked Ms. Hastler for the update.

## **ACTION ITEMS**

### **Personnel Changes – February 2021**

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

#### **NEW HIRES:**

None

#### **PROMOTIONS:**

None

#### **OTHER CHANGES:**

None

#### **RETIREMENTS:**

None

#### **RESIGNATIONS/TERMINATIONS:**

None

#### **DISCIPLINARY ACTIONS:**

None

#### **LEAVE OF ABSENCE REQUESTS:**

An employee has requested FMLA for own medical attention effective 2/1/2021 for an indefinite time period.

- **Circulation Supervisor**, Aberdeen Branch, 37.5 hours per week. On hold.
- **Library Associate I/II**, Aberdeen Branch, 20 hours per week. On hold.
- **Circulation Supervisor**, Abingdon Branch, 37.5 hours per week. On hold.
- **Library Associate I/II**, Abingdon Branch, 15 hours per week. On hold.
- **Library Assistant II – Circulation**, Abingdon Branch, 37.5 hours per week. On hold.
- **Library Assistant I – Circulation**, Abingdon Branch, 15 hours per week (3 Positions). On hold.
- **Finance Director**- Administrative Office, 37.5 hours per week. Posted internally/externally. Conducted interviews and currently doing references.
- **Web Content Specialist**, Administrative Office, 37.5 hours per week. On hold.
- **Special Collections Processor**, Administrative Office, 37.5 hours per week. On hold.
- **Librarian – Children Services**, Bel Air Branch, 37.5 hours per week. On hold.
- **Library Associate I/II – Children Services**, Bel Air Branch, 15 hours per week. On hold.
- **Library Assistant I – Circulation**, Bel Air Branch, 15 hours per week (2 Positions). On hold.
- **Library Associate I/II – Children Services**, Edgewood Branch, 37.5 hours per week. On hold.
- **Library Associate I/II**, Edgewood Branch, 15 hours per week. On hold.
- **Assistant Branch Manager**, Fallston Branch, 37.5 hours per week. On hold.

- **Library Assistant I – Circulation**, Fallston Branch, 15 hours per week. On hold.
- **Custodian**, Fallston Branch, 37.5 hours per week. Assessing position.
- **Librarian – Children Services**, Havre de Grace, 37.5 hours per week. On hold.
- **Library Associate I/II**, Havre de Grace, 15 hours per week. On hold.
- **Library Assistant II - Circulation**, Havre de Grace Branch, 37.5 hours per week. On hold.
- **Library Assistant I - Circulation**, Havre de Grace Branch, 15 hours per week. On hold.
- **Assistant Branch Manager**, Jarrettsville Branch, 37.5 hours per week. On hold.
- **Library Assistant I – Circulation**, Jarrettsville Branch, 15 hours per week. On hold.
- **Library Associate I/II**, Joppa Branch, 15 hours per week. On hold.
- **Library Associate I/II**, Norrisville Branch, 15 hours per week. On hold.
- **Library Assistant I – Circulation**, Whiteford Branch, 15 hours per week (2 Positions). On hold.

**RETIREMENTS:**

None

**MOTION: Motion by Dr. Allen seconded by Dr. Head and carried by unanimous vote to approve the personnel changes for February 2021 as presented.**

**BUSINESS FROM THE CHAIRPERSON**

There was no business from the chairperson.

**BUSINESS FROM BOARD MEMBERS**

**PUBLIC COMMENTS**

There were no comments from the public.

**ADJOURNMENT OF PUBLIC MEETING**

**MOTION: Motion by Dr. Allen, seconded by Ms. Gahs and approved by unanimous vote to approve the closing of the Public Meeting.**

There being no further comments or questions, the public meeting adjourned at 7:00 PM.