

**HARFORD COUNTY PUBLIC LIBRARY
FY 2023 BOARD OF TRUSTEES**

MEETING MINUTES

July 21, 2022

Present: Dr. William B. Allen, Shannon G. Gahs, Dr. Monique H. Head, Taryn J. Martin, Jonas Vogelhut, Carol Wright, Student Representative David Simberg, and CEO Mary L. Hastler, and Jennifer Button.

Absent: Trustees Dwayne R. Adams, Durbin P. Vido, and County Councilman Chad R. Shrodes

CALL TO ORDER

Dr. Allen called the meeting of the Harford County Public Library Board of Trustees to order at 6:30 PM.

CHANGES TO THE AGENDA

There were no changes to the agenda.

PRESENTATIONS/RECOGNITIONS

Dr. Allen recognized and welcomed David Simberg, new Student Representative to the Board of Trustees, present for his first meeting. Mr. Simberg introduced himself to the Board.

Dr. Allen recognized and thanked Mark Gregory, Facilities & Operations Director, who has announced his retirement.

Dr. Allen also recognized the following staff members, present for their first Board meeting: Jason Mathis, Public Service IT Technician; Erica Gross, Senior Human Resources Generalist; Corrine Selba, Library Associate – Teen Services; and Rachel Dellman, Library Associate – Inclusive Services. Ms. Selba and Ms. Dellman are both currently enrolled in the Maryland Library Associate Training Institute program.

APPROVAL OF MINUTES

All Trustees had the opportunity to review the minutes of the previous meeting in advance of this evening's Board meeting. Dr. Allen requested one correction be made.

MOTION: Motion by Mr. Vogelhut, seconded by Dr. Head and carried by unanimous vote to approve the Minutes of the June 15, 2022 Board Meeting as presented.

COMMITTEE REPORTS

Budget & Finance Committee – Ms. Hastler for Mr. Vido

The Treasurer's Report was prepared by Kathy Cogar, Chief Financial Officer. Operating expenditures for the fiscal year ending June 30, 2022 were within the annual FY2022 budget. Revenues were \$21 million and Expenditures were \$18.2 million. A detailed budget was submitted for review.

Executive Committee – Dr. Allen

The committee did not meet.

Capital Improvements Committee – Dr. Allen

The committee did not meet.

Human Resources Committee – Mr. Vogelhut

The committee did not meet.

OPEB Trust Committee – Dr. Allen

The committee met on Tuesday, June 28, 2022. The committee reviewed the annual transfer of funds to fund the trust. An update was provided on investments and net liability.

Foundation Board – Ms. Martin

The Foundation Board met and discussed the upcoming Summer Reading Kick-off and the November Library Gala. A detailed report was included as part of Ms. Hastler’s CEO report below.

PUBLIC SERVICES REPORTS

Statistics – Ms. Hastler for Ms. Parry

Ms. Parry submitted a detailed report for review.

Programming and Events – Ms. LaPenotiere

Ms. LaPenotiere reviewed the Programming Report, which can be found as part of Ms. Hastler’s monthly report below.

Teen Services – Mr. Simberg

Mr. Simberg reviewed the Teen Services Report, which can be found as part of Ms. Hastler’s monthly report below.

CEO REPORT

Building Projects

Aberdeen –The outdoor sail has been received and installed. A ribbon cutting will be scheduled to celebrate the refreshed branch.

Abingdon Pond Repair –The branch is having continued problems with the new HVAC, including regulating humidity. A meeting was held on June 6th with all involved parties to determine a corrective course of action. The County continues to work with the contractors to get the humidity stabilized with the specification in the contract.

Two bollard lights are not working. Replacements are due to ship later this month.

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 exploring the possibility of incorporating some of the Administrative functions in the building. Library space planning prioritizes designing 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. Meetings to begin the conversation of adapting the branch to include administrative functions began in February and continue. Colimore Architects completed a Bel Air Library Programming and Scope Study in early April 2021 and

it is being reviewed with the county. The Library submitted a State Library Capital Grant to offset some of the cost for fiscal year 2023 in the amount of a \$4,086,000 state grant request and total project amount \$8,513,000. Many thanks to the County Executive, Delegate Susan McComas, Senator Bob Cassilly, and Councilman Chad Shrodes for writing letters of support for the project. The County selected Murphy & Dittehafer Architects for the Schematic Design Phase which is in progress.

There is new discussion that the elevators may need to be completely replaced prior to the construction project beginning in FY 24. The control board is defective and obsolete. County is working with Delaware Elevator to find a viable option.

A walkway bollard light was damaged and we are waiting for a replacement. The item is on backorder until late July 2022.

Darlington Library – The County settled on the new property located at 3535 Conowingo Road in April 2020 and the consultants Colimore/HBM are 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 site plan was finalized. This will be the first library with after-hours locker pickup. The schematic plans are complete and we are now working on interior electrical and furniture layout. Planning continues and interior demolition began July 13, 2021, and is now complete. A pre-bid meeting took place on August 31, 2021, with all bids due September 22nd. The due date was extended to September 29th. The project was approved by the Board of Estimates on October 12, 2021, with construction beginning on November 8th.

Construction is well underway. All demolition was completed, interior wall studs are up, HVAC ductwork was installed and insulated, plumbing rough-in completed, and electric rough-in is in progress. Selection of interior finishes is also in progress. The walls are insulated and the drywall is being installed. Construction is moving along as scheduled. Floor outlets were installed and the concrete poured, walls are painted, and the ceramic tile floor was installed. The wood accent wall has been installed behind the service desk. Outdoor work has begun: trenching for septic is in place and tied in; roof downspouts were installed to empty into the stormwater management pond; storefront glass was installed; parking lot curbing has been framed and concrete poured; new roof installed; and brickwork is complete for the outdoor fireplace. Construction is still on schedule.

Hard hat visits for the Board members have been scheduled July 27 and 28 at 9:30 a.m. Please let Ms. Button know if you are planning to attend and which date works best. .

Edgewood – Sewer line on the HCC side of the building was causing backups into the restrooms on the side. The line was dug up, snaked and checked. The line is now clear and the cleanout now has a cap replaced that was missing.

Havre de Grace – The building was pressure-washed in preparation for application of the spider repellent. Three of the four walls are complete and we are waiting on scheduling for the last wall (facing the parking lot).

The public elevator remains out of service while waiting on a replacement part that has been held up by supply chain issues.

Security Systems –All branches have been updated or new equipment installed. Planning for headquarters is underway.

Dash Cams – All Library vehicles are being fitted with front and rear dash cams. This was a recommendation made by employees who work on the outreach vehicles. Two cameras have been installed and installation for the remainder of the fleet is underway.

Vehicles – The Rolling Reader and Silver Reader Vehicles are due for replacement and have lived a very useful life. They are in the shop more than on the road. We are in the process of purchasing replacements for both vehicles.

OPEB Trust Meeting – The annual meeting was held on June 28th attended by Dr. Allen, Ms. Hastler and Ms. Cogar. The Library made the annual transfer into the fund in the amount of \$280,334. As of May 31, 2022, \$4,661,000 is invested in the Trust for future payments for retiree healthcare. The Library receives regular reports on fees that are charged and shared by members of the Trust along with monthly statements and quarterly reports. The Trust is growing this year and three new local entities have joined and one entity left the Trust. Annually, the library and all the fund entities complete an investment profile and submit.

Emergency Weather – On Wednesday, June 13th, the county experienced severe storms and many areas of the county lost power due to downed trees and high winds. During the following days, the Bel Air Library offered space to LASOS for their day camp along with offering space for remote workers who were without power and internet at home. Kudos to the Bel Air Staff who reworked their plans and were able to accommodate multiple users. The remote workers were set up in the Maryland Room as well as the public floor and the campers had access to the meeting room, children’s department, and media room on the second floor. The branch staff moved afternoon tryout for the upcoming talent show to the Shamrock Park Stage and everyone was very accommodating. In addition, the Library offered lobby space for BGE to set up consumer information tables at several branches to help customers with their utility needs. Several branches lost power during and immediately after the storm with the Aberdeen Branch without power for a longer period.

Fines and Fees

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, “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 materials and will revise procedures to support the new legislation.

Board Trustee Search – Applications remain open for the Trustee position. We received a lovely thank you note from Joshua Oguh who completed his year serving as Student Representative to the Board in June. Tonight, we welcome David Simberg, as the FY 2023 Student Representative on the Library Board.

CML (Citizens for Maryland Libraries) Annual Meeting – Save the Date! – The CML Annual Meeting is scheduled for Saturday, October 15, 9-3 p.m., at the Michael E. Busch Annapolis Library. Registration is not open yet but please save the date if you are interested in attending. More information will be forthcoming.

The Daily Record Women’s Perspective Podcast, Thursday, June 30th – Ms. Hastler participated as a panelist speaking about work and life balance for women.

Independence Day Parades – Library staff and volunteers participated in Independence Day parades in Darlington on Saturday, June 25th, Joppa/Edgewood on Saturday, July 2nd, Havre de Grace on Sunday, July 3rd, and Bel Air on Monday, July 4th. The float décor celebrated the summer reading challenge theme and won third place in its category in the Havre de Grace Parade. Many thanks for the Marketing Team who designed the float, the Facilities team who inspected and made sure the float was in good shape, and all the branch staff who participated in the parades.

Branch Hours Open to the Public – The Library management team has been working on expanding hours open to the public and are recommending that beginning September 6, the branches be open to 8 p.m., Monday through Thursday. Friday and Saturday hours will remain the same (10 a.m., to 5 p.m.). The additional hour Monday through Thursday will coincide with the beginning of the new school year. Many thanks to the Branch Managers and their staff as well as Ms. LaPenotiere for working on this initiative.

Website Server Upgrade - The Library IT Team configured and deployed an Ubuntu Linux server optimized for securely hosting PHP web content this week. It will be another week or so until the process of migrating all HCPL’s website data to the new platform is complete. Many thanks to Adam Romanik for taking the lead on this project.

FY 22 Audit for HCPL and FY 22 Audit for the Library Foundation – The Foundation Audit is underway with the preliminary meeting held this week with the Foundation Director and auditors. The Library audit is also underway.

New Service Delivery Initiative- Pre and Early Literacy – Hatchlings project – The Library is participating in the Hatchlings Project developed by the Mother Goose on the Loose Executive Director through the Maryland State Library Agency. The Hatchlings Project expands our current early and pre-literacy offerings and provides expectant families programming surrounding literacy, language, and family engagement in the library as well in the community. The hatchlings programs focus on the roots of early literacy with equity in mind as it includes under-represented populations, such as English as a second language families, low-income families, families with children of differing abilities and single parent-families. Expectant families are introduced to *Hatchlings: Ready to Hatch* and then encouraged to return for *Hatchlings: In the Nest*, a continuation of the program during the baby’s first four months of life. We are sending a teams of two librarians/library associates to be our project facilitators and training begins in September 2022 and the family programs launch in September/November 2023.

Meetings & Presentations

June 2022

- 6/1 Darlington Library Walk-thru with County Executive
- 6/1 Statewide Staff Development Meeting
- 6/2 MD Humanities Meeting with Executive Director
- 6/2 MD Humanities Finance Committee Meeting

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- 6/3 HCPL Virtual Program: Chesapeake Farm & Bay to Table Rehearsal
- 6/4 MD Dancing for the Arts Gala

- 6/5 HCPL Virtual Program: Chesapeake Farm & Bay to Table Taping
- 6/7 HCPL Board Capital Improvements Committee Meeting
- 6/8 Harford County Education Foundation Meeting
- 6/8 Greater Bel Air Community Foundation Happy Hour
- 6/8 HCPL Virtual Program: Chesapeake Farm & Bay to Table
- 6/9 Harford County Education Foundation Strategic Planning Ad Hoc Committee Meeting
- 6/9 Arthur Brooks Event Meeting
- 6/10 MD Humanities Executive Committee Meeting

- 6/13 Harford County RUN Board Meeting
- 6/13 Darlington Library Design Meeting
- 6/13 HCPL Board Budget & Finance Committee Meeting
- 6/13 HCPL Board HR Committee Meeting
- 6/13 HCPL Virtual Program: Pirates of the Chesapeake Bay
- 6/15 Greater Bel Air Community Foundation Meeting
- 6/15 HCPL Teen Services Meeting
- 6/15 HCPL Children's Services Meeting
- 6/15 HCPL Board Executive Committee Meeting
- 6/15 HCPL Board of Trustees Meeting
- 6/16 Harford County Chamber FY 23 Budget Review
- 6/16 PLA Budget & Finance Committee Meeting
- 6/16 Meeting with CCPL Library Director
- 6/16 United Way - Locust Point ES Library Conversation
- 6/16 Harford County/UHC Quarterly Touchpoint
- 6/16 Harford County Chamber Annual Meeting & Gavel Exchange
- 6/17 Library of Congress and Library Champions Events

- 6/20 Chesapeake Farm & Bay to Table Taping in OC, MD
- 6/21 CTR Summer Solstice Event
- 6/22 The Clubhouse at Ashley
- 6/23 Darlington Library Design Meeting
- 6/23 Daily Record webinar rehearsal
- 6/23 Harford County Education Foundation Strategic Planning Ad Hoc Committee Meeting
- 6/24-6/27 ALA Annual Meeting
- 6/24 ALA Executive Board Meeting
- 6/24 MD Humanities Board Meeting
- 6/25 Darlington Independence Day Parade

- 6/27 ALA Philanthropy Advisory Meeting
- 6/27 Darlington Library Design Meeting
- 6/27 HCPL Foundation Executive Board Meetings
- 6/27 Harford County Women's Commission Meeting
- 6/28 HCPL Board OPEB Trust Meeting
- 6/28 HCPL Foundation Board Meeting
- 6/28 HCPL Foundation Annual Meeting
- 6/29 Capital Grants Review Meeting
- 6/30 The Daily Record Women's Perspective Webinar Presentation
- 6/30 HCPL Board Executive Meeting
- 6/30 2023 MLS LSTA Award Discussion

6/30 HCPL Foundation Gala Kick-off Happy Hour

Programming and Events

The Summer Reading Kickoffs at Aberdeen and Abingdon were very well attended! Between the two branches over 400 customers signed up for the program, completed scavenger hunts, celebrated with a dance party and enjoyed games, crafts and green screen photos.

Mr. Jon & Friends, kicked off our Great Outdoor Summer Series at Norrisville. He was amazing as usual! Close to 100 customers came from far and wide to see his performance.

Havre de Grace customers are loving their ocean creature bracket activity wall. Each customer votes by putting a sticker on their preferred sea animal. They've had stingray vs crab, dolphin vs octopus and shark vs turtle so far. Stay tuned to see who wins!

Sewing has returned to StreamWorks, as librarians Bethany Vangrin and Nancy Jones are hosting bi-monthly drop-in sewing sessions for Grades 3-8. The participants can select from 3 sewing projects with varying skill levels including a reusable snack bag and ocean stuffed animals. The response has been huge and they have established a wait list to control the participants sewing at one time.

Summer Lunches, in partnership with the HCPS, started at Aberdeen, Edgewood, Havre de Grace and Joppa. As a result, Edgewood, especially, has seen an increase of customers coming into the branch.

The Rolling Reader staff: Rebecca Lloyd, Addison Smith and Children Summer Assistant, Chloe Meyer shared this story. A mother who was dropping off her child at the Edgewood APG CDC stopped to talk with them. She said how her child broke down in tears the day before because her child's class was unable to have story time due to the rain. She thanked the staff for coming back. The customer also related that with her husband deployed it was hard as a single parent to find time to take the kids to the library. She expressed how thankful she is that the Rolling Reader comes to the CDC and the YC and how special the staff make her kids feel.

Teen Services

Teen volunteers have been trained to assist with the Summer Reading Adventure. At Jarrettsville, the teens contributed 71 hours to help launch the program, and librarian, Katherine Ellis, is featuring their summer reading picks on social media. Whiteford's volunteers decorated the branch and the windows of their Teen Room. They did a fantastic job!

Edgewood's Candy Bingo proved to be a fun and popular teen program! The teens enjoyed playing traditional bingo and mixing it up with different bingo patterns. Sour and gummy prizes were the most popular. One super-lucky player won multiple games, but generously shared his bounty with the others. Their PlayStation Power Play program has drawn some of their teens off of the computers for some friendly competition on the PS4. Dragonball and Injustice have been the most popular games.

Fallston held a retro video gaming program and a slime program that was ooey-goey fun. Both were well received and popular.

And finally, Norrisville did some clean up this month and shifted a few things around to better highlight some areas of the collection. In doing so, they made a lovely niche for the Young Adult collection.

Marketing & Communications

Social Media:

The HCPL social media audience & interaction continues to grow.

- Facebook = 26,131 total followers
 - HCPL Main Facebook – 8,126 followers
 - HCPL Choose Civility Facebook – 1,138 followers
 - Branch Facebook combined – 18,005 followers
- Instagram = 6,933 total followers
 - HCPL Main Instagram – 1,402 followers
 - Branch Instagram combined – 5,531 followers*

**Please note this number in June's BOT report was incorrect at 4,883 – the number should have been 5462.*

- HCPL Main Twitter – 1,869 total followers
- HCPL Main LinkedIn – 571 total followers
- HCPL Weekly Newsletter – 38,443 contacts/28,640 subscribers
 - Sent out 2 eNews per week for a total of 9 in June

Programs and Partnerships

“Oceans of Possibilities” Summer Reading Adventure 2022

This year's annual Summer Reading Adventure officially kicked off on Tuesday, June 21, with two HCPL Foundation events that featured some of our 2022 sponsors at the Abingdon and Aberdeen Libraries. Attendees enjoyed story time, green screen photos, and more throughout the day.

June 21 was also the first day that pre-registered participants could pick up their registration materials at the branches. HCPL librarians began their annual book talk visits to the schools in their areas in May and students were invited to sign-up in advance online.

Open to children of all ages and adults, the goal of the Summer Reading Adventure is to prevent the “summer slide,” a loss of previously learned knowledge and skills that occurs when students are inactive, or not in school, during June, July, and August.

Youth participants (infants and school-aged children/teens) who sign up receive registration materials* that include an “Oceans of Possibilities” book log where they can record their titles, a voucher for a free ticket to an Aberdeen Ironbirds game, and the 2022 Summer Reading Coupon Sheet that features offers from several local businesses.

Each age group has a required number of books to read in order to complete the adventure. Infants in the Read to Me program should read/listen to 25 books, Preschool-Elementary students should read/listen to 10 books, Middle & High Schoolers should read/listen to 3 books. Participants who complete their required reading earn a completion certificate and a FREE book* of their choosing.

Adults are also welcome to register and they are asked to read 5 books. However, registration incentives and completion prizes are only for ages 18 years and younger.

Summer Reading 2022 runs now through August 27.

- June 21 Kick Off at Abingdon - 360 attendees
- June 21 Kick Off at Aberdeen – 80 attendees
- As of July 10, 2022 - 10,547 customers enrolled in SRA

Chesapeake Farm & Bay to Table - Season 3:

Season 3 of this popular series with Chef John Shields began on Wednesday, June 8, with “The Ties that Bind.” This month’s special guest was Alicia Wilson from The Johns Hopkins University and Johns Hopkins Health System, who was also The Afro American’s Baltimore 2021 Newsmaker of the Year. Joining Chef John & Mary in the kitchen, the trio prepared an African-inspired sweet potato and peanut soup, deviled eggs, beignets with dipping sauce plus chocolate-covered strawberries. The next episode, “Down the Ocean, Hon, Beach Food is Calling” on July 13.

- June 8
- Aired live on Zoom, streamed live on Facebook, Twitter, and YouTube
- Recorded program was also posted to HCPL-Universe for customer viewing
- 147 virtual attendees/views

Pirates of the Chesapeake Bay

Presented by Historian Jamie L.H. Goodall, attendees enjoyed legendary tales of piracy from the harbor of Baltimore to the shores of Cape Charles. Her talk focused specifically on the Golden Age of piracy, from William Claiborne to John James.

- June 14
- Aired live on Zoom, streamed live on Facebook, Twitter, and YouTube
- 72 virtual attendees/views

Community Partnership – Outreach:

Harford County Public Library staff attended the Magic of Science Fair & Family Festival at the Tune Center at Harford Community College. Promotional items were distributed along with information on HCPL resources and services.

- June 11
- 289 visits to the HCPL outreach table

Community Partnership – Outreach:

Harford County Public Library sponsored Fair Housing Day at the Abingdon Library. Organized by the Harford County Association of Realtors (HarCAR), this free event offered an opportunity for potential homebuyers to learn more about fair housing rights, the homebuying process, special home buying programs, and more. Promotional items were distributed along with information on HCPL resources and services.

- June 11
- 14 visits to the HCPL outreach table

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).

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. A \$5.00 administrative fee is due to the HCBF at time of appointment: cash only. Took place at the Abingdon Library.

Community Partnership - Eden Mill Nature Center StoryWalk®:

HCPL has an on-going relationship with Eden Mill and each quarter, creates a fun, educational, self-guided StoryWalk that places the pages of a children's book out in nature! The summer StoryWalk® made its debut at

the end of June when the 2022 Summer Reading Adventure began and will be available through the end of August.

Independence Day Parades

HCPL staff participated in the first of four 2022 parades on Saturday, June 25, in Darlington, where “Oceans of Possibilities” Summer Reading Adventure 2022 and the new Darlington Library were both promoted. The three remaining parades took place the Independence Day holiday weekend – Edgewood/Joppatowne on July 2, Havre de Grace on July 3, and Bel Air on July 4.

Additional Views for Previously Reported Programs, Events, and Partnerships:

- Book Bites, 1-minute videos of “bite-size” book recommendations from Harford County Public Library
 - 432 total views for all age groups
- Previous Episodes of *Chesapeake Farm & Bay to Table*
 - 87 additional views

Press Releases Distributed

- ‘Oceans of Possibilities’ Highlight Harford County Public Library’s Summer Reading Adventure 2022 – June 7
- *Chesapeake Farm & Bay to Table Goes ‘Down the Ocean, Hon, Beach Food is Calling’ on July 13* – June 24

Recent Media Hits and Press Mentions:

Print

- “Chesapeake Farm & Bay to Table Launches Season 3 on June 8” – *Harford County Living Monthly eNewsletter* – June 1 – *APG Weekly eNewsletter* – June 3
- “Summer Reading Adventure 2022” – *I95 Business* (online), *Harford County Chamber of Commerce*, *The Patch – Aberdeen, Bel Air, Fallston*, and *Havre de Grace* – June 7 – *Harford County Living* – June 8 – *Bel Air News & Views* – June 13 – *The Aegis* (online) – June 23 – *The Aegis* – June 24, 29
- “HarCAR to Host Fair Housing Day at Abingdon Library” – *The Aegis* – June 10
- “Chesapeake Farm & Bay to Table ‘Down the Ocean, Hon’ July 13” – *Bel Air News & Views*, *APG eNewsletter*, *The Patch – Aberdeen, Bel Air, Fallston*, and *Havre de Grace*, *I95 Business* (online) – June 24 – *Harford County Living* – June 27

Advertising:

Print

- Harford County Chamber of Commerce Annual Dinner – June 8

Foundation

The next meeting of the HCPL Foundation Board of Directors will be September 27, 2022.

Summer Reading

Summer Reading kick off celebrations began at the Abingdon Library at 10:00 AM on Tuesday, June 21 and concluded at the Aberdeen Library in the afternoon. Our celebration was attended by both Foundation Board members, Foundation Emeritus Board members, Library Board of Trustees members, Summer Reading sponsors, the HCPL marketing department and Kelly Mills from the Edgewood Library sharing her #PlantWildflowers BioBlitz grant funded resources. Both Abingdon and Aberdeen were flooded with excited children and their families ready to register for Summer Reading. A special thanks to our Summer Reading sponsors that contributed to the \$21,500 raised for this year’s program. They are Bel Air Friends of HCPL, Maryland 529, The Highlands School, Harford Day School, Aberdeen Rotary, APGFCU, The John Carroll School,

Horizon Movie Theaters and the Aberdeen Ironbirds. Summer Reading will conclude on August 27th and our end of Summer Reading Celebration will take place on Tuesday, August 30th at Brooms Bloom Dairy from 4:00 PM – 7:00 PM. Please join the Foundation for this free event.

18th Annual Library Gala

The 18th Annual Library Gala will be held on Saturday, November 5, 2022 at the Abingdon Library from 7:00 PM – 11:00 PM. This year's theme is Rock the Yacht! Catalina Island, An Evening in the Stacks.

We hosted a Gala Kickoff Happy Hour on Thursday, June 30 from 5:00 PM to 7:00 PM at the Tiki Bar at Uncle's Hawaiian Grindz. We had about 50 gala supporters attend. Uncle's will be generously donating a portion of the food and beverage purchases from the evening back to the Library. Jonas Vogelhut, Library Board of Trustees member, was the lucky winner of our 50/50 raffle. He graciously donated his winnings back to the Foundation! The revised Gala Catering RFP closed on Monday, June 27 at 12noon. Unfortunately, no new proposals were received for our event. We are currently acquiring individual proposals for a variety of food stations such as sushi, oysters, charcuterie, salads and a carving station. We are excited for the opportunity to work with several local small businesses for this year's Gala. Tickets for the 18th Annual Gala will go on sale on Friday, August 5 at 11:05 AM and tickets will be \$200 per person. Gala sponsorships are still available. All sponsorships include tickets and a parking pass for the event plus recognition prior to, during and post Gala. A special thank you to our current sponsors who have helped raise \$44,500 thus far: Presenting Sponsor at the \$10,000 level – Saxon's Diamond Center, Richardson's Flower and Gifts, Headlining Sponsor at the \$5,000 level – Freedom Federal Credit Union, M&T Bank, Premier Sponsor at the \$2,500 level – Lynch Design and Build, Webixi, Coffee, The Kelly Group, Law Offices of Anthony J DiPaula, P.A., our premier "Sweets" Sponsor – Laurel Bush Family Dentistry, Mary and Mark Hastler, Harford Mutual, our premier "Rock-aokee Lounge" sponsor Campion Insurance, Chesapeake Employers Insurance, Supporting Sponsor at the \$1,500 level – Harford Community College, Towson University in Northeastern Maryland, Bel Air Friends of HCPL, Harford County Government, Harford County Chamber of Commerce, Events by I Did It Myself, Contributing Sponsor at the \$500 level – MidAtlantic Photographic, LLC, The John Carroll School, Jarrettsville Federal Savings & Loan Association, Harford Financial Group, Terry and Steve Troy, Mark and Pam DiBerardino, Sharon and Brian Lipford, Ellin & Tucker, Laurie and Steve Slizewski, Dr William Allen, Law office of Shannon Gahs. The next hybrid Gala Committee meeting will take place on August 4 at 8:30 AM at the Abingdon Library.

Foundation Board News

The Library Foundation Board voted for Carolyn Lambdin to remain Board Chair through FY23. This will be Carolyn's final year as the Foundation Board Chair. Andy Guckert will continue to serve as the Foundation Board Treasurer for another two years. In addition, Mark DiBerardino and Katherine Kelly both have served on the Board of Directors for the maximum amount allowed by the Foundation Bylaws and were named Foundation Emeritus Board Members.

Cultural Arts Board

Applications for Fiscal Year 2023 Community Arts Development Grants were approved for the following organizations:

General Operating Support: Deer Creek Chorale; Harford Artists' Association, Inc.; Harford Chorale Society, Inc.; Harford County Chapter of the Barbershop Harmony Society; Havre de Grace Arts Collective; Scottfield Theatre Company; Susquehanna Symphony Orchestra; Theatreworks Live; Tidewater Players; Upper Chesapeake Chorus of the Sweet Adelines International, Inc.

Art Program Support: Bach Concert Series, Inc. (Bach in Baltimore); Bel Air Recreation Committee; Friends of Jerusalem Mill; Harford Community College; Havre de Grace Farmers Market c/o Community Projects of Havre de Grace, Inc.; Ladew Topiary Gardens; Liriodendron Foundation; Maryland Center for the Visual and

Performing Arts; SUCCESS Project; The Arc Northern Chesapeake Region; The Ed Lally Foundation; The Vestry of Deer Creek Parish

FY23 Arts in Education Grant application approved for Havre de Grace Colored School Museum Wine & Jazz Fest.

FY22 Round 2 COVID Recovery Grants were approved for the following arts organizations: Deer Creek Chorale, Inc.; Harford Ballet Company DBA Ballet Chesapeake; Harford Chorale Society, Inc.; Havre de Grace Arts Collective; Scottfield Theatre Company; Theatreworks Live; Tidewater Players, Inc.; Upper Chesapeake Chorus of the Sweet Adelines International, Inc.

Grant Agreements have been executed with the following organizations: LASOS – Linking All So Others May Succeed; Fallston High School; George D. Lisby Elementary School

ACTION ITEMS

Personnel Changes – July 2022 - Mr. Ross

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

NEW HIRES:

London Hodge, Library Assistant I -Technical Service, Administrative Office, 15 hours per week. Effective Date: July 25, 2022.

Amanda Daiker, Library Assistant II-Circulation, Joppa Branch, 37.5 hours per week. Effective Date: July 25, 2022.

Sara Wecht, Library Associate I-Children Service, Bel Air, 15 hours per week. Effective Date: July 25, 2022.

Nichol Morgan, Library Assistant I-Circulation, Havre de Grace, 15 hours per week. Effective Date: July 25, 2022.

PROMOTIONS:

Jennifer Stewart, Library Associate I, Norrisville Branch, 15 hours per week was promoted to Library Associate II, Norrisville Branch, 15 hours per week based on the completion of the Maryland Library Associate Training Institute. Effective Date: June 12, 2022.

Jamie Hinkle, Library Assistant I, Aberdeen Branch, 15 hours per week was promoted to Library Assistant II, Aberdeen Branch, 37.5 hours per week. Effective Date: July 10, 2022.

Danielle Thompson, Library Assistant I Circulation, Bel Air Branch, 15 hours per week was promoted to Library Associate I Adult Services, Bel Air Branch, 15 hours per week. Effective Date: July 24, 2022.

OTHER CHANGES:

A part time employee has requested not to receive a salary increase again this year, so as to not jeopardize their social security benefits.

Deborah Jenkins, Library Associate II, Fallston Branch, 15 hours per week has been awarded the position of Library Assistant II – Circulation, Whiteford Branch, 37.5 hours per week. Effective Date: June 12, 2022.

Deidrah Reeves, Branch Manager, Whiteford Branch, 37.5 hours per week has been awarded the position of Branch Manager, Norrisville Branch, 37.5 hours per week. Effective Date: July 24, 2022.

Shannon McElroy, Library Associate II, Edgewood Branch, 15 hours per week has been awarded the position of Library Assistant II, Joppa Branch, 15 hours per week. Effective Date: August 7, 2022.

RETIREMENTS:

Mark Gregory, Director of Facilities & Operations, Administration, 37.5 scheduled hours per week. Effective Date: October 1, 2022.

RESIGNATIONS/TERMINATIONS:

Vicki Manning, Library Assistant I – Circulation, Bel Air Branch, 15 hours per week. Effective Date: August 5, 2022.

DISCIPLINARY ACTIONS:

None.

LEAVE OF ABSENCE REQUESTS:

An employee submitted an Unpaid, Long-Term Leave of Absence Request through May 14, 2023.

OPEN POSITIONS:

Aberdeen Branch

- **Library Associate I/II – Adult Services**, Aberdeen Branch, 20 hours per week. Posted internal/external.
- **Library Assistant II- Circulation**, Aberdeen Branch, 37.5 hours per week. Posted internal/external

Abingdon Branch

- **Library Associate I/II**, Abingdon Branch, 15 hours per week. Posted internal/external.

Administrative Office

- **Custodian**, Facilities & Operations Department, Administrative Office, 19 hours per week. On hold.
- **Finance Director**, Finance Department, Administrative Office, 37.5 hours per week. On hold.

Bel Air Branch

- **Library Associate I/II – Sharing the Gift**, Bel Air Branch, 37.5 hours per week. On hold.
- **Library Associate I/II – Adult Services**, Bel Air Branch, 15 hours per week (1Positions). Posted internal/external.
- **Library Assistant I- Circulation**, Bel Air Branch, 15 hours per week (2 position)-on hold
- **Library Assistant I – Circulation**, Bel Air Branch, 15 hours per week. On hold
- **Library Associate III – Outreach- Silver Reader**, Bel Air, 37.5 hours per week. Posted internal/external.

Edgewood Branch

- **Library Associate I/II**, Edgewood Branch, 15 hours per week (3 Positions). Posted internal/external – 2 positions (1 on hold).

Fallston Branch

- **Library Assistant I – Circulation**, Fallston Branch, 15 hours per week. Posted internal/external.
- **Library Associate**, Fallston Branch, 15 hours per week. On hold.

Havre de Grace Branch

- **Library Associate I/II**, Havre de Grace, 15 hours per week. On hold.
- **Custodian**, Facilities & Operations Department, Havre de Grace, 19 hours per week. On hold.

Jarrettsville Branch

- **Library Associate I/II**, Jarrettsville Branch, 15 hours per week. On hold.
- **Library Assistant I – Circulation**, Jarrettsville Branch, 15 hours per week (2 Positions). On hold.

Norrisville Branch

- **Library Associate I/II**, Norrisville Branch, 15 hours per week. On hold.
- **Library Assistant I**, Norrisville Branch, 15 hours per week. Posted internal/external.

Whiteford Branch

- **Branch Manager**, Whiteford Branch, 37.5 hours per week. To be posted.
- **Circulation Manager**, Whiteford Branch, 37.5 hours per week. Posted internal/external. Interviews conducted July 20, 2022. Recommendation to be forwarded.

FUTURE VACANCY DUE TO RETIREMENTS:

None

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.

Dr. Allen requested that approval of the July Personnel Changes be delayed until after Executive Session in order to request clarification on an item.

Conflict of Interest Policy Signatures – Dr. Allen

Dr. Allen noted that all Trustees were provided a copy of the HCPL Conflict of Interest Policy and asked to sign an acknowledgement as part of the annual review process. No additional action was needed.

OLD BUSINESS

There was no old business.

NEW BUSINESS

FY23 Board Committee Assignments – Dr. Allen

Dr. Allen presented the FY2022 committee rosters. Trustees that would like to make any change to their committee assignments were asked to email Dr. Allen directly in advance of the next meeting.

BUSINESS FROM THE CHAIRPERSON

There was no business from the Chairperson.

BUSINESS FROM BOARD MEMBERS

There was no business from Board members.

PUBLIC COMMENTS

There were no public comments.

EXECUTIVE SESSION

Dr. Allen 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;

Dr. Allen requested the Board retire to discuss confidential personnel issues.

MOTION: Motion by Ms. Gahs, seconded by Ms. Wright 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 7:10PM and the Executive Session began at 7:13PM.

Present during the Executive Session were: Dr. Allen, Ms. Gahs, Dr. Head, Ms. Martin, Mr. Vogelhut, Ms. Wright, Ms. Hastler, and Ms. Button.

The Board discussed confidential personnel issues.

MOTION: Motion by Ms. Wright, seconded by Dr. Head and approved by unanimous vote to approve the closing of the Executive Session and resume the Public Meeting.

The Executive Session was closed at 7:35PM and the Public Meeting resumed at 7:36PM.

ACTION ITEMS REVISITED

Personnel Changes – July 2022 - Mr. Ross

Dr. Allen requested a motion to approve the Personnel Changes for July 2022.

MOTION: Motion by Dr. Head, seconded by Mr. Vogelhut and carried by unanimous vote to approve the Personnel Changes as presented.

ADJOURNMENT OF PUBLIC MEETING

There being no further comments or questions, Dr. Allen requested a motion to adjourn the meeting.

MOTION: Motion by Mr. Vogelhut, seconded by Ms. Wright and approved by unanimous vote to approve the adjournment of the Public Meeting.

The public meeting adjourned at 7:39PM.