

**HARFORD COUNTY PUBLIC LIBRARY
FY 2024 BOARD OF TRUSTEES**

MEETING MINUTES

March 21, 2024

Present: Dr. William B. Allen, Chair; Terrance Flannery; Dr. Monique H. Head; Taryn J. Martin; Durbin Vido, Treasurer; Colonel Jonas Vogelhut, US Army, Retired; Michael Woods; Carol Wright, Vice Chair; Mary L. Hastler, CEO; and Jennifer Button

Absent: Student Representative Ava Holloway; 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 6:33PM. Dr. Allen, Chair, assumed facilitation at 6:40PM.

CHANGES TO THE AGENDA

There were no changes to the agenda.

RECOGNITIONS/PRESENTATIONS

Ms. Hastler recognized the following staff member, who was present to observe the Board meeting as part of the Library Associate Training Institute program: Melissa Suther, Library Associate I at Edgewood 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. Woods, seconded by Dr. Head, and carried by unanimous vote to approve the Minutes of the February 15, 2024 Meeting as presented.

COMMITTEE REPORTS

Budget & Finance Committee – Mr. Vido

The committee did not meet.

The Treasurer's Report was prepared by Kathy Cogar, Chief Financial Officer. Operating expenditures for the fiscal period ending February 29, 2024 were within the annual FY2024 budget. Revenues were \$15.9 million and Expenditures were \$14.4 million. Expenditures for Contracted Services were over budget as there have been cost increases for security service, waste removal, and computer support for both hardware and software.

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 – Dr. Head

The committee did not meet.

Human Resources Committee – Ms. Wright

The committee met virtually on March 12, 2024 to review the Personnel Report and conduct its annual review of the *Personnel Manual – Employee Benefits – An Overview of Employee Benefits*. The committee discussed the

need to conduct exit interviews for all employees. The *Overview of Employee Benefits* remained unchanged for FY25 with one edit: the term *grandfathered-in* was replaced.

Foundation Board – Ms. Martin

Ms. Martin noted that tickets are on sale now for the inaugural *Taste of Harford* event. Ms. Martin also shared that a search has begun for a new Foundation Specialist, as Ms. Tramontana will be leaving for a leadership position with another organization. A detailed report is included in the CEO report below.

PUBLIC SERVICES REPORTS

Statistics – Ms. Hastler for Ms. Parry

Ms. Hastler reviewed highlights from the submitted Monthly Statistical Report.

Programming and Events – Ms. LaPenotiere

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

Teen Services – Ms. LaPenotiere for Ms. Holloway

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

CEO REPORT

Capital & Building Projects

Capital Projects Planned for FY 2024

The County Administration has decided to postpone the capital projects originally planned for FY 2024. The County Executive has provided confirmation in a letter, certifying a local minimum match of 45% for the Bel Air Library Renovation Project. Additionally, the County has allocated \$575,000 in FY 2024 County Capital Funds for the Bel Air roof replacement.

Abingdon

The Library Team engaged with the County to address persistent roof leakage issues. The primary areas requiring attention are the coping and flashing. Garland/DBS, Inc. has been contracted by the County to work on coping replacement and redoing the sill plate and caulking. Work on the north side of the roof, focusing on coping and flashing replacement/redoing, commenced on July 3rd as a test to resolve ongoing leaks in that area. Facilities will monitor this section for the next six months. If successful, the rest of the roof will undergo similar treatment. Despite ongoing efforts, additional leaks have occurred during recent storms. The County utilized drones and thermal imaging to inspect the roof the week of January 2nd for further analysis of the continued leaks. The results of the test indicate leaking under the coping. The County asked the contractor to apply round foam underneath to redirect the water. This is being tested at the main handicapped entrance. After a few rain storms if this fixes the problem, it will be stilled along the remain portions of the roof.

The decking to and around the pond is scheduled to be replaced this spring by the Department of Parks & Recreation and the project is scheduled to be complete by April 5th.

Darlington

Story walk frames were installed March 11, 2024. Benches have been installed on the patio.

Edgewood

The County has informed the library about the use of balances from a Community Development Block Grant (CDBG) to repave the Edgewood Library parking lot. The total eligible funding for the project is

\$166,886.21. A recent pre-bid meeting was held, and the county has determined that if the ADA ramp in the back of the building is retained, the parking lot project will not proceed, and funding will not be available. The Library insists that the ADA ramp is crucial for staff and HCC access to the classroom wing. This project is on hold until warmer weather arrives, and the asphalt plants reopen in the spring. The bid process will begin promptly and the project includes ADA accessible access for the both the front and back of the building. After some re-working of the plans for the back sidewalk and realigning the handicapped parking the project is ready to go out for bid. A pre-bid meeting was held on March 11, 2024. The branch may need to close for two days during the repaving.

Fallston

Sidewalks are scheduled for repair/replacement. The project will begin late May/early June and the branch may need to be closed for about two weeks. Shrubbery will be removed in front of the building.

Havre de Grace

A replacement security camera system is on order and will be installed as soon as it has been received.

Facilities is looking at options for the branch's street corner signage. The Havre de Grace Friends is contributing to the cost of the sign. The Library is getting an estimate on the additional masonry work and safety features required in order to install a manual sign.

The public elevator was offline this week and after two elevator repair visits, it is back working.

Administration

The library is exploring the possibility of installing a new electric gate in the back parking lot. Currently, library staff must manually close the gates and lock them at closing.

Board Updates

Trustee Shannon Gahs resigned from the Board, having relocated to Howard County and is no longer eligible to serve. The seat will be filled, and the new Trustee will complete Ms. Gahs' term (until June 30, 2025) and be eligible for their first five-year appointment to the Board. The Board Executive Committee has interviewed candidates for this position and forwarded their recommendation to the County Executive for consideration in December. We have not received any feedback or update on the process to date.

Interviews were held on March 20 for the Student Representative for FY 2025. Selected candidate will be forwarded to the County Executive for appointment effective July 1, 2024. The Board has two openings for Trustees in FY 2024 and we have selected one candidate to move forward. We will continue to recruit for a second Trustee.

Time to Care Act

The new Maryland Time to Care Act (TCA) allows employers to purchase insurance to fulfill their obligations to provide TCA paid leave to employees, instead of contributing to the State Plan. The library has submitted a statement of intent to join the TCA Insurance Collaborative, along with the County. Pending legislation in Annapolis if passed, clarifies the current Act.

Strategic Planning and Futures Thinking

The Library has received two grants to support upcoming strategic planning and futures thinking. The Maryland State Library Agency has awarded \$22,500 for the Strategic Plan and \$13,000 for Futures Thinking, both supported by the Institute of Museum and Library Services (IMLS). The RFP has been completed, and an agreement has been signed with the Maryland-based Quinn Strategy Group led by Ann Quinn, Principal Chief Action Officer. Focus groups, interviews and meetings are ongoing as the consultants gather input and feedback from stakeholders. Staff have participated in two, future trainings and the project continues.

FY 2025 Operating and Capital Budgets

A preliminary budget has been drafted and discussed at the Board Budget and Finance Committee and the Board Capital Improvement Committee. The Library has recommended a 4% salary increase for eligible staff, the return of teen pages for all branches (13 pages, minimum wage, and nine hours per week), and a 10% increase in health care benefits. The total proposed increase is \$1.5 million or a 6.23% increase. This reflects an overall increase of 14% for materials, 14% for operating expenditures; 5% salaries and benefits; 3% contractual services (insurance/equipment/software support; telecommunications; contract services.) The budget was submitted on February 9th.

The library met with the County Executive and his staff on March 5th and the County Executive expressed that in the best case it will be a flat budget as state revenue projections are down substantially. His priorities are education and safety. We also discussed the capital projects including the Bel Air renovation and he expressed concern with prevailing wage requirements and that the state does not provide 50% funding for library projects. We understand that the County Executive followed up with a letter to our delegation, dated March 6, expressing his concerns regarding prevailing wage and that the county is not in a financial position to move forward with or without the state grant.

Maryland Connected Device Program

The Library is supporting the County's initiative to distribute 2,500 Chrome Books to eligible families. On Saturday, March 9th, the County distributed more than 250 laptops to eligible families at the Edgewood Library. It was a busy day and the recipients were very appreciative.

Late Opening

The Library opened at 12 noon on Saturday, February 17, due to inclement weather.

Phishing, Spam, and Network Security – Ms. Hastler reported that for the past seven days, the library received 498 Phishing emails; 3,348 Spam emails; two emails containing Malware; and 2,061 emails blocked due to protection. During the same seven days, the firewall shielded the network from 14.8 million attacks including 3,268,880 blocked connection attempts and 1,058,940 failed connection attempts. Majority of these attacks are being attributed to automated bot activity.

Meetings & Presentations

February 2024

- 2/1 Lincoln: Quarterly Retirement Plan Review for HCPL
- 2/1 HCPL Program: Romance Festival
- 2/2 MLA Legislative Panel
- 2/2 RUMP
- 2/3 Omega Psi Phi Book Dedication
- 2/3 Oratorical Contest
- 2/3 Havre de Grace Ice Festival

- 2/5 MD State Library Intergovernmental Relations Task Force Meeting
- 2/6 Zindzi-Finch Futures Training
- 2/6 HCPS Library Planning Workgroup
- 2/7 Guest DJ - HCPS Bowtie Breakfast
- 2/8 HCPL Strategic Planning Meeting
- 2/9 Legislative Briefing

- 2/12 MD State Library Intergovernmental Relations Task Force Meeting
- 2/12 District 37 Meeting
- 2/13 Maryland Library Day in Annapolis
- 2/14 Harford County Education Foundation Meeting
- 2/14 HCSO Active Assailant Training

Board Meeting Minutes – March 21, 2024

- 2/15 HCPL Board of Trustees Meeting
- 2/20 Strategic Planning Meeting
- 2/20 Financial Education for Customers Meeting
- 2/21 Ramp MD Meeting
- 2/22 LATI Meeting

- 2/26 MD State Library Intergovernmental Relations Task Force Meeting
- 2/27 Harford Chamber Government Affairs
- 2/27 HCPL Conversation with the CEO for Supervisory Staff
- 2/27 HCPL Foundation & Executive Board Meetings
- 2/28 Strategic Planning Retreat
- 2/28 Harford County Investment Committee Meeting
- 2/29 MD Humanities Finance Committee Meeting
- 2/29 HCPL Program: Meet the Author: Dr. William B. Allen

Programming and Events Highlights

The slime lab activity was a hit among Aberdeen's Homeschool Connect students. They made guesses and observations on their lab sheets as they did experiments measuring the slimes' properties.

Abingdon's Black Arts Movement program, presented by The State Library Resource Center, attracted both adults and teens.

Two half-day school programs were enjoyed by over 160 customers at Bel Air's Winter Obstacle Course and Life-Sized Candyland programs!

The Black History Month scavenger hunt at both Edgewood and Darlington highlighted important figures in African American History.

A successful event featuring art, music, and crafts for Roye-Williams elementary students and their families drew over 200 attendees to Havre de Grace.

Jarrettsville Elementary School Art Show Open House brought over 400 people to the library. Many families renewed library cards and checked out materials after seeing their child's artwork.

Artwork from the talented students at North Harford Middle adorned the Whiteford library this month for their annual North Harford Middle School Art Show. The pieces were enjoyed by customers of all ages!

Joppa's Meet the Author event featuring Ned Tillman, author of "Good Endeavour: A Maryland Family's Turbulent History 1695-2002", received great attendance and positive feedback from attendees.

On a local Facebook group page, a mom asked if anyone knew of any music and movement classes. She wanted something like library story time but without the books. Staff member Laura Dudzinski responded and told her about Bel Air's upcoming programs. The mom responded with, "Thank you! We love going to all the programs. I should have assumed you guys had it together. I've lived in multiple places around the country, and HCPL has the most robust calendar of events I have ever seen. This includes the King County Library in Seattle, which is considered amazing. It has nothing on you guys."

Teen Services Highlights

Aberdeen's Teen Crafternoon introduced the art of crochet to eager participants. Attendees received crochet hooks and yarn to practice at home.

Young adults gathered in Darlington and had a blast doing the jigsaw puzzle. They were calling other friends to meet up and puzzle together. The event proved to be a hit, with attendees expressing a desire for regular puzzle sessions.

Another successful Fallston Teen After Hours, Live Action Among Us, attracted both returning and new participants. They got theatrical with their “deaths” when being killed by the imposters.

Snow or sun, Havre de Grace teens come back time and again for Teen Time. This month, they were interested in Smash, Mario Kart, card games, Shrinky Dinks, galaxy jars, and no-sew crafts! Havre de Grace had their highest turnout yet for Teen Time: 19 teens!

Norrisville’s Teen Time was a great success this month with middle school and high school friends. They played board games, Switch, and Wii, and talked, snacked, and crafted with duct tape!

Seventeen youth came to Joppa’s Teen After Hours. The Wonka-mania-themed event (rescheduled from snowed out January) had teens searching for clues throughout the library to find their golden ticket (and chocolate reward). They also pinned the paper bubblegum on Violet Beauregard and did Wonka-themed word searches and coloring sheets.

Marketing & Communications

Social Media

The HCPL social media audience & interaction continues to grow.

- Facebook = 31,938 total followers
 - HCPL Main Facebook – 9,601 followers
 - HCPL Choose Civility Facebook – 1,158 followers
 - Branch Facebook combined – 22,337 followers
- (All 11 branches, Choose Civility, Rolling Reader, Silver Reader)
- Instagram = 8,948 total followers
- HCPL Main Instagram – 1,864 followers
- Branch Instagram combined – 7,084 followers
 - (All 11 branches, Choose Civility, Rolling Reader, Silver Reader)
- HCPL Main X (formerly Twitter) – 1,930 total followers
- HCPL Main LinkedIn – 786 total followers
- HCPL Weekly Newsletter – 37,485/26,518 contacts/subscribers
 - Sent 1 eNews per week for a total of 5 in February

Programs and Partnerships

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.

Winter Reading 2024

Originally scheduled to end on March 2, Winter Reading 2024 will now end on Saturday, March 16.

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 2024 Winter Reading special collector’s edition mug*.

In addition to the reading component, a *Book Your Journey* Passport is also available to customers and may be picked up at any HCPL location. Collect stamps in your passport by visiting select Harford County businesses,

aka stops, and/or participating in HCPL Winter Reading activities. Once you have at least 8 different stamps, return your Passport to any HCPL location to earn a 2024 Winter Reading tote bag*.

A special THANK YOU to our 2024 Winter Reading Sponsors: APGFCU; BGE; White Square Vascular Surgery; Harford County Public Library Foundation; Bel Air, and Havre de Grace Friends of HCPL.

*While Winter Reading runs through March 16, 2024, mugs and tote bags are only available while supplies last.

Below Winter Reading numbers as of March 11:

- Enrollment = 3,412 (Adult 3,063 + Teen 349)
- Program Completers = 2,369 (2,164 Adults + 205 High School)
- Total Books Logged = 13,898
- Total Community Activities Logged = 2,350

Romance Author Fest

Meet Maryland-based Romance Authors from 4:00-6:00 pm

We kicked off the month of love in style! Customers were invited to spend the afternoon visiting with Maryland-based romance authors where they could chat with the authors, purchase their books, and have them autographed, too! Maryland Authors who joined us that day were Christi Barth, Cheryl Barton, Anna Bennett, Christina Elle, M.K. Hale, Nonna Henry, Rebecca Rivard, Mona Shroff, M.C. Vaughan, Kristie Wolf, Jennifer Vido, Diane Wylie, and Nancy Yeager.

Meet the Author-Mary Jo Putney from 6:30-7:30 pm

We were honored to host Maryland's very own Mary Jo Putney, *New York Times* and *USA Today* bestselling author, in conversation with Library CEO, Mary Hastler, to discuss her latest release, "Silver Lady". Our partners at Kensington Books provided free copies of this book for each attendee. Ms. Putney stayed after her presentation to sign books and to have her photo taken with customers.

- February 29
- Abingdon Library
- 60 attendees for Meet Maryland-based Authors
- 65 attendees for Meet the Author: Mary Jo Putney

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 Quiltmakers* by Dr. B.K. Edmond is this year's dedicated title and the author was on hand for a discussion about his book.

- February 3
- Havre de Grace Library
- 45 attendees

Havre de Grace Ice Festival

HCPL participated in the 2024 Havre de Grace Ice Festival. The Festival theme this year was "Magic, Monsters & Make Believe!" with our ice sculpture representing a fortune teller. We also featured a snow machine and a bubble machine- making HCPL a sheer delight, for both young and old alike.... we were one of the most popular stops on the Festival route.

- February 3
- Havre de Grace Library
- 107 attendees

Meet the Author: Tracy Banghart

Harford County native and author of *Love Like Chocolate*, Ms. Banghart shared her sweet story of family, traditions, and chocolate with families on a Saturday afternoon. Books were available for purchase and attendees had the opportunity to have their books signed.

- February 10
- Bel Air Library
- 44 attendees

The 10th Annual Film This! Book Trailers Contest

The deadline for submissions was February 15 and entries have been reviewed by library staff. Winners will be announced at a red-carpet premiere at the Abingdon Library on March 15. Additional details and contest guidelines are available at HCPLonline.org.

Community Outreach – Harford County Chamber Minority & Small Business Fair

HCPL was a sponsor for this annual event that highlights local resources available to minority and small business owners. As such, staff assisted at the registration table and distributed hand sanitizer to attendees.

- February 15
- Harford Community College (HCC)
- 113 attendees

Meet the Author: Ned Tillman

Established in 1695 when a family of English colonists acquired the rights to 110 acres of land near the Port of Joppa on the Chesapeake Bay, Good Endeavour Farm remained in Ned Tillman's family for three centuries. In his novel, *Good Endeavour: A Maryland Family's Turbulent History 1695-2002*, Mr. Tillman shares the story of his family and also offers a window into the evolution of the nation we live in today. Attendees were able to purchase books and have them signed at the end of night.

- February 15
- Joppa Library
- 29 attendees

Meet the Author: Dr. William B. Allen - King George III as Liberal Reformer: The Enlightenment and the American Revolution

In conversation with the Honorable Alex M. Allman, Dr. William B. Allen discussed his new book, *Montesquieu's The Spirit of the Laws, A Critical Edition*. The recently opened Royal Archives show that George III, before he ascended to the crown, also translated *Spirit of the Laws*. Dr. Allen reflected upon the implications of King George's translation for the Revolution as well as to compared it with his own translation. This program was recorded and will be available for future viewing at HCPLonline.org.

- February 29
- Abingdon Library
- 35 attendees

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. Took place 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! February is the final full month for this year's winter title, *Hibernation Station*, which is in place through the beginning of March.

Recurring Program Templates

Recurring program graphic templates, in the form of fillable PDF files for flyers and postcards as well as program social media graphics, have been designed for each branch. These materials will be used for consistently repetitive weekly and monthly programs. Since these programs happen on a regular basis each quarter, this new process eliminates the need for branches to fill out and submit Marketing Request Forms (MRF) for more than 60 different programs at all 11 branches.

Marketing Request Forms (MRFs) Completed in February

Promotional materials for HCPL programs and events are created, proofed, and produced by the team. The group completed nearly 126 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 weblides. These MRFs include materials and promotions needed for system-wide events coordinated by the Marketing team as well as branch programs, and Foundation events/initiatives.

HCPL's 4th Annual Women's Summit

This very special event was held at the Abingdon Library on March 5 in celebration of Women's History Month. A full summary will be included in next month's report.

Additional Views for Previously Reported Programs, Events, and Partnerships

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

Recent Media Hits and Press Mentions

Press Releases Distributed

- *HCPL Opening at Noon Today, Saturday, February 17* – February 17
- *HCPL Foundation Elects Six New Board Members* – February 27

Advertisements

- *HCPL Congratulates the 2024 Harford County Leading Women Yesterday Today and Tomorrow* – 2024 Harford County Leading Women Awards – February 15
- *HCPL is Proud to Support the Donald J. Waldon Scholarship Banquet* – Iota Alpha Lambda Education Foundation – February 23

Print

- "Best of Harford – Rainy-Day Activity, Honorable Mention: Bel Air Public Library" – *Harford Magazine* – Spring 2024
- "HCPL Foundation Elects Six New Board Members" – *Harford County Chamber of Commerce, I95 Business* (online), *The Patch – Aberdeen, Bel Air, Fallston, Havre de Grace* – February 27
- "What's Open, Closed on Presidents' Day 2024" – *Bel Air Patch* – February 19
- "Speaker Packages 'Decency Agenda,' Releases Video Ahead of Legislative Push" – *Maryland Matters* – February 15

- “Marilyn K. Lewis, Real Estate Agent and Supporter of Women’s Rights, Dies” – *The Baltimore Sun* – February 9
- “HCPL 4th Annual Women’s Summit” – *Harford County Chamber of Commerce, I95 Business* (online), *The Patch – Aberdeen, Bel Air, Fallston, Havre de Grace* – February 8 – *Bel Air News & Views* – February 9 – *I95 Business eNewsletter* – February 15 – *Harford County Living* – February 19 – *Harford County Living eNewsletter* – Spring 2024
- “Harford Councilman Penman: ‘King Cassilly’s Intent is to Bully the County Council and Mislead Our Community Members” – *The Dagger* – February 6
- “Dr. William B. Allen Discusses New Book February 29 at Abingdon Library” – *I95 Business* (online), *The Patch – Aberdeen, Bel Air, Fallston, Havre de Grace* – February 1 – *Harford County Living* – February 2 – *Bel Air News & Views* – February 7 – *The Aegis* (online) – February 13 – *The Aegis* – February 14

Foundation

The Harford County Public Library Foundation met on February 27th at 6:30 p.m. at the Abingdon Branch. The next meeting will take place on March 26th.

Board Expansion:

In February, the Foundation was enriched with the addition of five new Directors: Sarah Klein, Lee Tayson, Jonathan Waterhouse, Rachel Harbin, and Silvana Bowker. Their diverse expertise and community engagement experience are invaluable assets to our Board. We are also excited to review Jamila Mettee’s resume in March, as she is a promising candidate for one of the final two spots on the Foundation Board.

Foundation Operations:

We are proud to share that our efforts to enhance the Foundation's digital presence and materials are yielding results. We have successfully updated the Foundation’s Board page and launched a new page advertising the Taste of Harford. Courtney Tramontana, Foundation Specialist, will be leaving her position in April and pursuing her dream position as Associate Director of Youth Programming at the Aberdeen EpiCenter. We are very happy for Courtney and wish her well. Recruitment is underway for the position.

Upcoming Events:

Our upcoming event, the Taste of Harford, is a testament to the power of collaboration and community spirit. This epicurean event, to be held on May 19th at Vignon Manor Farm in Darlington, is a joint effort with Visit Harford, Harford County Farm Bureau, Harford County Health Department, Harford County Ag Advisory Board, and the State Department of Agriculture. We are proud to have over 30 local restaurants and farms, including Lib’s Grill, The Local, Pairings Bistro, Crossroads Bistro, Abbey Burger Bistro, Harford Vineyard, Fiore Winery, Market Street Brewery, Independent Brewing Company, Broom’s Bloom Dairy, Say Delicious, High View Farm, and Pondview Farm and Catering, as confirmed participants for this event to date. Tickets and sponsorships are available online.

SIAB declined the Foundation’s grant proposal for the proceeds of their golf tournament; however, the organization invited us to apply for a \$2,000 sponsorship for the Taste of Harford.

Looking ahead, the Foundation aspires to organize a 2024 Night Out With an Author, an art exhibition featuring the Gala theme and works from several local artists, and a Santa Summit.

DRAFT Statement of Financial Position as of January 31, 2024

Assets

Checking/Savings	\$	1,471,931.99
Accounts Receivable/Prepaid-Other		<u>37,620.00</u>
Total Assets	\$	<u>1,509,551.99</u>

Liabilities & Equity

Board Meeting Minutes – March 21, 2024

Accounts Payable	\$ 1,425.00
Other Liabilities	<u>168,115.23</u>
Total Liabilities	\$ 169,540.23
Equity	
Temporarily Restricted Net Assets	\$ 1,312,745.10
Board Designated Net Assets	2,258.99
Unrestricted Net Assets	-108,832.46
Net Income	<u>133,840.13</u>
Total Equity	\$ <u>1,340,011.76</u>
Total Liabilities & Equity	\$ <u>1,509,551.99</u>

Cultural Arts Board

On October 2, 2023, the Board elected the following individuals to serve as officers for the Harford County Cultural Arts Advisory Board for 2023-2024: (a) Chuck Bowden--President, (b) Angie Sokolov--Vice President, and (c) Peter McCallum--Recording Secretary.

At the January 8, 2024 meeting, the Board welcomed guests to their meeting, prospective Board members who had submitted applications for Board service to the County Executive's office in late 2022. After interviews and recommendations by the Arts Advisory Board nominating committee, these candidates had continued to communicate with the Board and participate in programming. They were invited to attend the meeting to increase connection and learn more about the Board's work.

On Thursday January 11th Harford County Cultural Arts Advisory Board hosted another successful Quarterly Arts Gathering. Singing and instrumental artists were invited to get to know each other and the Board better; learn about arts opportunities, resources, and events; and enjoy being part of the creative community.

On Friday, January 12th, the Chairperson of the Cultural Arts Advisory Board received an email from the Harford County Executive's office stating that he and three other members were being reappointed to the Board. It was then discovered the other seven members who had reapplied would not be re-appointed to continue service on the Cultural Arts Advisory Board.

The following individuals were reappointed: Chairperson Chuck Bowden; Gigi Devanney; Bill Rothenbach; Erin Whipple.

We wish a fond farewell to the following seven Arts Advisory Board members: Vice Chair Angela Sokolov; Secretary Peter McCallum; Chris Depkin; Karen Heppen; Sierra Keys; Christina McLoughlin; Heidi Neff Chuffo.

With these seven members, we lose a dedicated and proficient team of volunteers with a combined service of 38 years to the Harford County Cultural Arts Advisory Board. The departing members include Board leadership – both the Vice Chair and the Secretary, as well as our direct connection to Harford Community College Department of Art+Design, our direct connection to the Harford County Continuum of Care community, a retired nonprofit finance professional, a grants director and arts consultant, a former Maryland public schools instructional director, numerous arts educators, and individuals with professional backgrounds in the literary and theatre arts.

Maryland Arts Day is the annual state-wide advocacy day for funding the arts sector, i.e – the Maryland State Arts Council budget. Over 350 people celebrated the return to an in-person event hosted by Maryland Citizens for the Arts on Tuesday, February 13, 2024.

Harford Living Treasure Nomination forwarded to Harford County Council for the following:

- Frances Ann Matthews
- Dion Guthrie

A new episode of [Kaleidoscope](#) was released in partnership with [Harford TV](#), featuring the following hardworking folks doing amazing things in our creative community:

- Musician Sarahia Benn
- The grand opening of Graw Alley at Harmer's Town Art Center, and
- we "Shine a Light" on Susquehanna Symphony Orchestra's Maestro Sheldon Bair.

Arts in Education Grants approved for the following:

- George S. Lisby Elementary School– Kindergarten Trip to STAR Centre to see Cat in the Hat performance
- St. Joan of Arc School– Pre K – 2nd Grade Trip to STAR Centre to see Cat in the Hat performance
- St. Joan of Arc School– 3rd – 8th Grade Trip to STAR Centre to see Harriet Tubman & the Underground Railroad performance

Grant Agreements Executed with the following arts organizations to support General Operations during FY24:

- B4 Youth Theatre
- Deer Creek Chorale
- Harford Artists' Association, Inc.
- Harford Choral Society
- Harford County Chapter of the Barbershop Harmony Society – Bay Country Gentlemen
- Harmer's Town Art Center, Inc.
- Havre de Grace Arts Collective
- Scottfield Theatre Company
- Susquehanna Symphony Orchestra
- Theatreworks Live
- Tidewater Players
- Upper Chesapeake Chorus

Grant Agreements Executed with the following organizations to support Arts Programming during FY24:

- Arc Northern Chesapeake Region: FY 2024 Sprout Film and Art Festival
- Bach Concert Series: Programming open to the general public and located in Harford
- Bel Air Recreation Committee: 2023 Bel Air Festival for the Arts & BA Community Chorus
- Friends of Jerusalem Mill: 2024 Summer Concert Series
- Harford Community College: FY24 Arts Programming
- Havre de Grace Farmers' Market: Harford Musician performances at the market (Saturdays)
- Ladew Topiary Gardens: Garden Glow October 2023
- Liriodendron Foundation: Music at the Mansion concert series
- Maryland Center for the Visual & Performing Arts, Inc.: 9th Annual Harford Plein Air Painting Festival; Arts Across Harford; Harmony Woods Music Fest; Instrument Petting Zoo; Rejoice; Folk Songs of African-Americans; Expanded workshops for students of Irish dance and beginners with the Paloma School of Irish Dance at The Highlands School, followed by an evening performance; a program of Korean culture and heritage; Affordable Master Classes Close to Home; Sing Out Saturday - A monthly open concert at various locations throughout the county; Three Artists; and S.T.E.A.M. Camp.
- S.I.A.B.: 2023 Inaugural Maryland Italian Fest performers
- Vestry of Deer Creek Parish: Deer Creek Coffeehouse

Grant Agreements Executed with the following organizations to support Arts Programming during FY24:

- George D. Lisby Elementary School Bus Trip to Star Centre for The Cat in the Hat Performance
- St. Joan of Arc School Trip to Harriet Tubman & the Underground Railroad performance at Star Centre
- ST JOAN OF ARC SCHOOL BUS TRIP TO STAR CENTRE FOR CAT IN THE HAT PERFORMANCE
- Ballet Chesapeake Nutcracker Sweets performances for preschools

- Storytime Event at Bakerfield Elementary School – Boyd A Event at Bakerfield Elementary School
- Rich Simpson | Storytime Event at Bakerfield Elementary School
- Author Lindsey Pope | Storytime Event at Bakerfield Elementary School
- Southampton Middle School - Making Students' Voices Visible
- Havre de Grace Colored School Museum and Cultural Center - Arts, Wine, Jazz and Soul Festival Chandra & The Ryze Band, Antonio Hancock, and Howard "Funkyfoot" Brooks | Arts, Wine, Jazz and Soul Festival

Dr. Allen commended the Teen Librarians for their robust programming. He also shared his hope that funding could be identified within the FY25 budget for the planned return to teen page positions despite the anticipated lack of additional funding from the County.

Dr. Allen requested a copy of the Freedom to Read legislation that was recently approved in Annapolis and Ms. Hastler will follow up.

ACTION ITEMS

Personnel Changes

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

NEW HIRES:

Irene Ragan, Library Assistant II- Circulation, Havre de Grace, 15 hours per week. Effective Date: March 4, 2024.

Elizabeth Shayegh, Library Assistant II – Circulation, Jarrettsville Branch, 15 hours per week. Effective Date: March 4, 2024.

Beata Turnquist, Children Summer Assistant-Rolling Reader, Edgewood Branch, temporary summer position. Effective Date: May 28, 2024.

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 Maryland Library Associate Training institute program, effective March 17, 2024:

- **Deborah Hall**, Havre de Grace Branch, 15 hours per week.
- **Stevie Knight**, Children’s Services, Aberdeen Branch, 37.5 hours per week.
- **Victor Hensley**, Abingdon Branch, 15 hours per week.
- **Rachel Larkin**, Teen Services, Joppa Branch, 37.5 hours per week.
- **Rebecca Hillenburg**, Teen Services, Aberdeen Branch, 37.5 hours per week.

OTHER CHANGES:

None

RETIREMENTS:

Amy Kraft, Library Associate II, Bel Air Branch, 37.5 scheduled hours per week, 34 years of service, plans to retire effective July 1, 2024.

Hope Stavros-Barnoff, Library Assistant II, Bel Air Branch, 37.5 scheduled hours per week, 17 years of service, plans to retire effective July 1, 2024.

Johneva MicKey, Library Assistant II, Jarrettsville Branch, 37.5 scheduled hours per week, 30 years of service, plans to retire effective July 1, 2024

RESIGNATIONS/TERMINATIONS:

Laura Tilghman, Library Associate II, Fallston Branch, 15 hours per week. Effective Date: February 26, 2024.

Courtney Tramontana, Foundation Specialist, Administrative Office, 37.5 hours per week. Effective April 19, 2024.

DISCIPLINARY ACTIONS:

None

LEAVE OF ABSENCE REQUESTS:

An employee 37.5 hours per week, has requested FMLA intermittent leave for own serious health condition effective February 21, 2024.

An employee 37.5 hours per week, has requested FMLA for own serious health condition and newborn, effective May 27, 2024.

An employee 37.5 hours per week, has requested intermittent FMLA for the care of a family member, effective March 1, 2024.

OPEN POSITIONS:

Aberdeen Branch

None

Abingdon Branch

None

Administrative Office

- **Finance Director**, Finance Department, Administrative Office, 37.5 hours per week. On hold.
- **Administrative Assistant**, Administration, Administrative Office, 37.5 hours per week. On hold
- **Graphic Designer** Marketing Department, Administrative Office, 37.5 hours per week. Posted internally/externally. Interviews scheduled for April 1st & 2nd.
- **Virtual Services Manager**, Information Technology Department, Administrative Office, 37.5 hours per week. Reviewing position description.
- **Foundation & Community Engagement Specialist**, Foundation Department, Administrative Office, 37.5 hours per week. Posted internally/externally.

Bel Air Branch

- **Library Associate II – Opening the Gift Coordinator**, Bel Air Branch, 37.5 hours per week. This position was previously 28 hours per week, added 9.5 hours to construct this position to full-time, 37.5 hours per week. Reposted internally/externally.
- **Library Assistant II – Circulation**, Bel Air Branch, 15 hours per week (2 Positions). On hold.
- **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 Library Associate I/II – Opening the Gift Coordinator to make it full-time. On hold.
- **Custodian**, Bel Air Branch, 37.5 hours per week, On hold.

Darlington Branch

None

Edgewood

- **Library Associate I/II**, Edgewood Branch, 15 hours per week. On hold.

Fallston Branch

- **Library Associate I/II**, Fallston Branch, 15 hours per week. Added 5 hours, posted as 20 hours per week. Posted internally/externally.

Havre de Grace Branch

None

Jarrettsville Branch

None

Joppa Branch

None

Norrisville Branch

None

Whiteford Branch

None

FUTURE VACANCY DUE TO RETIREMENTS:

- **Senior Payroll Specialist**, Administrative Office, 37.5 hours per week. Effective Date: April 1, 2024. [Cindy Narup] Posted externally/internally.

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 information on the Finance Director position which has been vacant for the past four years.

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

Personnel Manual – Employee Benefits – An Overview of Employee Benefits for FY25

The *Overview of Employee Benefits* remained unchanged for FY25 with one edit: the term *grandfathered-in* was replaced.

MOTION: Motion by Mr. Vido, seconded by Colonel Vogelhut, US Army Retired and approved by unanimous vote to approve the Personnel Manual – Employee Benefits – An Overview of Employee Benefits for FY25.

OLD BUSINESS

There was no old business.

NEW BUSINESS

Dr. Allen noted that the annual election of Board Officers would occur at the May meeting. He requested that he 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

Dr. Allen thanked all staff, especially Ms. Greenly Smith, for a wonderful evening discussion of his new book, in conversation with The Honorable Judge Alex Allman. Dr. Allen noted he is working on his next book and hopes to return as a guest author next year!

BUSINESS FROM BOARD MEMBERS

There was no business from Trustees.

PUBLIC COMMENTS

There were no public comments.

ADJOURNMENT OF PUBLIC MEETING

MOTION: Motion by Mr. Flannery, seconded by Dr. Head and approved by unanimous vote to adjourn the Public Meeting.

The public meeting adjourned at 7:10PM.