

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

**MEETING MINUTES**

**October 18, 2023**

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**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**

Dr. Allen, Chair, called the meeting of the Harford County Public Library Board of Trustees to order at 6:28PM.

**CHANGES TO THE AGENDA**

There were no changes to the agenda.

**RECOGNITIONS/PRESENTATIONS**

**FY2023 Annual Audit Presentation**

Ms. Cogar introduced and welcomed Dan Kenney, Engagement Partner, from Mitchell Titus who provided a summary of the Fiscal Year 2023 Audit of the Harford County Public Library. Mr. Kenney reviewed the responsibilities of management and the auditors, as well as highlights of the Independent Auditors Report as of June 30, 2023, and provided a brief explanation of the type of information included in the report. Included in Mr. Kenney's overview were audit highlights, core team members, fraud considerations, summary of audit results, and required communications and other matters.

The Management Discussion and Analysis was a narrative written by the Library's management team and provided an overview of the Library's financial activities for the fiscal year.

The Independent Auditor's Report reflected an unmodified opinion, the highest opinion possible, which means the Library's financial statements are fairly and appropriately presented, without any identified exceptions, and in compliance with Generally Accepted Accounting Principles (GAAP), according to the auditors' judgement. The audit was completed using Government Auditing Standards.

Mr. Kenney noted that his firm did not audit the supplementary financial statements of the HCPL Foundation since that information was audited by other auditors. However, those documents were included in this report since the Foundation is a component unit of the Library. Financial statements for the Other Post Employment Benefit (OPEB) Trust were also included in the report since the Library has fiduciary responsibility over the Trust.

There were no new accounting policies adopted in FY2023.

In summary, the Library received a clean report.

Mr. Vido expressed his pleasure with the audit result, and thanked Ms. Cogar for her continued good work as CFO. Colonel Vogelhut, US Army Retired, and Dr. Allen echoed Mr. Vido's sentiment and thanks.

**Library Associate Training Institute Candidates** - Ms. Hastler introduced the following staff, who were present to observe the Board meeting as part of the Library Associate Training Institute program: Amy Corselius, Library Associate I at Bel Air Library; Rebecca Hillenburg, Library Associate I at Aberdeen Library; and Jessica Miller, Library Associate I at Fallston 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 Dr. Head, seconded by Colonel Vogelhut, US Army, Retired, and carried by unanimous vote to approve the Minutes of the September 21, 2023 Meeting as presented.**

### **COMMITTEE REPORTS**

#### **Budget & Finance Committee – Mr. Vido**

The Treasurer's Report was prepared by Kathy Cogar, Chief Financial Officer. Operating expenditures for the fiscal period ending September 30, 2023 were within the annual FY2024 budget. Revenues were \$6.2 million and Expenditures were \$5.6 million. Expenditures for Contracted Services were over budget as several annual contracts, Polaris, Envisionware (Library software), and OCLC (cataloging), are paid in July/August.

The Budget & Finance Committee met on October 10, 2023 to review the audit and to discuss both capital projects and the FY2025 preliminary Operating and Capital Budgets.

Dr. Allen noted that nearly 77% of the operating budget is spent on personnel costs.

#### **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 did not meet.

Dr. Allen requested the committee meet to review the draft Human Resource Report before it is presented to the full Board.

#### **Foundation Board – Ms. Wright**

The Foundation Board met to discuss continued Gala planning. The event is sold out and focus has shifted to selling raffle tickets for the spectacular items donated by Saxon's. This year's Gala has exceeded all expectations for sponsorships and anticipation for the event is high. A detailed report is included in the CEO report below.

### **PUBLIC SERVICES REPORTS**

#### **Statistics – Ms. Parry**

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

Dr. Allen requested an explanation on why users may be seeing a "system daily cap" when attempting to download digital materials on Hoopla. Ms. Parry and Ms. Hastler shared that the daily cap is due to budgetary limits; once the limit is reached, no additional downloads are possible for that 24-hour period. The Library currently budgets approximately \$600,000 for the service. Ms. Hastler noted that a similar service, Libby, is a less expensive service since the Library shares the cost as part of a consortium. However, both services are heavily used and will continue.

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

**Abingdon** – The Library Team met with the County to address ongoing roof leakage issues. The coping and flashing are identified as the primary areas in need of attention. The County has contracted with Garland/DBS, Inc. to work on coping replacement and redoing the sill plate and caulking. Work on the north side of the roof coping and flashing replacement/redoing began on July 3rd. This work is limited to the north side of the building, where leaks have been more frequent, as a test to resolve the ongoing leaks. Facilities will monitor this area for the next six months, and if successful, the rest of the roof will be addressed. Additional leaks have occurred during recent storms.

The pond pump replacement has been ordered, and the upgrade will enable remote control of light color. Installation is scheduled for mid-October.

**Bel Air** – The roof requires immediate replacement, along with repairs for some structural damage. The County's estimate for FY 2024 is \$575,000. The project was approved by the County's Board of Estimates on September 12th and commenced with material staging in the back parking lot and shingle removal on October 9th.

**Edgewood** – The County has notified the library that they are using the 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 pre-bid meeting was held recently, 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.

**Fallston** – Sidewalks are scheduled for repair/replacement. There may be a need to temporarily close the branch for part of the repair. We are awaiting a start date and further details.

**Jarrettsville** – The Library has ordered a replacement digital sign for the Jarrettsville Library. The new sign will be controlled via a cellular connection. We are excited to have a sponsor for the first year of the new sign, and the installation is complete.

**Whiteford** – Whiteford's well tested positive for Coliform on July 28th. The County and the Library have collaborated to address the issue. The library has installed a UV light, and the County has replaced the cracked well casing and made several repairs to the water treatment system. Chlorine levels are satisfactory, and the next step is for MDE to conduct a bacterial test. The branch has been provided with handwashing stations and additional bottled water, as the building's water can only be used to flush toilets.

**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 at closing.

**All Branches** - Hydration Stations are scheduled for installation in branches that currently lack this type of water fountain. A plumber has been selected and scheduling is being finalized.

**Board Updates** – Trustee Shannon Gahs resigned from the Board. She relocated to Howard County and is no longer eligible to serve on the Board. We will fill the seat on the Board, 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.

**FY 2023 Audits** – The Fiscal Year 2023 audit has been completed, and the library engaged Mitchell Titus auditors. It will be presented to the Board Budget & Finance Committee, the Executive Committee, and the full Board for approval in October. It is a favorable audit. CohnReznick, LLP previously performed the audit, and they have separated; Mitchell Titus is the successor to CohnReznick, LLP. The Foundation Audit is also complete with auditors, Ellin & Tucker. It, too, is a positive audit and has been integrated into the Library audit.

**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. It is anticipated that lower insurance premiums can be obtained when employers jointly procure the required TCA insurance. Maryland Libraries have the option of being included in the Insurance Collaborative for members of the Maryland Association of Boards of Education (MABE), the Maryland Association of Counties (MACo), and the Maryland Municipal League (MML). This seems to be a good option for the Library, and we have submitted a statement of intent to join the TCA Insurance Collaborative. The County has also submitted a statement of intent to join. The new Time to Care paid leave does not replace existing leave benefits or Federal FMLA but is in addition.

**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). We have completed the RFP and signed an agreement with the Maryland-based Quinn Strategy Group led by Ann Quinn, Principal Chief Action Officer.

**FY 2025 Operating and Capital Budgets** – A preliminary budget has been drafted and discussed at the Board Budget and Finance Committee. The County Planning Advisory Board met last week, and Ms. Hastler was prepared to review current capital projects and proposed capital projects for FY 2025. The Planning Advisory Board has shifted its focus to new land use projects that support the County Master Plan Harford Next. Renovations, repairs, and similar projects are not under their scope of advising. They are strictly following Legislative Bill 16-016 for guidance.

**The Daily Record Empowering Women Award** – HCPL has been honored as one of The Daily Record's inaugural 2023 Empowering Women award winners. Empowering Women is designed to showcase tangible and innovative efforts by companies, law firms, nonprofits, and other organizations to advance women in the workplace and community. Honorees demonstrate a track record of hiring and promoting women, supporting programs to mentor women in their organizations, addressing inequalities, and having a strong presence of women on the company's board or in C-suite positions, as well as establishing DEI programs and philanthropic efforts to support women. Judges reviewed each nominee's application, letters of reference, and evaluated the information relative to the company's resources. The Library will be recognized on October 25th at The Daily Record Women's Leadership Summit.

**Staff Day 2023** – On Monday, October 9, 2023, the entire staff participated in the annual staff day at Richlin Ballroom. The day was spent celebrating educational achievements, recognizing accomplishments, celebrating

length of service, and honoring the prestigious Roenna Fahrney Award recipients. The event also welcomed the newest staff members who joined the team in the past year.

### **Roenna Fahrney Recognition Award**

Harford County Public Library has established the Roenna Fahrney Recognition Award, named after a former Library Director who embodied the spirit of excellence. The recognition award is an internal means for staff to commend the exceptional performance of other staff members, either individually or as part of a group. The award is presented for one or more of the following:

- Demonstrating excellence in external or internal customer service that significantly contributes to the Library's mission, either through consistent superior performance or for an outstanding project or endeavor.
- Making a significant contribution to the improvement of library service.
- Identifying and implementing a more economical or efficient use of staff or resources.
- Developing an innovative idea that significantly contributes to the Library's mission.
- Bringing recognition to the Library or the community.

The Roenna Fahrney Recognition Awards are presented annually at Staff Day. This awards program is open to all employees. Any employee may nominate an individual or a group for this award. A committee comprised of the previous year's awardees reviews and recommends this year's honorees. These recommendations are reviewed by Senior Staff and forwarded to the Library Board of Trustees for review and approval.

### **Individual Awards**

Bridget Bloomer, Abingdon - Nominated by Theresa Stevens, Bel Air

Kelly Donelson, Silver Reader/Bel Air – Nominated by Annie Kovach, Bel Air

### **Group Award**

Virtual Genealogy Team – Nominated by Pam Taylor, Joppa

Elizabeth Bowker, Jarrettsville

Liz Brucksch, Bel Air

Karen Dull, Joppa

Leslie Greenly Smith, Riverside

Annie Kovach, Bel Air

Beth LaPenotiere, Riverside

Jason Mathis, Riverside

Julie Parsons, Bel Air

Jamie Reilly, Havre de Grace

Ryan Rickels, Riverside

Adam Romanik, Riverside

Deb Ruth, Riverside

Pam Taylor, Joppa

### **Service Awards**

#### **2 Years**

Bridget Bloomer, Abingdon

Harvey Dail, Abingdon

Bethany Freeman, Edgewood

Sally Haines, Jarrettsville

Vince Katzenberger, Administration

Colleen Kessler, Abingdon

Allison Maskaleris, Fallston  
Karen Petr, Darlington  
Sarah Spaeth, Havre de Grace  
Jennifer Stewart, Norrisville  
Danielle Thompson, Bel Air  
Darian Tucker, Administration

**5 Years**

Sydney Buffington, Edgewood  
Carmen Cortez, Abingdon  
Deborah Hall, Havre de Grace  
Linda Henderson, Aberdeen  
Clayton McKenzie, Bel Air  
Angela Pfeiffer, Havre de Grace  
Ryan Rickels, Administration  
Addison Smith, Edgewood  
Theresa Stephens, Bel Air

**10 Years**

Linda Bartkowski, Havre de Grace  
Laura Dudzinski, Bel Air  
Rachel Gujral, Havre de Grace  
Jamie Hinkle, Aberdeen  
Brian Seling, Fallston  
Matthew Smyth, Administration

**15 Years**

Liliana Brown, Abingdon  
Theresa Federowicz, Bel Air  
Marsha Kotowski, Fallston  
Kei McCaffrey, Fallston  
Tracy Miller, Fallston  
William Sexton, Bel Air  
Kathy Tiburzi, Norrisville  
Kaitlin Troch, Whiteford  
Teresa Zephir, Bel Air

**20 Years**

Maureen Benesch, Bel Air  
Frank DiBeneditto, Abingdon  
Karen Dull, Joppa  
Tara Ferstermann, Bel Air  
Jennifer Fesche, Administration  
Patricia Hagan, Bel Air  
Lienna Hillenburg, Administration  
Sharon Neary, Bel Air

**25 Years**

Annette Gaskins, Abingdon  
Cindy Height, Administration  
Gail Isenock, Administration  
Julie Wood, Administration

**30 Years**

Johneva MicKey, Jarrettsville

**35 Years**

Kathleen Armstrong, Administration

**Educational Awards**

**Colleen Kessler**, Abingdon

Library Associate Training Institute (LATI Alternative – completed 9 credits towards MLS degree)  
December 2022

**Rachel Dellman**, Abingdon

Library Associate Training Institute (LATI)  
March 2023

**Hannah O’Sullivan**, Havre de Grace

Library Associate Training Institute (LATI)  
March 2023

**Danielle Thompson**, Bel Air

Library Associate Training Institute (LATI)  
March 2023

**Sara Wecht**, Bel Air

Library Associate Training Institute (LATI)  
March 2023

**Dena Gloss**, Abingdon

Library Associate Training Institute (LATI)  
June 2023

**Rose Winter**, Fallston

Bachelor of Arts degree in Forensic Psychology with a minor in History from Southern New Hampshire University Hooksett, New Hampshire  
July 2023

**Clayton McKenzie**, Bel Air

Masters Library Information & Science degree from University of Maryland, College Park  
December 2022

**Meetings & Presentations**

September 2023

9/1 MD Humanities Audit Planning Meeting

9/5 Arts Across Harford

9/5 Blueprint - PreK in Harford County/HCPs

9/6 Maryland Humanities Audit Interviews

9/6 TARC Lessons Learned Recap Meeting

9/7 HCPL Foundation Gala Planning Meeting

## *Board Meeting Minutes – October 18, 2023*

- 9/13 EDAB September Meeting & Tour at Upper Chesapeake Health - Aberdeen Location
- 9/13 Harford County Education Foundation Board Meeting
- 9/13 HCPL Foundation Gala Committee Meeting
- 9/14 HCPL Foundation FY23 Audit Discussion
  
- 9/18 Aberdeen Rotary
- 9/18 HCPL Partnership Meeting with Healthy Harford
- 9/19 Harford Chamber Government Affairs Committee
- 9/19 Meeting - Maryland Connected Devices
- 9/20 MAPLA briefing from Bolton regarding Time to Care Act
- 9/21 MD Humanities Executive Committee Meeting
- 9/21 HCPL Board of Trustees Meeting
- 9/22 Harford County Consortium Quarterly Meeting
- 9/22 HCEF Governance Meeting
- 9/22 Harford United Charities Gala
- 9/23 HCPL Program: Fandom Fest
  
- 9/25 Harford County Education Foundation Planning Meeting
- 9/26 LHIC Opioid Crisis Meeting
- 9/26 HCPL Foundation Executive & Board Meetings
- 9/27 FY25 Library Capital Building Improvements Planning Meeting
- 9/27 HCC President's Circle Recognition Dinner
- 9/28 HCPL Partnership Meeting
- 9/29 Maryland Humanities' Board Meeting
- 9/29 Harford County Education Foundation Recruitment Meeting

### **Programming and Events Highlights**

September was filled with staff attending Back to School Nights and multiple outreach events including, but not limited to, the Havre de Grace Waterfront Festival, the Senior Health Expo at the Fallston, Havre de Grace, and McFaul Centers (which included the Silver Reader staff), and the Harford County Public School's Health and Wellness Fair.

In partnership with Blue Star Families, Aberdeen celebrated Welcome Week with a scavenger hunt, display, and special themed story.

Books Before Bed, a new story time, had a successful first month among the branches!

Joppa hosted Spy School this month, which was a lot of fun. Participants chose code names, analyzed their fingerprints, wrote invisible messages, and cracked secret codes.

Whiteford's Afternoon Book group had a lively discussion of Killers of a Certain Age by Deanna Raybourn. The book features 4 retired female assassins on the run from their former employers. A fitting topic for this year's Gala theme.

Bel Air's Amy Corselius had a nice exchange with a mom and her children after they finished the department scavenger hunt. She shared that she is considering homeschooling her children when she and her husband return from Kenya next year (they are both healthcare educators in Kenya, but the family is from Harford County). She beamed as she explained how much the library means to her family, as they use our digital resources in Kenya. Her 11-year-old daughter is an avid reader and "without HCPL's digital resources, she'd never be able to read all the material that she wants to." She said to pass on "a big THANK YOU" to the HCPL staff. Yay for HCPL's great customer service!

### **Teen Services Highlights**

Bel Air's Babysitter Training class was attended by 20 enthusiastic teens! Firefighter Michael Valle engaged participants for 30 minutes about safety concerns.

Edgewood turned their meeting room into a temporary, peaceful, Zen meditation room. Here teens were able to recharge their batteries and focus on their mental health by listening to peaceful sounds in a relaxing environment.

A very successful Harry Potter Escape Room was held at Fallston. Registration filled up fast!

Jarrettsville's Spy Teens were busy making disguises, spy sunglasses (insert mirrors to see in front of and behind you at the same time!), doing target practice, the hula-hoop workout, and secret messaging.

Teen After Hours at Joppa featured the Super Mario Brothers movie, Mario Brothers mobile making, Smash Brothers Switch tournament, and a Mario Brothers poll. It was a great Mario night.

Finally, Whiteford's Canvas Creations featured guest artist and retired art teacher, Miss Dee. She instructed teens and some adult participants on how to draw and paint a sugar skull in anticipation of the Day of the Dead coming up in November. Everyone did an amazing job!

## **Marketing & Communications**

### **Social Media**

The HCPL social media audience & interaction continues to grow.

- Facebook = 30,662 total followers
  - HCPL Main Facebook – 9,233 followers
  - HCPL Choose Civility Facebook – 1,156 followers
  - Branch Facebook combined – 21,429 followers
- *(All 11 branches, Choose Civility, Rolling Reader, Silver Reader)*
- Instagram = 8,532\* total followers \*(previously reported # incorrect)
  - HCPL Main Instagram – 1,775 followers
  - Branch Instagram combined – 6,757 followers
    - *(All 11 branches, Rolling Reader, Silver Reader)*
- HCPL Main Twitter – 1,893 total followers
- HCPL Main LinkedIn – 728 total followers
- HCPL Weekly Newsletter – 37,738/27,004 contacts/subscribers
  - Sent 1 eNews per week for a total of 4 in September
    - Patron Point Emails
- Sent 1 promotional email for Genealogy Week
  - Audience: 1,546
- Sent 1 promotional email for Virtual Book Buzz
  - Audience: 185

## **Programs and Partnerships**

### **Meet the Author: L'Oreal Thompson Payton**

HCPL welcomed award-winning author and former Harford County resident, L'Oreal Thompson Payton, to celebrate the launch of her book, *Stop Waiting for Perfect: Step Out of Your Comfort Zone and Into Your Power*. The presentation was followed by a book signing with the author.

- September 5
- Abingdon Library
- 45 in attendance

### 2023 One Maryland One Book

Harford County is invited to join the rest of the state in reading this year's selected title, "There" by Tommy Orange. Multiple book discussions are scheduled throughout the month at various times and locations. One Maryland One Book is a program of Maryland Humanities and made possible in part by the Institute of Museum and Library Services and the Maryland State Library.

### Fandom Fest 2023

Previously known as Comic Con, fans of all ages were invited to get their geek on at this all-day event. A variety of different activities took place throughout the library and attendees were encouraged to dress in costume to compete in a costume contest.

In addition to the traditional offerings, like *Dungeons & Dragons*, trading card games, trivia, and photo ops, the festivities also included Meet the Author: Meg Eden who talked about her book, *Good Different*.

- September 23
- Abingdon Library
- 600 in attendance

### 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 is also being offered, where bags of non-perishable food are 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 Aberdeen Library in September. \*A \$5.00 administrative fee is due to the HCBF at time of appointment: cash only.

### Community Partnership – Eden Mill Nature Center StoryWalk®

HCPL has an on-going relationship with Eden Mill and each quarter, HCPL creates a fun, educational, self-guided StoryWalk® that places the pages of a children's book out in nature! The fall title, *A Fall Ball for All*, was installed at the end of September and is available through mid-December.

### Community Partnership – Fall Outreach Events

The start of a new school year is an extremely busy time for the library's community outreach activities, as all HCPL branches participate in their area's Open Houses, Back to School Nights, Health & Wellness Fairs, etc. Marketing coordinates the requests for these outreach materials as well as the distribution and delivery to all 11 branches.

### Marketing Request Forms (MRFs) Completed in September

Promotional materials for HCPL programs and events are created by three full-time graphic designers. For the month of September, the group completed nearly 200 MRFs. 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, flat screens, and web slides.

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

- Book Bites, 1-minute videos of “bite-size” book recommendations from Harford County Public Library
  - 756 views total – September for all age groups
- Previous Genealogy Virtual Programs
  - 28 views total – September additional views

### **Upcoming Events and Partnerships**

#### **Community Partnership – SOCKtober**

In partnership with Harford County Government, once again, all HCPL locations are collecting socks, hats, mittens, etc. to help support our local homeless population. Community members are encouraged to drop donations off through the end of October.

#### **Mystery Lovers Virtual Book Buzz**

Kensington Publishing will be featured for our virtual "Mystery Lovers Book Buzz". Recent publications will be featured as well as books that are coming out soon. Surprise "pop-ins" visits by some of the authors is also planned. All attendees will be registered to win one of several Kensington Publishing gift baskets. Free, open to the public, and geared for adults!

- October 4
- Zoom

#### **Meet the Author: Mark Dawidziak**

On Tuesday, October 17, the Abingdon Library will host author Mark Dawidziak for a discussion about his newest book, *A Mystery of Mysteries: The Death and Life of Edgar Allan Poe*. Books will be available for purchase and a book signing will follow the author's presentation. Registration is encouraged.

- October 17
- Abingdon Library

#### **Genealogy Week 2023 – October 23-27**

Join fellow genealogy researchers this week as HCPL offers several in-person and virtual programs. The schedule includes:

- October 23 - “Rumors, Stories, and Tall Tales: Forging Family Connections with Oral History,” virtual
- October 24 - “DNA Tools: A Tour,” virtual
- October 26 - Genealogy Discussion Group at the Jarrettsville Library
- October 26 - “Sanborn Fire Insurance Maps for Genealogy,” virtual
- October 27 - Genealogy After Hours at the Bel Air Library

### **Press Releases Distributed**

#### **HCPL Offers Genealogy Programs – September 29**

- *HCPL Foundation Announces New Board President* – September 18
- *HCPL Celebrates Mysteries and Macabre Month in October* – September 15
- *HCPL Foundation Hosts Fireside Chat with Peter Jay* – September 13
- *‘Get Your Geek on’ at HCPL’s Fandom Fest* – September 5

### **Advertisements**

- *Empowering Women* – September 28
- *Harford Center Spooky Soiree* – September 21
- *Excellence in Education* – September 20
- *The Highlands School Big Event* – September 18
- *Excellence in Education* – September 11

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

Print

- “HCPL Wind Third American Inhouse Design Award” – *I95 Business* (online), *Harford County Chamber of Commerce*, *The Patch – Aberdeen*, *Bel Air*, *Fallston*, *Havre de Grace* – September 27
- “Williams, McClernan & Stack Receives 2023 Empowering Women Award” – *The Southern Maryland Chronicle* (online) – September 20
- “HCPL Foundation Announces New Board President” – *I95 Business* (online), *Harford County Chamber of Commerce*, *The Patch – Aberdeen*, *Bel Air*, *Fallston*, *Havre de Grace* – September 18 – *Harford County Living* – September 19 – *Cecil Whig* – September 22 – *Bel Air News & Views* – September 27
- “HCPL Celebrates Mysteries and Macabre Month in October” – *I95 Business* (online), *Harford County Chamber of Commerce*, *The Patch – Aberdeen*, *Bel Air*, *Fallston*, *Havre de Grace* – September 15 – *Bel Air News & Views* – September 18 – *Harford County Living* – September 19
- “Fireside Chat with Peter Jay” – *I95 Business* (online), *Harford County Chamber of Commerce*, *Bel Air News & Views*, *The Patch – Aberdeen*, *Bel Air*, *Fallston*, *Havre de Grace* – September 13 – *Harford County Living* – September 14 -
- “Extreme Heat Prompts Harford County to Open Cooling Centers September 6-7” – *Bel Air Patch* – September 6 – *WBAL Newsradio* (online) – September 7 – *The Baltimore Sun* (online) – September 8
- “SpyBall” – *The Aegis* – September 5 – *The Aegis* (print) – September 6
- “Get Your Geek on at Fandom Fest” – *I95 Business* (online), *Harford County Chamber of Commerce*, *The Patch – Aberdeen*, *Bel Air*, *Fallston*, *Havre de Grace* – September 5 – *Harford County Living* – September 6 – *Bel Air News & Views* – September 7 – *The Aegis* – September 15 – *The Aegis* – September 22 – *The Baltimore Sun* (online) – September 23
- “What’s Open, Closed for Labor Day 2023” – *The Patch – Aberdeen*, *Bel Air*, *Fallston*, *Havre de Grace* – September 3
- “National Library Card Sign-up Month” – *Bel Air News & Views* – September 1 – *Harford County Living* – September 4 – *The Aegis* – September 5 – *The Aegis* (print) – September 6
- “Piecing Together Harford’s History” – *Havre de Grace Patch* – September 1
- “Meet the Author – L’Oreal Thompson Payne” – *The Aegis* (print) – September 1 – *The Aegis* (print) – September 6

### **Foundation**

The Harford County Public Library Foundation met on September 26<sup>th</sup>. The next meeting will take place on October 24<sup>th</sup> at 10:00 a.m. via Zoom so that Board members can attend the Harford County Chamber Harford Awards.

Gala sponsorships presently total \$149,000 representing an increase of \$35,160 from 2022 and a small increase (\$500) from the 2019 sponsorship total. The Foundation has received \$86,000 in in-kind donations, mostly for the silent auction.

The Saxon’s Raffle is in full swing at branches this month and features 3 items including a Men’s Ball watch, diamond hoop earrings, and a diamond and sapphire ring. Tickets are available for 1 for \$10 or 3 for \$25 in branches, at Saxon’s stores, and online.

The Foundation is also working on an inaugural event for the new Darlington Library. Author, historian, and former journalist, Peter Jay will discuss his book *Timepieces: Three Decades of Commentary* in the *Baltimore Sun* on October 20<sup>th</sup>. The program will include an hour-long beer and wine reception followed by the author's discussion. Tickets are \$35. A very limited number of tickets are available. At the event, the Foundation will also recognize Katherine Kelly for her contributions to the project.

Winter Reading Sponsorship letters are being prepared. \$4,500 has been raised to support the Winter Reading Program. The Summer Reading Challenge Program is also being marketed to potential sponsors. The Annual Giving campaign will kick off in early November.

### **DRAFT Statement of Financial Position as of July 31, 2023**

**Assets**

Checking/Savings	\$ 1,347,947.65
Accounts Receivable/Prepaid-Other	17,500.00
<b>Total Assets</b>	<b>\$ <u>1,365,447.65</u></b>

**Liabilities & Equity**

Accounts Payable	\$ 1,385.00
Other Liabilities	170,310.77
<b>Total Liabilities</b>	<b>\$ 171,695.77</b>

**Equity**

Temporarily Restricted Net Assets	\$ 1,276,494.48
Board Designated Net Assets	2,258.99
Unrestricted Net Assets	-72,581.84
Net Income	-12,419.75
<b>Total Equity</b>	<b>\$ <u>1,193,751.88</u></b>

<b>Total Liabilities &amp; Equity</b>	<b>\$ <u>1,365,447.65</u></b>
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**Cultural Arts Board**

Harford County Cultural Arts Board hosted a Quarterly Arts Gathering at Hopkins Farm Brewery on Thursday, September 7<sup>th</sup>. Visual and literary artists were invited to get to know each other and the Board better, learn about opportunities, resources and events, and enjoy being part of the creative community.

Harford County Cultural Arts Board continues to accept applications for FY24 Arts in Education Grants to support high-quality arts experiences for Pre-K through 12<sup>th</sup> grade audiences, or any age underserved population in Harford County. Guidelines for Arts in Education Grants have been updated. In addition to other updates, applications will now be reviewed quarterly. The next deadline is October 15<sup>th</sup>.

**ACTION ITEMS**

**Personnel Changes – October 2023 – Ms. Hastler for Mr. Ross**

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

**NEW HIRES:**

**Heather Gagnon**, Library Assistant II, Whiteford Branch, 15 hours per week. Effective Date: October 30, 2023.

**Rashard Smith**, Delivery Driver, Administrative Office, 37.5 hours per week. Effective Date: October 30, 2023.

**PROMOTIONS:**

**Clayton McKenzie**, Librarian – Adult Services, Bel Air Branch, 37.5 hours per week has been promoted to the position of Assistant Branch Manager, Jarrettsville Branch, 37.5 hours per week. Effective Date: October 1, 2023.

**Miranda Spivey**, Library Assistant II, Aberdeen Branch, 15 hours per week has been promoted to the position of Library Associate I, Aberdeen Branch, 20 hours per week. Effective Date: October 15, 2023.

**OTHER CHANGES:**

**Emily Corral**, Library Assistant II, Abingdon Branch, 15 hours per week has been awarded the position of Library Assistant II, Abingdon Branch, 30 hours per week. Effective Date: October 15, 2023.

**Zoe DiGiorgio**, Librarian – Teen Services, Abingdon Branch, 37.5 hours per week has been awarded the position of Librarian – Teen Services, Bel Air Branch, 37.5 hours per week. Effective Date: October 29, 2023.

**RETIREMENTS:**

None

**RESIGNATIONS/TERMINATIONS:**

**Gary Parker**, Delivery Driver, Administrative Office, 37.5 hours per week. Effective Date: September 17, 2023.

**Sara Ruark**, Library Assistant II, Edgewood Branch, 15 hours per week. Effective Date: October 04, 2023.

**Jamie Bink**, Assistant Branch Manager, Whiteford Branch, 37.5 hours per week. Effective Date: October 13, 2023.

**Adam Romanik**, Virtual Service Manager, Administrative Office, 37.5 hours per week. Effective Date: October 16, 2023.

**Leona Cicone**, Digital Content Coordinator, Administrative Office, 37.5 hours per week. Effective Date: October 27, 2023.

**DISCIPLINARY ACTIONS:**

None

**LEAVE OF ABSENCE REQUESTS:**

An employee has requested intermittent FMLA for own personal serious health condition. Effective Date: July 1, 2023.

An employee has requested intermittent FMLA for own personal serious health condition. Effective Date: September 13, 2023.

An employee has requested intermittent FMLA for own personal health condition. Effective Date: August 21, 2023.

**OPEN POSITIONS:**

**Aberdeen Branch**

- **Library Assistant II- Circulation**, Aberdeen Branch, 15 hours per week. Posted internally/externally.

**Abingdon Branch**

- **Library Assistant II - Circulation**, Abingdon Branch, 15 hours per week. Posted internally/externally.
- **Librarian- Teen Services/Library Associate I-Teen Service-** Abingdon Branch, 37.5 hours per week. Posted internally/externally.

**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
- **Foundation Intern**, Foundation, Administrative Office, 20 hours per week. Posted internally/externally.

**Bel Air Branch**

- **Library Associate I/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. Posted internally/externally.
- **Librarian – Adult Services**, Bel Air Branch, 37.5 hours per week. Posted 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.
- **Library Assistant II - Circulation**, Edgewood Branch, 15 hours per week. Posted internally/externally.

**Fallston Branch**

- None

**Havre de Grace Branch**

- None

**Jarrettsville Branch**

- None

**Joppa Branch**

- None

**Norrisville Branch**

- None

**Whiteford Branch**

- **Assistant Branch Manager**, Whiteford Branch, 37.5 hours per week. Posted internally/externally.

**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 a motion to approve the Personnel Changes as presented.

**MOTION: Motion by Ms. Wright, seconded by Mr. Woods and carried by unanimous vote to approve the Personnel Changes as presented.**

**FY2023 Annual Audit**

Dr. Allen requested a motion to approve the FY2023 Audit as presented.

**MOTION: Motion by Mr. Vido, seconded by Dr. Head and carried by unanimous vote to approve the FY2023 Audit as presented.**

**OLD BUSINESS**

There was no old business.

**NEW BUSINESS**

There was no new business.

**BUSINESS FROM THE CHAIRPERSON**

Dr. Allen thanked everyone for their patience and well wishes. He noted he is in good spirits and doing better. Dr. Allen also noted his new book will be launching in December!

**BUSINESS FROM BOARD MEMBERS**

Colonel Vogelhut, US Army Retired, noted that he, along with several others, will be attending the Citizens for Maryland Libraries' 2023 Annual Conference for Friends, Trustees and Library Supporters on October 21<sup>st</sup>.

**PUBLIC COMMENTS**

There were no comments from the public.

**ADJOURNMENT OF PUBLIC MEETING**

Dr. Allen requested a motion to adjourn the meeting.

**MOTION: Motion by Mr. Flannery, seconded by Colonel Vogelhut, US Army Retired, and approved by unanimous vote to adjourn the Public Meeting.**

The public meeting adjourned at 7:17PM.