

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

**MEETING MINUTES**

**January 18, 2024**

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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 6:30PM.

**CHANGES TO THE AGENDA**

There were no changes to the agenda.

**RECOGNITIONS/PRESENTATIONS**

Ms. Hastler recognized the following staff member, who was present virtually to observe the Board meeting as part of the Library Associate Training Institute program: Mandi Coffeen, Library Associate I at Norrisville Library.

**APPROVAL OF MINUTES**

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

**MOTION:** Motion by Mr. Flannery, seconded by Mr. Woods, and carried by unanimous vote to approve the Minutes of the November 15, 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 December 31, 2023 were within the annual FY2024 budget. Revenues were \$11.9 million and Expenditures were \$10.8 million. Expenditures for Contracted Services were over budget as several annual contracts, Polaris, Envisionware (Library software), and OCLC (cataloging), are paid in July/August.

**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 on January 8, 2024. The committee conducted a review of the draft HR Report for January 2024. The report covered promotions, changes, resignations, and the current status of open positions. Notably, several positions are in the recruitment process, while a few remain on hold. Mr. Ross will present an updated report at tonight's meeting.

The committee reviewed and approved updating the promotional policy to reflect up to an 8% increase or to the minimum of the new pay grade. The current policy is a 5% increase. This will help the library remain competitive

in terms of salary and help with addressing compression. This will be incorporated in the revised policy and brought to the full board during policy review. In the meantime, it will be put into place immediately.

The Committee discussed exit interviews and the process currently in place. Mr. Ross will revamp the process to include in-person interviews as well as a backup questionnaire and will share the results with the HR Committee.

**Foundation Board – Ms. Martin**

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.

**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 2<sup>nd</sup> for further analysis of the continued leaks. Facilities is waiting to receive the results of the test. A meeting was scheduled for January 8th but was canceled due to illness.

Abingdon's security camera system has been replaced. The vendor is finishing the programming of the system. The decking to and around the pond is scheduled to be replaced in the spring by the Department of Parks & Recreation.

**Bel Air**

The Bel Air Library's roof necessitates immediate replacement, along with repairs for some structural damage. The County's estimate for FY 2024 is \$575,000. The project received approval from the County's Board of Estimates on September 12th and began with material staging in the back parking lot and shingle removal on October 9th. As of November 10th, cap sheet installation and atrium glazing are underway. Smaller canopy roofs

are also being demoed and installed. The back parking lot and drive-thru were closed on November 8th due to construction. This project was completed on December 18th.

### **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.

### **Fallston**

Sidewalks are scheduled for repair/replacement. Further details, including a start date, are awaited. There may be a need to temporarily close the branch for part of the repair.

### **Havre de Grace**

The Library is working with the Friends group at options for the branch's street corner signage.

### **Jarrettsville**

A leak in the geothermal floor has been discovered in the teen area of the branch. The County is investigating options for repair or replacement.

### **Whiteford**

Whiteford's well tested positive for Coliform on July 28th. The County and the Library collaborated to address the issue. The library installed a UV light, and the County 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. The water passed and will be tested quarterly to ensure it continues to meet safety standards.

### **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.

### **All Branches**

All the hydration stations have been installed and project complete.

### **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.

### **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.

### **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.

### **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.)

**Weather Closures** - The Library closed at 3 p.m., on Tuesday, January 9<sup>th</sup>, due to a severe weather event under the County Government emergency closure guidelines. The Library also closed early at 5 p.m., on Tuesday, January 16<sup>th</sup>, due to icy weather conditions throughout the county. In addition, the Library had a 12 noon “just in time” late opening on Tuesday, January 16<sup>th</sup>.

### **Meetings & Presentations**

#### December 2023

- 12/1 MLA Legislative Panel
- 12/1 Harford Family House Boots & Bowties
- 12/4-7 CSM Learning Conference 2023
- 12/8 MD Humanities Executive Committee Meeting
- 12/11 MD Department of Commerce Secretary Roundtable
- 12/11 MSL Intergovernmental Relations Task Force Meeting
- 12/12 MD Humanities Audit Intro Meeting
- 12/12 HCPS Parent Training Meeting
- 12/13 Harford County Education Foundation Meeting
- 12/13 The Kelly Group Holiday Breakfast Networking
- 12/13 Greater Harford Committee Holiday Party
- 12/14 HCPS Library Planning Workgroup
- 12/19 Partnership Meeting with Harford Community College

#### November 2023

- 11/2 HCPS Customer Service Committee
- 11/2 Harford County Library/Lincoln: Quarterly Retirement Plan Review
- 11/2 HLA Class 2023 Graduation Banquet
- 11/3 MLA Centennial Carnival Celebration
- 11/4 HCPL Foundation Annual Gala
- 11/6 HCPL Board of Trustees HR Committee Meeting
- 11/7 Photo op with Sheriff's Office and Author
- 11/7 HCPL Strategic Planning Stakeholder Discussion
- 11/8 HCPL Board of Trustees Budget & Finance Committee Meeting
- 11/8 Economic Development Advisory Board Meeting at the Discovery Center at Water's Edge
- 11/8 TDR and MediaWise Meeting
- 11/9 HCC Strategic Planning Work Session
- 11/9 HC Investment Committee Meeting
- 11/13 MSL Intergovernmental Relations Task Force Meeting

- 11/14 HCPL Board of Trustees Capital Improvements Committee Meeting
- 11/15 HCPL Board of Trustees Executive Committee Meeting
- 11/15 Greater Harford Committee Fall Luncheon
- 11/15 HCPL Board of Trustees Meeting
- 11/16 Harford Chamber Eggs & Issues Breakfast
- 11/16 Level Foundation Thanksgiving Dinner
  
- 11/20 Association of Financial Planners Education Outreach Meeting
- 11/21 HCPL Strategic Planning Check-in Meeting
  
- 11/28 HCPL Foundation Executive & Board Meetings
- 11/30 Army Alliance Annual Breakfast Meeting
- 11/30 MD Humanities Finance Committee Meeting
- 11/30 HCPS Library Planning Workgroup
- 11/30 Holiday Social for Harford County Economic Development Advisory Board and Economic Development Agricultural Advisory Board

### **Programming and Events Highlights**

Abingdon kicked off November with Ballet Chesapeake's rendition of the Nutcracker. The event was well received by the huge crowd. In the children's departments, November is known as DINOVember! Branches held Tea Rex Tea Parties, Dinosaur Story Times. Dino themed Take and Makes, and "Find the Dinosaur activities. Jarrettsville's Mrs. Simpson: A Cautionary Tale program was well attended. The presenter, staff member Katherine Ellis made the event interesting and fun.

December was filled with school concerts, Holiday Bingos, ornaments made by the 3D printers, multiple craft programs for everyone such as crafted foam holiday trees and salt dough ornaments. Aberdeen's Craft and Create program encouraged participants to use wood slices and pinecones to create rustic decorations. Though not a holiday themed program, Abingdon's Bluey Party was a huge success where over 300 customers enjoy Bluey activities and a wonderful game of "keep uppy." Bel Air's Adult Department hosted a holiday movie bracket, a staff holiday wreath contest, and a poll about whether Die Hard is a Christmas movie. Customers of all ages enjoyed casting their votes in these various activities.

### **Teen Services Highlights**

For November, Aberdeen's Teen Crafternoon successfully attracted teens interested in invisible ink activities. The Teen Fanfiction Workshop at Fallston saw an excellent turnout. They got their creative juices flowing with some writing prompts. November's Teen After Hours at Joppa was a raucous success, with 16 teens, mainly boys, enjoying an evening filled with games and snacks. Edgewood introduced the new Nintendo Switch to their Wednesday free plays. Several had never played with a Nintendo product before and liked the chance to try it out.

Fallston had a great turnout for their Winter Spa Day. They had some messy fun making chocolate face masks, gingerbread foot scrub, vanilla honey scrub and peppermint bath salts! Teens got ready for the holidays with Jarrettsville's "homemade Gifting" program. They made edible gifts, including granola bar mix in a jar and reindeer hot chocolate in a bag.

A good time was had by everyone during November and December!

### **Marketing & Communications**

#### **Social Media**

The HCPL social media audience & interaction continues to grow.

- Facebook = 31,232 total followers
  - HCPL Main Facebook – 9,380 followers

- HCPL Choose Civility Facebook – 1,157 followers
- Branch Facebook combined – 21,852 followers
- (All 11 branches, Choose Civility, Rolling Reader, Silver Reader)
- Instagram = 8,731 total followers
- HCPL Main Instagram – 1,815 followers
- Branch Instagram combined – 6,916 followers
  - (All 11 branches, Choose Civility, Rolling Reader, Silver Reader)
- HCPL Main X (formerly Twitter) – 1,899 total followers
- HCPL Main LinkedIn – 755 total followers
- HCPL Weekly Newsletter – 37,585/26,701 contacts/subscribers
  - Sent 1 eNews per week for a total of 5 in November
  - Sent 1 eNews per week for a total of 4 in December

## **Programs and Partnerships**

### **Winter Reading 2024**

Registration began December 21 for 2024's *Book Your Journey*, which encourages participants to travel but in a variety of capacities: physically, mentally, as well as through reading and imagination.

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 2, 2024, mugs and tote bags are only available while supplies last.

Below numbers as of 1/8/24:

- Enrollment = 1,737 (Adult 1,659 + Teen 78)
- Program Completers = 222 (210 Adults + 12 High School)
- Total Mugs Picked Up = 150
- Total Books Logged = 1,821
- Total Community Activities Logged = 765

### **Winter CheckOut Publication – December 2023 January February 2024**

Upcoming programs for the winter months are featured in the new CheckOut publication that's now available at all HCPL locations. Ads include Winter Reading 2024; New Year, New You; 6<sup>th</sup> Annual Fairy Tale and Superhero Festival; Winter Genealogy Week; Black History Month; Romance Author Fest; Meet the Authors; 4<sup>th</sup> Annual Women's Summit; Lawyer in the Library; Friends of HCPL; Giving Tuesday; Thank You 2023 Gala Sponsors; Harford Community Action Agency (HCAA) & Mobile Food Pantry.

### **New Additions to the HCPL Collection**

The Traveling Library participated in several outreach activities and debuted materials that are only available at these appearances. Items include sleds and baking pans, with more to come in the future.

Sensory Kits were made available to the public at the beginning of December. Featuring activities and/or objects that help reduce anxiety and frustration, each sensory kit was developed to address a specific sensory need. Current titles include Auditory, Calm & Focus, Emotions, Movement, Tactile, and Visual.

Just in time for the holidays, Tonieboxes were also added to the HCPL collection. Designed for little listeners ages 3+, these screen-free, digital listening experiences use interchangeable figures that provide a wide variety of stories, songs, and more.

For more information about these and our other special collections, visit <https://hcplonline.org/specialcollections.php>.

#### Community Outreach – Maryland Library Association (MLA) Centennial Carnival

HCPL staff helped celebrate 100 years of MLA at this “evening of fun & frivolity.” Our table featured a prize wheel that offered giveaways and we also showcased HCPL technology such as Aibo, Robot Optimus Prime, and Sphero Indi. The fall CheckOut publication was also available. This was a paid ticketed event where \$45 admission included five game tickets, light refreshments, and a whole lot of fun.

- November 3
- Held at Michael E. Busch Annapolis Library

#### Future Thinking Programming Training

As a follow-up to the Futures Grant information that was introduced at October’s Staff In-Service Day, the first of several Futures Programming Trainings was offered to information services staff and marketing staff in preparation for spring program planning. The full-day workshop began with a morning presentation by Peter Bishop from Teach the Future who trained staff in future thinking followed by small group activities, led by members of the Futures Team, to begin developing spring programs for teens, emerging adults, and adults. Additional training sessions will be offered after the holidays and in early 2024.

- November 6
- Joppa Library

#### Resources for Veterans

In conjunction with Maryland Public Libraries and the Maryland Department of Veterans Affairs, special attention was given to the various HCPL materials and resources available to service members, veterans, and their families. Branches were closed on November 10 in observance of Veterans Day.

#### Black Friday Promotion

The free materials and resources available at HCPL were promoted in the weekly eNewsletter as well as on social media. Graphics reminded recipients about “the wide variety of money saving benefits that results from regular use of a library card makes it the most valuable card in their wallet!”

#### Community Partnership – Empty Stocking Fund

All HCPL locations served as collection sites for new, unwrapped toys to help make this year’s holidays a little brighter for those less fortunate.

#### Community Partnership – HCAA Holiday Food Drive

In partnership with Harford Community Action Agency (HCAA), all HCPL locations collected canned goods and other non-perishable food items for families in need.

#### The 10<sup>th</sup> Annual Film This! Book Trailers Contest

After taking a hiatus last year, our teen librarians are happy to welcome back Film This! in 2024.

Teens are invited to create short videos to promote their favorite books. Submissions will be reviewed by library staff and are due on/by February 15. Winners will be announced at a red-carpet premiere at the Abingdon Library in March 2024. Additional details and contest guidelines are available at [HCPLOnline.org](https://HCPLOnline.org).

#### 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 November. \*A \$5.00 administrative fee is due to the HCBF at time of appointment: cash only.

#### Thanksgiving Holiday

The November 21 weekly eNewsletter featured a special holiday message and included a reminder of the two-day holiday closure.

#### Christmas Holiday

The December 21 weekly eNewsletter featured a special holiday message and included a reminder of the two-day holiday closure.

#### New Year's Day Holiday

The December 28 weekly eNewsletter included a reminder of the holiday closure.

HCPL's Noon Year's Eve celebration video was updated and posted for 2023.

- 253 views from December 18-31.

#### Community Partnership – The Arc Northern Chesapeake Region

HCPL was honored to be recognized as an "Arc Angel" in the 2023 Twelve Days of Arc Angels. Honorees are "nominated for moving The Arc Northern Chesapeake Region's mission forward." Arc NCR's Employment Services also recognized Sharon Neary, for her 20 years of employment with HCPL.

#### Annual Giving Project: The Rolling Reader

Coordinated by HCPL Foundation, the focus of the 2024 initiative is to raise funds for The Rolling Reader. Since the current vehicle is 20+ years old, the cost of increasingly expensive repairs makes replacement a more cost-effective solution. A promotional video featuring this campaign was shared on social media and in the weekly eNewsletter.

#### 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! Autumn's *A Fall Ball for All* was available through mid-December and the new winter title, *Hibernation Station*, is now in place through the beginning of March.

#### Community Partnership – Holiday Outreach Events

Immediately after Halloween, plans for the holiday season really kicked into high gear as HCPL branches continued participation in their area's outreach events. Activities included functions at their local schools as well as performances by student choral and band groups at the libraries. 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 November & December

Promotional materials for HCPL programs and events are created by three full-time graphic designers. The group completed nearly 130 MRFs in November and 123 in December. These jobs involve designs for several different mediums, everything from printed flyers or posters to digital files, such as graphics for the various social media platforms, flatscreens, and webslides.

2024 Fairy Tale & Superhero Festival

Now in its 6<sup>th</sup> year, this annual event features celebrity story times throughout the day where local community leaders share their favorite children's picture books. Attendees are encouraged to come dressed as their favorite fairy tale/superhero character. Activities include crafts and STEM activities.

- January 12
- Abingdon Library

Upcoming - Meet the Author Programs

- Irmgarde Brown
  - Grades 9-12 & Adults
  - Monday, January 22
  - Abingdon Library 6:30-8pm
  - Registration required (<https://programs.hcplonline.org/event/9650525>)
- Mary Jo Putney – part of Romance Author Fest
  - Adults
  - Thursday, February 1
  - Abingdon Library 6:30-7:30pm
  - Registration required (<https://programs.hcplonline.org/event/9878963>)
- Tracy Banghart
  - Family
  - Saturday, February 10
  - Bel Air Library 2-3pm
  - Registration required (<https://programs.hcplonline.org/event/9272371>)
- Ned Tillman
  - All Ages
  - Thursday, February 15
  - Joppa Library 6:30-8pm
- Jennifer Hale
  - Adults
  - Thursday, February 15
  - Bel Air Library 6:30-7:30pm

Upcoming – Romance Author Fest & Meet the Author: Mary Jo Putney

If you love a good romance, and you know you do, join us as we kick off the month of love! Spend the afternoon visiting with Maryland-based romance authors. Books will be available for purchase and author signing. Check out our visiting authors thus far with more to be added soon! Christi Barth • Anna Bennett • Nonna Henry • Rebecca Rivard • MC Vaughn • Kristie Wolf • Jennifer Vido

- Thursday, February 1
- Abingdon Library 4-6pm

Later that evening, we'll welcome Maryland's very own Mary Jo Putney, *New York Times* and *USA Today* bestselling author. HCPL CEO Mary Hastler will be in conversation with Ms. Putney as they discuss her latest release, *Silver Lady*. Registration is required and seating is limited.

- Thursday, February 1
- Abingdon Library 6:30-7:30pm
- Registration required (<https://programs.hcplonline.org/event/9878963>)

Upcoming - King George III as Liberal Reformer: The Enlightenment and the American Revolution

Join Dr. William B. Allen in conversation with the Honorable Alex M. Allman as they discuss Montesquieu's 'The Spirit of the Laws', A Critical Edition- edited and translated by Dr. Allen. The recently opened Royal Archives show that George III, before he ascended to the crown, also translated "Spirit of the Laws." Dr. Allen will reflect upon the implications of King George's translation for the Revolution as well as to compare it with his own translation.

- Thursday, February 29
- Abingdon Library 6:30-7:30 pm

Additional Views for Previously Reported Programs, Events, and Partnerships

- Book Bites, 1-minute videos of "bite-size" book recommendations from Harford County Public Library
  - 599 views total – November for all age groups
  - 442 views total – December for all age groups
- Previous Genealogy Virtual Programs
  - 109 views total – November additional views
  - 39 views total – December additional views

Recent Media Hits and Press Mentions

Press Releases Distributed

- 'Book Your Journey' for HCPL's 2024 Winter Reading Program – December 20
- HCPL Foundation Raises More Than \$100,000 Net at 19<sup>th</sup> Annual Gala – November 21
- HCPL Annual Staff Day Honors Nearly 50 Staff Members for Service Anniversaries – November 13

Advertisements

- HCPL Foundation – Harford's Heart – December 2023/January 2024
- Thank You to Our SpyBall Sponsors – The Daily Record – November 9

Print

- "Bel Air Donates 'Acts of Kindness' to CTR" – CTR eNewsletter - The Paddock Post – December 2023
- "What's Open, Closed for New Year's 2024 in Bel Air" – Bel Air Patch – December 30
- "The Aegis' 2023 Pictures of the Year – Two Photos from 2023 Fairy Tale & Superhero Festival" – The Aegis (online) – December 28
- "2024 Winter Reading Program" – Harford County Chamber of Commerce, I95 Business (online), The Patch – Aberdeen, Bel Air, Fallston, Havre de Grace – December 20 – Bel Air News & Views – December 21 – The Aegis (online) – December 28 – The Aegis – December 29
- "Irene Padilla to Retire After 22 Years Leading Maryland Libraries" – Baltimore Fishbowl – December 22 – The Baltimore Sun (online) – December 25
- "What's Open, Closed for Christmas 2023 in Bel Air, Harford County" – Bel Air Patch – December 22
- "SOCKtober Collects 3K Items, Thanksgiving Drive Gathers 1K in Products" – The Aegis (online), The Patch – Aberdeen, Bel Air, Fallston, Havre de Grace – December 7
- "Harford Leadership Academy Holds Annual Graduation" – Bel Air Patch – November 29
- "HCPL Foundation Raises More Than \$100,000 at 19<sup>th</sup> Annual Gala" – I95 Business (online) – Harford County Chamber of Commerce – The Patch – Aberdeen, Bel Air, Fallston, Havre de Grace – November 21 – Harford County Living – November 22 – Bel Air News & Views, The Aegis (online) – November 27 – The Aegis – November 29 – Harford County Living Monthly eNewsletter – December 1 – The Daily Record – December 4
- "What's Open, Closed for Thanksgiving in Bel Air" – Bel Air Patch – November 22
- "Harford Chamber Celebrates Stars at 31<sup>st</sup> Annual Harford Awards" – The Daily Record – November 16
- "Alice Crabtree Obituary" – Legacy.com (online) – November 15

- “2023 Staff Day” – *I95 Business* (online), *Harford County Chamber of Commerce*, *The Patch – Aberdeen*, *Bel Air*, *Fallston*, *Havre de Grace* – November 13 – *Harford County Living* – November 16 – *The Capital* (online) – *The Aegis* (online) – November 21 – *The Aegis* – November 22
- “President of Public Library Foundation Enjoys Growing Moss and Mountain Climbing” – *Harford Magazine* – November 10
- “Thanks for Supporting Harford County’s Veterans Resource Fair” – *The Aegis* (online) – November 8
- “Goldseker Demonstrated ‘Potency’ of Philanthropy” – *The Baltimore Sun* (online) – November 2
- “The Daily Record’s Empowering Women Award” – *Harford County Council Monthly Newsletter* – November

### **Foundation**

The Harford County Public Library Foundation met on November 28th. The next meeting will be held on January 23rd at 6:30 p.m. at the Abingdon Branch.

Final Gala proceeds exceeded \$105,000, representing an increase of more than \$65,000 in net proceeds compared to 2022 and \$12,500 from 2019’s net proceeds. Plans for next year’s Gala are underway, including an exciting Gala Trailer, décor, and sponsorship requests.

In November, the Foundation unanimously voted to add a new Director, Kathy Walsh, to the Foundation Board. Kathy is the Chief Advancement Officer at the John Carroll School in Bel Air. In January, five additional resumes will be submitted to the Foundation Board for consideration – Lee Tayson, Rachel Harbin, Silvana Bowker, Sarah Klein, and Jonathan Waterhouse.

The 2024 Winter Reading Program was fully funded (\$12,000). Sponsors included APGFCU, BGE, White Square Vascular Surgery, the Bel Air Friends, and the Havre de Grace Friends. Sponsorships covered the cost of the popular Winter Reading Completer Mugs and the tote bags for the Winter Passport incentive.

\$25,000 has been raised to support the 2024 Summer Reading Challenge. Projected expenses for the 2024 completion gifts and incentive bags are \$30,000.

The Foundation’s Annual Giving Campaign consisted of an online video and request featuring the Rolling Reader and a general mailed request to approximately 300 donors who have a higher response via mail. The mailed request letters included return envelopes with paid postage and have had a very high return rate. We are thrilled to share that many donors on this list had not responded to requests in the last two years but did respond to our personalized letters this year. To date, we have raised \$11,765 - our most successful mailing campaign in more than four years.

The Foundation is gearing up for a very busy year. A new event, the Taste of Harford, a culinary event featuring local restaurants, breweries, wineries, and agricultural partners, will debut on 5/19 from 1 to 4 pm at Vignon Manor Farm in Darlington. The Foundation also hopes to host a Night Out With an Author and an art show featuring the Gala theme and several local artists.

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

#### **Assets**

Checking/Savings	\$ 1,469,481.05
Accounts Receivable/Prepaid-Other	14,500.00
<b>Total Assets</b>	<b>\$ <u>1,483,981.05</u></b>

#### **Liabilities & Equity**

Accounts Payable	\$ 2,760.00
Other Liabilities	183,127.85
<b>Total Liabilities</b>	<b>\$ <u>185,887.85</u></b>

**Equity**

Temporarily Restricted Net Assets	\$ 1,308,898.30
Board Designated Net Assets	2,258.99
Unrestricted Net Assets	-104,985.66
Net Income	<u>91,921.57</u>
Total Equity	\$ <u>1,298,093.20</u>

**Total Liabilities & Equity** \$ **1,483,981.05**

**Cultural Arts Board**

The Cultural Arts Board held a successful arts gathering in January that provided an opportunity for networking and making connections.

The County Executive is appointing several new board members, reappointing four existing board members, and terminating terms of other board members. The appointments and reappointments are to go to the County Council for review and approval on January 16<sup>th</sup>.

**ACTION ITEMS**

**Personnel Changes – January 2024 –Mr. Ross**

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

**NEW HIRES:**

**Valeriya Aranovich**, Library Assistant II - Circulation, Edgewood Branch, 15 hours per week. Effective Date: December 11, 2023.

**Lindsay Diggs**, Librarian Teen Services, Abingdon Branch, 37.5 hours per week. Effective Date: January 8, 2024.

**Sarah Prindiville**, Library Assistant II – Circulation, Fallston Branch, 15 hours per week. Effective Date: January 8, 2024.

**Samantha Tai**, Librarian Children Services, Havre de Grace, 37.5 hours per week. Effective Date: February 5, 2024.

**PROMOTIONS:**

**Karen Petr**, Library Associate I, Darlington Branch, 15 hours per week has been promoted to the position of Library Associate II, Darlington Branch, 15 hours per week due to successful completion of the Maryland Library Associate Training Institute program. Effective Date: November 26, 2023.

**Barbara Rahlh**, Library Associate I, Adult Services Department, Bel Air Branch, 15 hours per week has been promoted to the position of Library Associate II, Adult Services Department, Bel Air Branch, 15 hours per week due to successful completion of the Maryland Library Associate Training Institute program. Effective Date: November 26, 2023.

**Julia Clifton**, Library Assistant II – Circulation, Jarrettsville Branch, 15 hours per week has been promoted to the position of Library Associate I, Jarrettsville Branch, 20 hours per week. Effective Date: January 7, 2024.

**Stephanie Detorie Young**, Graphic Designer, Administrative Office, 37.5 hours per week has been promoted to the position of Digital Content Coordinator, Administrative Office, 37.5 hours per week. Effective Date: January 7, 2024.

**OTHER CHANGES:**

None

**RETIREMENTS:**

**Cynthia Narup**, Senior Payroll Specialist, Riverside Administrative Office, 37.5 scheduled hours, over 16 years of service, effective date of retirement April 1, 2024.

**RESIGNATIONS/TERMINATIONS:**

**Sonya Stanford**, Library Assistant II, Havre de Grace, 15 hours per week. Effective Date: January 6, 2024.

**DISCIPLINARY ACTIONS:**

None

**LEAVE OF ABSENCE REQUESTS:**

An employee, 37.5 scheduled hours, has requested FMLA intermittent leave for own personal illness effective January 2, 2024.

An employee, 37.5 scheduled hours, has requested FMLA intermittent leave for the care of a family member, effective December 15, 2023.

An employee, 37.5 scheduled hours, has requested FMLA intermittent leave for own personal illness effective December 28, 2023.

**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. Job description is currently being reviewed for changes.
- **Virtual Services Manager**, Information Technology Department, Administrative Office, 37.5 hours per week. Reviewing position description.

**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**

None

**Havre de Grace Branch**

- **Library Assistant II**, Havre de Grace Branch, 15 hours per week. Posted internally/externally.

**Jarrettsville Branch**

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

**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=A8oFE008691EC4F03A189014B9C1100A>

*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 Mr. Vido, seconded by Colonel Vogelhut, US Army Retired and carried by unanimous vote to approve the Personnel Changes as presented.**

**OLD BUSINESS**

There was no old business.

**NEW BUSINESS**

The June 20<sup>th</sup> Library Board of Trustees meeting has been rescheduled for Thursday, June 13, 2024 at 6:30PM at Abingdon Library.

**BUSINESS FROM THE CHAIRPERSON**

There was no business from the Chair.

**BUSINESS FROM BOARD MEMBERS**

Colonel Vogelhut, US Army Retired, thanked Harford County Public Library and Darlington Library for their recent support of the Toys for Tots program. Over 1,500 families and 6,500 children in the area were supported.

**PUBLIC COMMENTS**

Ms. LaPenotiere recognized staff member Bridget Bloomer for organizing highly successful programs including *Bluey* and the *Fairytale & Superhero Festival*.

**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 matters.

**MOTION: Motion by Colonel Vogelhut, US Army Retired, seconded by Mr. Flannery, and approved by unanimous vote to approve the closing of the Public Meeting and go into a closed Executive Session.**

The public meeting was closed at 6:58PM and the Executive Session began at 7:00PM.

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

Ms. Hastler presented the CEO FY2024 Work Plan and progress to date.

The Board discussed confidential personnel matters.

**MOTION: Motion by Mr. Vido, seconded by Ms. Wright and approved by unanimous vote to approve the closing of the Executive Session and adjourn the Public Meeting.**

The Executive Session was closed at 7:30PM and the Public Meeting resumed at 7:30PM for the sole purpose of adjournment.

**ADJOURNMENT OF PUBLIC MEETING**

The public meeting adjourned at 7:30PM.