

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

MEETING MINUTES

June 14, 2023

Present: Dr. William B. Allen, Chair; Carol Wright, Vice Chair; Durbin Vido, Treasurer; Dwayne R. Adams; Terrance Flannery; Shannon G. Gahs; Dr. Monique H. Head; Taryn J. Martin; Colonel Jonas Vogelhut, US Army, Retired; Student Representative David Simberg; Cora Solle, Legislative Aide to County Council Member Jessica Boyle-Tsottles; Mary L. Hastler, CEO; and Jennifer Button

Absent: None

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

Dr. Allen requested that consideration of the FY24 Operating and Capital Budgets be moved to immediately follow the Budget & Finance Committee Report. The Board approved.

RECOGNITIONS/PRESENTATIONS

Dr. Allen recognized and thanked Mr. Adams for his ten years of service on the Board, also serving most recently as Chair of the Board's Capital Improvements Committee. Dr. Allen noted his hope that Mr. Adams would remain in touch and an active member of the Library community. As a special recognition of our thanks, Mr. Adams was presented with a plaque noting his service and a gift of appreciation. Mr. Adams thanked Dr. Allen for his kind words and expressed his appreciation for the dedication of his fellow Trustees, Ms. Hastler's leadership, and the efforts of Library staff.

Dr. Allen recognized and thanked Mr. Simberg for serving as the FY23 Student Liaison. He noted that Mr. Simberg had represented the student perspective as an engaged member of the Board, and it was a pleasure to have him on the Board. Dr. Allen wished Mr. Simberg good luck in his future endeavors and congratulated him on his recent graduation. As a special recognition of our thanks, Mr. Simberg was presented with a certificate noting his service and a gift of appreciation. Mr. Simberg thanked the Board and Ms. Hastler and shared that his experience had been a wonderful learning opportunity.

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. Adams, seconded by Colonel Vogelhut, US Army Retired, and carried by unanimous vote to approve the Minutes of the May 18, 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 May 31, 2023 were within the annual FY2023 budget. Revenues were \$21.8 million and Expenditures were \$18.4 million. Expenditures for Operating Expenses were within budget and we continue to monitor as the cost for paper products has continued to increase (copier paper and janitorial paper products).

The committee met on June 6, 2023 to discuss the changes to the FY2024 proposed Operating Budget needed after the final approval by the Harford County Council. The Library did not receive additional operating funding by the County and, as a result, reallocated some of the budget line items accordingly. The Library recommended a 3.5% salary increase for eligible staff. Ms. Cogar and Ms. Hastler also provided an overview of the proposed Capital Budget for FY2024. The County did not fund as requested, resulting in the following: \$200,000 for technology and \$575,000 for the roof replacement at Bel Air Library. The County Executive provided a letter of confirmation for the Bel Air Renovation Project Library Capital Grant FY2024 local minimum match (45%) of \$2,940,000. The Library has set aside reserve funds for this amount. The Committee supports the recommended salary increase and proposed Operating and Capital Budgets for FY2024.

Dr. Allen noted that the proposed salary increase is included in the proposed budget revision. Ms. Hastler confirmed that the salary increase is included in the revised budget proposal, and to the best of our knowledge is similar to that being given to County employees. Ms. Hastler also noted that the budget approved by the County reduced Library funding by approximately \$1,200 and the minimal funding increase included in the budget reflects a small increase in state funding.

Mr. Vido requested that the Board accept the recommendations of the Budget & Finance Committee as presented.

FY24 Revised Operating Budget and Capital Improvement Budget

Dr. Allen requested motions on the FY24 Operating Budget and Capital Improvement Budget as presented by the Board Budget & Finance Committee.

MOTION: Motion by Mr. Adams seconded by Dr. Head and carried by unanimous vote to approve the FY24 Operating Budget as presented.

MOTION: Motion by Mr. Adams seconded by Ms. Wright and carried by unanimous vote to approve the FY24 Capital Budget as presented.

Executive Committee – Dr. Allen

The committee met on June 6, 2023 to receive an update from Barry Glassman, Deer Creek Government Relations LLC, the Library's representative on legislative issues at the state level. Mr. Glassman shared updates in anticipation of the next legislative session.

OPEB Trust Committee – Dr. Allen

The committee met on June 6, 2023 and Ms. Cogar provided an update on the Trust performance. The Trust holds regularly scheduled meetings and Ms. Cogar represents the Library during these meetings. The portfolio has performed well and the committee recommends transferring \$280,334 into the Trust for this fiscal year's contribution.

Mr. Vido noted that the Library's unfunded liability has decreased significantly due to its participation in the Trust and the result is a much more financially sound position for the Library.

Capital Improvements Committee – Mr. Adams

The committee met on June 6, 2023 to review the FY2024 proposed capital budget including updates from the County as noted above. Ms. Cogar provided an update on current capital projects including the replacement of the two elevators at the Bel Air Library. The elevator inspections are scheduled to begin June 15th and Ms. Hastler noted that the branch must have at least one working elevator in order to reopen to the public. The committee discussed capital project priorities and Mr. Adams emphasized that these projects must continue to move forward.

Human Resources Committee – Ms. Wright

The committee met on June 6, 2023. Ms. Hastler provided an overview of the proposed salary increase for eligible employees and also noted that the County is in the very early stages of exploring arrangements with medical clinic services for employees and including the Library staff. The committee discussed the Board Meet & Greet and plan to continue through the next fiscal year, noting it is critical that they communicate expectations to the staff. Ms. Hastler also provided an update on the policies and procedures including the teleworking policy.

Foundation Board – Ms. Martin

The Foundation Board met on May 23, 2023 and discussed planning for the upcoming Library Gala. Ms. Martin shared that the Board is excited and looking forward to raising the standard for the event and its buzz in the community.

PUBLIC SERVICES REPORTS

Statistics – Ms. Parry

Ms. Parry reviewed the submitted Monthly Statistical Report and shared the top five picture books currently circulating.

Programming and Events – Ms. LaPenotiere

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

Teen Services – Mr. Simberg

Mr. Simberg 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 “pushed back” capital projects planned for FY 2024. The County Executive provided a letter of confirmation certifying a local minimum match (45%) for the Bel Air Library Renovation Project. The County has included \$575,000 in the FY 2024 County Capital Funds for the Bel Air roof replacement.

Abingdon – The Library Team met with the County to review the ongoing roof leaking issues. The coping and flashing appear to be the main focal points requiring attention going forward. The County has contracted with Garland/DBS, Inc., to work on coping replacement and redoing sill plate and caulking.

Bel Air – Both elevators are being replaced simultaneously and the project began April 10th and will continue through mid-June. New LED lights have been added in the hall area of each elevator to increase the lighting to meet new code standards.

Edgewood – The County notified the library that they are using balances of a Community Development Block Grant (CDBG) funding to repave the Edgewood Library parking lot. The County will be putting the project out to bid and eligible funding for the project totals \$166,886.21.

Fallston - Sidewalks are scheduled for repair/replacement this spring. There may be a need to close the branch for part of the repair. We will know more specifics closer to the start date.

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 for branches that currently do not have this type of water fountain. We are in the process of getting cost estimates.

Board of Trustees – The County Executive and Harford County Council approved the appointments of the following candidates to the Library Board of Trustees, effective July 1, 2023, at the June 6th County Council meeting.

- J. Michael Woods, Trustee, First 5-year appointment
- Ava Holloway, Student Representative, July 2023-June 2024

Also approved during the June 6th, Harford County Council meeting are the reappointments of Dr. William B. Allen, for his second, five-year term; and Terrance Flannery, reappointed to his first, five-year, full term.

A very special thank you to Dwayne R. Adams, who will conclude ten years of service as a Board Trustee at the end of this month, and to David Simberg, who completes his senior year serving as Library Board Student Representative. We wish them both well in their future endeavors and encourage them to keep in touch.

2023 Maryland Library Association/Delaware Library Association (MLA/DLA) Annual Conference, May 10-12, Cambridge, MD – The theme for this year’s conference was “Level Up!” Several HCPL staff attended and participated in workshops, learned about recent state/national issues concerning libraries, and networked with fellow library staff members from across the Maryland/Delaware region. A handful of HCPL employees also assisted with conference activities, such as presenting workshops, supplying giveaways for events, and volunteering in various capacities throughout the 3-day long event. HCPL sponsored the conference at the Gold level with sponsorship of the Black Caucus of the Maryland Library Association Reception.

Fines and Fees

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

There are three main points to the bill:

Not charging Overdue Fines - The bill (as amended) states that “A Public Library may not charge a fine for overdue library materials on a minor’s library materials.” It further states, “A Public library may not attempt to collect any outstanding fees for overdue library materials that are incurred by a minor after June 30, 2021.”

With regard to lost materials – “A public library may not charge a fee for a minor’s overdue library materials until 21 days after the date on which the library materials were due.”

If materials are returned - And “If a minor’s overdue library materials are returned after a public library has charged a fee, the public library shall cancel the fee.”

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

Harford County Public Library is currently not charging overdue fines on any materials and will revise procedures to support the new legislation. Notices and bills resumed in February 2023. A media push is underway.

Meetings & Presentations

- 5/2 HCPL Meet the Author Program: Jennifer Vido
- 5/4 HCPL Foundation Gala Committee Meeting
- 5/4 Library Journal Spring Day of Dialogue
- 5/4 Harford County Council FY24 Budget Hearing

Board Meeting Minutes – June 14, 2023

- 5/5 Nonprofit Advisory Group
- 5/5 SARC Bull & Oyster Roast
- 5/6 Arc After D’Arc Gala

- 5/9 Harford Retirement Planners Ribbon-Cutting
- 5/9 Harford County Bar Association Book Launch
- 5/10 Harford Business Network Presentation
- 5/10-5/12 MLA Annual Conference
- 5/11 MACo Planning Meeting

- 5/16 Meeting with HCPS Superintendent
- 5/16 PK Law Reception
- 5/17 Greater Bel Air Community Foundation Meeting
- 5/17 EDAB Tourism Grant Subcommittee
- 5/17 Harford Family House Ahoy! Cocktails by the Bay
- 5/18 Harford Chamber Military Appreciation Luncheon
- 5/18 HCPL Board of Trustees Meeting
- 5/19 2023 Bike to Work Week

- 5/22 LATI Meeting
- 5/23 Sgt Alfred B. Hilton Fundraiser
- 5/23 HCPL Foundation Executive & Board Meeting
- 5/24 Fresh Start Furnishings Ribbon-Cutting
- 5/26 EDAB Tourism Grant Committee

- 5/30 Senator Mary-Dulany James Scholarship Review Committee
- 5/31 MD Humanities Audit Subcommittee Meeting
- 5/31 HCPS Customer Service Committee Meeting

Programming and Events

Throughout the month, there were a lot of Star Wars “May the 4th Be with You” activities for kids and teens.

Aberdeen hosted 17 people at the Pokémon Club this month. The kids had a great time trading cards and painting their very own 3D printed Z-Crystal from the Pokémon games.

Our favorite local author, Jennifer Vido, had an enthusiastic, large audience to launch her new book, *Serendipity by the Sea* at the Abingdon branch.

Darlington had a successful Chair Yoga program which was held on the patio three Fridays this month.

The orchestra of both Edgewood Middle and Edgewood High came to the Edgewood branch to perform an awesome Spring Concert for the community. The orchestras performed both separately and jointly, playing smooth jazz and popular classic rock and roll and R&B.

Havre de Grace’s Stuffed Animal Pajamarama had 16 stuffed friends visit the library with their humans for a bath & bedtime themed story time then the stuffies stayed the night at the library. They had tons of fun exploring the library when no one was here. Families came to pick up their stuffed friends the next day and received a photo of their stuffie and an email slide show of all the fun!

Teen Services

Since Aberdeen teens were doing end of the year testing, they could not attend Video Game Club this month. They were disappointed that they couldn’t hang out at the library with their friends, so staff were able to get some gaming time in for them as a pop-up program later in the month.

Teen After Hours was a great bonding experience for The Darlington Summer Reading volunteers. Most stayed after the training session to join the After-Hours Nerf battle.

Registration was full for Fallston's Teen DIY Neon sign program. Although tricky, all the teens left with a neon sign of their name or chosen word. One of the kids asked when the program would be offered again.

Havre de Grace's weekly Teen Time program is such a success! Teens in grades 6-12 joined to play Smash Kart, video games, board games, and to craft together. Havre de Grace has regular attendees and new teens are welcomed often!

During Norrisville's successful Teen Crafternoon the participants decorated garden creature keychains, 3D-printed butterflies, and dragonflies, and they also made scratch art magnets.

Whiteford's Teen After Hours was *Hola! Fiesta time!* The kids enjoyed an evening of crafts and dancing to celebrate Cinco de Mayo! Teens learned about the origins of the holiday and how it's celebrated in today's age!

Marketing & Communications

Social Media

The HCPL social media audience & interaction continues to grow.

- Facebook = 29,225 total followers
 - HCPL Main Facebook – 8,857 followers
 - HCPL Choose Civility Facebook – 1,157 followers
 - Branch Facebook combined – 20,368 followers
 - (All 11 branches, Choose Civility, Rolling Reader, Silver Reader)
- Instagram = 8,140 total followers
 - HCPL Main Instagram – 1,667 followers
 - Branch Instagram combined – 6,473 followers
 - (All 11 branches, Rolling Reader, Silver Reader)
- HCPL Main Twitter – 1,907 total followers
- HCPL Main LinkedIn – 688 total followers
- HCPL Weekly Newsletter – 27,210 subscribers
- Sent out 1 eNews per week for a total of 4 in May
- HCPL Patron Point Emails
 - Sent 1 promotional email for Genealogy: Family Gatherings, a virtual program
 - Audience: 1526
 - Sent 2 follow-up emails for Genealogy: Family Gatherings, a virtual program
 - Audience: 124

Programs and Partnerships

2023 Summer Reading Adventure: "All Together Now"

Celebrate kindness, friendship, and unity with this year's Summer Reading Adventure "All Together Now." Registration begins June 1, and the program ends August 12.

Summer Reading Adventure Celebrations...

Summer Reading encourages participants of all ages to achieve reading goals and continue learning throughout the summer. Reading over summer break can prevent summer learning loss while also setting children up for success in the next school year and beyond.

Registration is available online at HCPLonline.org or by visiting any HCPL location. Once registered, infants through high school seniors are invited to pick up this year's Summer Reading coupon sheet – filled with a variety of offers from local businesses and a voucher to attend an Aberdeen IronBirds baseball game, while supplies last.

Reading goals are easy and fun!

- Infants to Preschoolers - 25 books
- Elementary - 10 books
- Middle & High School - 3 books
- Adults - 5 books

Completion prizes and certificates will be available beginning June 26, while supplies last. This year's prizes include a free book for infants through middle school and a free Horizon Cinemas movie ticket for high school.

Staff have been very busy planning a robust schedule of programs and activities geared towards readers of all ages. Special Guest Presenters include the National Aquarium, The Rope Warrior, Ferrets & Friends, EcoAdventures, Magician Mike Rose, Talewise, Chesapeake Therapeutic Riding (CTR), and more!

The Summer Reading Adventure would not be possible without the generous support of this year's sponsors: Platinum Sponsor Celebree School; Gold Sponsors Bel Air Friends of HCPL and Harford Day School; Silver sponsors APGFCU, The John Carroll School, Klein's Shoprite and Rosedale Federal. Other sponsors include Aberdeen Friends of HCPL, Abingdon Friends of HCPL, Aberdeen Rotary, and Gemcraft Homes. In-kind sponsors are Horizon Cinemas and Aberdeen IronBirds.

- 2,576 registrants as June 5
- 2,167 books read

Children's Book Week – May 1-6

All HCPL locations featured fun activities to celebrate everyone's favorite children's books and characters.

Meet the Author: Jen Vido

As part of the launch of her fourth book, *Serendipity by the Sea*, local author Jen Vido visited the Abingdon Library. She was joined in conversation by the Honorable David E. Carey, Associate Judge, District Court of Maryland. The evening concluded with a book signing and photos.

- May 2
- Abingdon Library
- 45 attendees

May the Fourth Be with You!

Star Wars Day was celebrated by branches and staff on May 4 with a variety of displays, activities, and programs.

Genealogy – Family Gatherings: Dragging Genealogy Information Out of Your Family

This presentation provided tips and tricks to get family members to talk about family history, even if they don't want to.

- May 9
- Presented virtually through Zoom and recording available on website
- 139 attendees

And They're Off, A History of Horse Tracks in Harford County

Presented by lifelong equestrienne Maryanna Skowronski, attendees learned about the various racetracks that were once located here in Harford County, and the role they played in the County's sporting and social history.

- May 13
- Abingdon Library
- 14 attendees

Meet the Author: Doug Washburn

The history of Jarrettsville was on full display with a visit from Doug Washburn, author of *On the Road to Jarrettsville*. This three-volume work explores several different parts of this Harford County highlight.

- May 25
- Jarrettsville Library
- 68 attendees

Bike 2 Work-Bel Air Pit Stop

The library joined Harford County Government and local bike enthusiasts at the Bel Air Pit Stop of the Baltimore Metropolitan Council's statewide Bike 2 Work week. Bike to Work Week is an event celebrated across the United States to promote biking as a safe, healthy, equitable alternative to driving.

- May 19
- 75 attendees

Harford Leadership Academy-Volunteerism & Personal Visioning Session

HCPL shared an overview of our organization with the 2023 HLA class. Afterwards, each member of the class stopped by our outreach table to chat with us to learn more about HCPL resources and services as well as to hear about volunteer opportunities.

- May 31
- 50 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).

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 May. *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 spring title, *Baby Bear Sees Blue*, debuted on March 21 and is currently available for families to enjoy until mid-June.

Additional Views for Previously Reported Programs, Events, and Partnerships

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

Advertisements/Sponsorships

- Military Appreciation Program – May 5
- 2023 MLA/DLA Annual Conference – May 10
- Upper Bay Juneteenth Festival – May 19

Press Releases Distributed

- *HCPL's 'All Together Now' Summer Reading Adventure Begins June 1 – May 31*
- *HCPL Hosts Jennifer S. Kelly at Meet the Author Event in Havre de Grace June 7 – May 25*
- *HCPL Announces Amber Shrodes as Director of Philanthropy and Community Engagement – May 9*

Recent Media Hits and Press Mentions

Print

- “Amber Shrodes Director of Philanthropy and Community Engagement” – *Bel Air News & Views*, *I95 Business* (online), *Harford County Chamber of Commerce*, *The Patch – Aberdeen*, *Bel Air*, *Fallston*, *Havre de Grace* – May 9 – *Harford County Living* – May 11 – *The Daily Record* – May 16 – *Cecil Whig* – May 17 – *The Daily Record Morning Enewsletter*, *The Daily Record Afternoon Enewsletter*, *The Daily Record Women's Perspective Enewsletter* – May 18 – *The Daily Record Morning Enewsletter*, *The Daily Record Afternoon Enewsletter*, *The Susquehanna Press* – May 19
- “Meet the Author Jennifer Kelly June 7” – *Harford County Chamber of Commerce*, *I95 Business* (online), *Harford County Living*, *The Patch – Aberdeen*, *Bel Air*, *Fallston*, *Havre de Grace* – May 25 – *Bel Air News & Views* – May 26
- “Discovery Center at Water's Edge to Host 2nd Annual Magic of Science Fair & Family Festival” – *Havre de Grace Patch* – May 30

Foundation – The Foundation Board met on May 23, 2023, and approved the updated Investment Policy. In addition, the Foundation Board discussed plans for the November 4th Gala, Annual Picnic Dinner on June 27th, and other projects and activities. It was noted that the Director of Philanthropy and Community Engagement successfully reached the sponsorship goal for this year's summer reading program.

DRAFT Statement of Financial Position as of April 30, 2023

Assets

Checking/Savings	\$ 491,683.63
Accounts Receivable/Prepaid-Other	24,684.28
Total Assets	\$ <u>516,367.91</u>

Liabilities & Equity

Accounts Payable	\$ 2,770
Other Liabilities	173,775.39
Total Liabilities	\$ 176,545.39

Equity

Temporarily Restricted Net Assets	\$ 403,360.89
Board Designated Net Assets	2,258.99
Unrestricted Net Assets	-133,516.98
Net Income	67,719.62
Total Equity	\$ <u>339,822.52</u>

Total Liabilities & Equity	\$ <u>516,367.91</u>
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Cultural Arts Board

A Harford Living Treasure nomination was forwarded to Harford County Council for the following: Robert Farrington.

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

- Pam Burns and Elizabeth Berman from [The True North Project](#)
- Dr. Iris Leigh Barnes of [Hosanna School Museum](#), and
- we "Shine a Light on [Jordan Lally](#)."

An Arts Relief Grant Agreement was executed with Maryland State Arts Council.

Arts in Education Grant Agreements were executed with the following:

- Bel Air High School – Performance Trip to Chesapeake Shakespeare Company
- Ward Y in Abingdon – Bus Trip to Museum of the Bible
- Upper Chesapeake Bay Pride – Drag Performance by Dustyn Dawn
- Upper Chesapeake Bay Pride – Drag Performance by Tony Aye!

ACTION ITEMS

Personnel Changes – June 2023 – Mr. Ross

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

NEW HIRES:

Melissa Suther, Library Associate I, Edgewood Branch, 15 hours per week. Effective Date: June 12, 2023.

Scott Gentile, Procurement Agent, Administrative Office, 37.5 hours per week. Effective Date: June 12, 2023.

PROMOTIONS:

Dena Gloss, Library Associate I, Abingdon Branch, 15 hours per week has been promoted to the position of Library Associate II, Abingdon Branch 15 hours per week due to successful completion of the Maryland Library Associate Training Institute program. Effective Date: June 11, 2023.

OTHER CHANGES:

None

RETIREMENTS:

Sue Mahone, Library Associate II, Aberdeen Branch, 37.5 hours per week. Effective Date July 1, 2023, with 24 years of service.

RESIGNATIONS/TERMINATIONS:

Layla Fuller, Library Assistant II, Edgewood Branch, 15 hours per week. Effective Date: June 02, 2023.

Corrine Selba, Library Associate II – Teen Services, Joppa Branch, 37.5 hours per week. Effective Date: June 9, 2023.

Katie Kuester, Library Associate I, Fallston Branch, 15 hours per week. Effective Date: June 16, 2023.

DISCIPLINARY ACTIONS:

None

LEAVE OF ABSENCE REQUESTS:

An employee has requested FMLA for own serious health condition, effective June 5 to July 3, 2023.

An employee has requested FMLA for own serious health condition, effective June 14 to August 2, 2023.

OPEN POSITIONS:

Aberdeen Branch

- **Library Associate I- Children Services**, Aberdeen Branch, 37.5 hours per week. Posted internally/externally. Interview Schedule June 14, 2023.

Abingdon Branch

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

Administrative Office

- **Delivery Driver**, Administrative Office, 37.5 hours per week. Reposted internally/externally.
- **Technical Services Assistant**, Technical Services Department, Administrative Office, 37.5 hours per week. Posted internally/externally.
- **Cataloging and Metadata Librarian**, Materials Management Department, Administrative Office, 37.5 hours per week. Posted internally/externally.
- **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

Bel Air Branch

- **Library Associate I/II – Adult Services**, Bel Air Branch, 37.5 hours per week. Posted internally/externally.
- **Library Assistant II – Circulation**, Bel Air Branch, 15 hours per week. On hold.
- **Library Assistant II – Circulation**, Bel Air Branch, 37.5 hours per week. 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.
- **Circulation Manager**, Edgewood Branch, 37.5 hours per week. Posted internally/externally. Conducting Phone Interviews

Fallston Branch

- **Library Assistant II – Circulation**, Fallston Branch, 15 hours per week. On hold.
- **Library Associate I**, Fallston Branch, 15 hours per week. On hold.

Havre de Grace Branch

- **Library Assistant II-Circulation**, Havre de Grace, 15 hours per week. Posted internally/externally. Conducting Phone Interviews.

Jarrettsville Branch

- None

Joppa Branch

- **Library Associate I/II – Teen Services**, Joppa Branch, 37.5 hours per week. Posted internally/externally.

Norrisville Branch

- None

Whiteford Branch

- None

FUTURE VACANCY DUE TO RETIREMENTS:

- **Library Associate I/II – Opening the Gift**, Bel Air Branch, 28 hours per week. Effective Date: September 1, 2023. [Melinda Chase]

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

FY24 Board Officer Nominations

Dr. Allen presented the following nominations for Board Officers for FY24, effective July 1, 2023:

Chair – Dr. William Allen

Vice Chair – Ms. Carol Wright

Treasurer – Mr. Durbin Vido

There was a discussion among Trustees regarding the Board sub-committee selections for FY24. Dr. Allen confirmed the assignments for FY24, effective July 1, 2023, as follows:

- Budget & Finance: Durbin Vido (Chair), Shannon Gahs, Jonas Vogelhut
- Capital Improvements: Monique Head (Chair), Carol Wright, Terrance Flannery
- Human Resources: Carol Wright (Chair), Jonas Vogelhut, William Allen
- Representing the Library Board on the Foundation Board: Taryn Martin, Carol Wright, Jonas Vogelhut

Dr. Allen requested a motion to close the nominations and approve the slate of officers as presented.

MOTION: Motion by Dr. Head seconded by Mr. Adams and carried by unanimous vote to approve the FY24 Board Officer nominations as presented.

OLD BUSINESS

There was no old business.

NEW BUSINESS

There was no new business.

BUSINESS FROM THE CHAIRPERSON

There was no business from the Chair.

BUSINESS FROM BOARD MEMBERS

Ms. Wright shared that her daughter will be leaving for college in the fall!

Ms. Gahs noted she would like to add discussion of a confidential personnel matter to the Executive Session agenda.

PUBLIC COMMENTS

Dr. Allen reminded speakers to begin by stating their name and home address, were limited to three minutes, and, keeping in the spirit of Harford County's commitment to choose civility, asked speakers to be respectful and courteous.

Mr. Keith Niederberger, Harford County Public Library employee, shared comments related to the Library's telework policy.

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 the final update on the FY2023 CEO Work Plan and to discuss confidential personnel matters.

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

The public meeting was closed at 7:15PM and the Executive Session began at 7:16PM.

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

The Board reviewed the FY2023 CEO Work Plan and discussed confidential personnel matters.

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

The Executive Session was closed at 7:52PM and the Public Meeting resumed at 7:52PM for the sole purpose of adjournment.

ADJOURNMENT OF PUBLIC MEETING

The public meeting adjourned at 7:52PM.