

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

MEETING MINUTES

May 18, 2023

Present: Dr. William B. Allen, Chair; Carol Wright, Vice Chair; Durbin Vido, Treasurer; Dwayne R. Adams; Terrance Flannery; Dr. Monique H. Head; Taryn J. Martin; Student Representative David Simberg; Mary L. Hastler, CEO; and Jennifer Button

Absent: Shannon G. Gahs; Colonel Jonas Vogelhut, US Army, Retired; 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 welcomed and introduced Amber Shrodes, Director of Philanthropy & Community Engagement. Ms. Shrodes shared that she is thrilled to be “back in the stacks” and looking forward to lots of exciting things happening with the Library Foundation.

Ms. Hastler also introduced a group of Library Associate I’s who are present to observe the Board meeting as part of their Library Associate Training Institute program: Deborah Hall, Barbara Rahl, and Victor Hensley.

Ms. Wright recognized and congratulated Mr. Simberg, who was named Class Valedictorian! Mr. Simberg noted that it’s been a lot of hard work but is happy that his work has resulted in such a great achievement.

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 Dr. Head, and carried by unanimous vote to approve the Minutes of the March 16, 2023 Meeting as presented.

COMMITTEE REPORTS

Budget & Finance Committee –Mr. Vido

The committee did not meet.

The Treasurer’s Report was prepared by Kathy Cogar, Chief Financial Officer. Operating expenditures for the fiscal period ending April 30, 2023 were within the annual FY2023 budget. Revenues were \$19.6 million and Expenditures were \$16.9 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).

Executive Committee – Dr. Allen

The committee met on April 17, May 2, and May 3, 2023 for the exclusive purpose of interviewing candidates for the upcoming vacant Trustee and Student Representative positions. The committee selected 3 candidates for the Trustee position, and one for the Student Representative position, and forwarded their recommendations to the County Executive for consideration. In this capacity, the Executive Committee serves as a search committee for the County Executive. The County Executive will select one candidate for each position, then forward his recommendation to the County Council for approval and appointment. The Executive Committee also forwarded a recommendation to reappoint Dr. Allen and Mr. Flannery.

Capital Improvements Committee – Mr. Adams

The committee did not meet.

Human Resources Committee – Ms. Wright

The committee did not meet.

Foundation Board – Ms. Martin

Ms. Martin shared that the Foundation has been reinvigorated with the addition of Ms. Shrodes in the position of Director of Philanthropy and Community Engagement. A detailed report was included in the CEO report below.

PUBLIC SERVICES REPORTS

Statistics – Ms. Parry

Ms. Parry reviewed the submitted Monthly Statistical Report.

Dr. Allen observed that statistics for library card registrations were extraordinary as compared to the County population, and offered his congratulations, noting that is a strong index for what the Library system is doing.

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” all capital projects planned for FY 2024, including the Bel Air Library renovation project. No further details have been provided. We have requested a letter of confirmation for the State Library Capital Grants match.

Aberdeen – A new security system has been installed and is working.

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.

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

The roof needs replacing immediately along with repair to some structural damage. The County estimate is \$575,000 for FY 2024.

Darlington – This project is 90% complete. Punch list items continue to be addressed. A fire suppression system was installed for the two book-drop rooms and the IT room. Two panic buttons were also installed as well as a peephole in the staff door for additional security. Bollards were installed in front of the “focal point pit” and the walking path for safety. The walking path was paved, and we are researching vendors to install the new Story Walk.

Fallston - Sidewalks are scheduled for repair/replacement this spring. It is estimated the work will take 2 to 3 days to complete. 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 – External and internal security cameras were installed. 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 late spring early summer for branches that currently do not have this type of water fountain. Once the County completes their RFP for Plumbing services, we will be able to select a plumber and begin the project.

Board of Trustees – The reappointments of Dr. Allen and Mr. Flannery have been submitted to the County Executive for appointment along with a new Student Representative and new Trustee. There has been no update yet from the County Executive’s Office as to when the appointments will be presented to the County Council.

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

April 2023

4/4 MD State Library Statewide Blueprint Virtual Meeting

4/4 HCPL Virtual Program: Pop Up Book Lovers Spring Book Buzz!

Board Meeting Minutes – May 18, 2023

- 4/5 HCPL Partnership Meeting
- 4/6 Dancing with the Arts Fundraiser
- 4/10 Harford County Plan Document Day – Lincoln 457
- 4/11 Harford Chamber Government Affairs Committee Meeting
- 4/12 Economic Development Advisory Board Meeting
- 4/12-13 MAPLA Conference
- 4/14 MD State Library Legislative Panel
- 4/17 Harford County RUN Board Meeting
- 4/18 MD State Library Futures Conference 2023
- 4/18 Harford County Council National Library Week Proclamation
- 4/19 MD State Library Futures Conference 2023
- 4/20 MD State Library LSTA Competitive Grant Training for FY 2024
- 4/22 2023 Empowered Expo
- 4/24 Harford County Council FY24 Budget Presentation
- 4/24 MD State Library Statewide Blueprint Virtual Meeting
- 4/24 HCPS Customer Service Task Force Meeting
- 4/25 Harford County Chamber Government Affairs Meeting
- 4/25 HCPL Program: Author Bill Blewett at Abingdon Library
- 4/26 Let's Talk Training at Havre de Grace Library
- 4/26 Cultural Arts Board Arts Gathering
- 4/27 Harford County Chamber Legislative Wrap-up with Harford County Delegation
- 4/27 Project Connect
- 4/28 Route 40 Spring Roundup
- 4/29 Aberdeen Rotary Bull, Shrimp & Oyster Roast

March 2023

- 3/1 Senate Bill 501 Hearing
- 3/2 MD Humanities Finance Committee Meeting
- 3/2 Honorable Alex Allman Investiture
- 3/3 ATHENA Leadership Award Breakfast
- 3/3 Harford County Retirement Seminar
- 3/6 MD State Libraries Inter-Governmental Relations Task Force
- 3/6 HCPL Diversity & Inclusion Committee Meeting
- 3/6 Cultural Arts Board Meeting
- 3/7 County Executive visit to Joppa Library
- 3/7 University of Maryland – Author, Geraldine Brooks
- 3/7 Harford County Council EDAB Appointment
- 3/8 Route 40 Business Association Meeting
- 3/9 HCPL Foundation Gala Branch Raffle Celebration Lunch
- 3/9 Concord Point Lighthouse Fundraiser
- 3/13 Coffee with the CEO at Whiteford Library
- 3/13 MD State Libraries Inter-Governmental Relations Task Force
- 3/14 Harford County Chamber Government Affairs Committee Meeting
- 3/15 Greater Bel Air Community Foundation Meeting
- 3/15 Harford County Benefits Consortium Quarterly Meeting
- 3/15 LATI Graduation
- 3/15 Army Alliance Annual Meeting
- 3/15 Women of Tomorrow Awards

Board Meeting Minutes – May 18, 2023

- 3/16 Harford County Chamber Board Meeting
- 3/17 The Daily Record Partnership Meeting
- 3/17 MD Humanities Executive Committee Meeting
- 3/17 Lincoln Financial Webinar: Secure 2.0

- 3/20 MD State Libraries Inter-Governmental Relations Task Force
- 3/21 Tour of SARC New Safe House Facility
- 3/22 Bolton Webinar: What Every Retirement Plan Fiduciary Needs to Know
- 3/22 Lincoln Financial Partnership Meeting
- 3/23 The Daily Record Diversity & Inclusion Summit
- 3/24 MD Humanities Board Meeting
- 3/25 SIAB Gala

- 3/27 Coffee with the CEO at Administrative Headquarters
- 3/27 MD State Libraries Inter-Governmental Relations Task Force
- 3/29 Bel Air Library Elevator Project Meeting
- 3/29 Havre de Grace Circulation Staff Meeting
- 3/30 Harford County Chamber of Commerce Economic Outlook
- 3/30 Webinar: Chat GPT
- 3/31 Harford 250 Showcase: First Look Friday

Programming and Events

The Earth Day Celebration in Festival Park was a great success. Aberdeen's table saw 255 people, who picked up a variety of library handouts and giveaways.

Earlier in the year, Staff member Stacey O'Connor-Whitmore of Norrisville visited Norrisville Elementary School as part of their Every Child a Card initiative. Norrisville received a total of 71 library card applications and 20 forms from children who already had a card. During this month's visits, Stacey presented new library cards to the children who returned applications, and certificates to children who already had cards. Every NES student also received a special HCPL pencil and a Choose Civility bookmark. Throughout the month, many of the students came to the library to use their new cards.

During Havre de Grace's Unicorn Sparkle Extravaganza children came dressed in their most glittery clothes and some even wore sparkly unicorn horns. They enjoyed a unicorn themed story time followed by crafts, games, and dancing. The build-your-own pool noodle unicorn was a big hit.

Sparkles win every time. Abingdon hosted their first Tot Prom with a turnout of 188 people to dance the morning away. Customers were very excited and are eagerly anticipating next year's event.

Edgewood has been busy with outreach opportunities! Kicking off the month at the Boys and Girls Club – the Spring Fling Egg-stravaganza. They also presented at the Deerfield Elementary Books and Breakfast, the Judy Center Community Baby Shower, the Judy Center Outreach to Spanish Speaking Families, and Deerfield Elementary Health and Wellness Fair.

For Whiteford's Home School Connect, they had a guest speaker from the Maryland Environmental Service. She presented a program about recycling. It was the biggest crowd they ever had for Home School Connect: 73 participants.

On a half-day of school, Bel Air held a Pajama Day which included pop up bedtime stories throughout the day, green screen photos, decorating your own pajamas, wishing star crafts.

The Silver Reader resumed outreach service to the McFaul Senior Activity Center. A regular Bel Air customer was waiting at the curb as they pulled up to the building. He can't travel to visit other branches during Bel Air's closure. So, it was their pleasure to assist him with library material at McFaul along with other seniors who frequent the center. The customer, in turn, was excited to receive curated library service and will return for their next visit.

Teen Services

Nintendo Switch programs are growing in popularity! Joppa's Teen After Hours featured their brand-new Nintendo Switch! Ten teens competed in a Mario Kart Tournament, and the winner received a 3D-printed star trophy! Jarrettsville's program was fully booked. Their gamers also enjoyed the additions of board games.

The Melted Crayon Jewelry craft held at Jarrettsville had teens and adults making amazingly beautiful pendant jewelry. Social media post comments: "You offer the best programs...Wow! That's awesome!" Evaluation comments included "Excellent! Good background info....It was great—please do it again!"

Whiteford's DIY Spa Night was the bomb! They had a full house of 20 teens and adults concocting fragrant and colorful bath bombs and sugar scrub, and the meeting room smelled downright delightful!

And to wrap it up, Havre de Grace had a great turn out for Tween & Teen Movie Music Bingo! Tweens & Teens came to enjoy some animated movie nostalgia and win prizes! Many of them chose books as prizes - as their first choice!

Marketing & Communications

The HCPL social media audience & interaction continues to grow.

- Facebook = 29,084 total followers
 - HCPL Main Facebook – 8,824 followers
 - HCPL Choose Civility Facebook – 1,169 followers
 - Branch Facebook combined – 20,260 followers
 - *(All 11 branches, Choose Civility, Rolling Reader, Silver Reader)*
- Instagram = 8,062 total followers
 - HCPL Main Instagram – 1,650 followers
 - Branch Instagram combined – 6,412 followers
 - *(All 11 branches, Rolling Reader, Silver Reader)*
- HCPL Main Twitter – 1,898 total followers
- HCPL Main LinkedIn – 681 total followers
- HCPL Weekly Newsletter – 27,646 subscribers
 - Sent out 1 eNews per week for a total of 5 in March & 4 in April
- HCPL Patron Point Emails
 - Sent 1 promotional email for Pop Up Book Buzz, a virtual program
 - Audience: 118
 - Sent 2 follow-up emails for Pop Up Book Buzz, a virtual program
 - Audience: 32

Programs and Partnerships

Bel Air Library Closing for Major Repairs

Marketing campaign created for announcement of the Bel Air Library's major repairs and closing for approximately 10 weeks beginning April 5. Staff have been assigned to other branches and the Passport Acceptance Facility has been temporarily relocated to the Abingdon Library.

Winter Reading 2023: "You Are What You Read"

After extending the program, Winter Reading 2023 concluded on Saturday, March 18. This year's theme, "You Are What You Read," focused on wellness – body, mind, and soul.

Registration was open to adults and high school students. Participants who read/listen to at least 5 books for adults, or 3 books for teens, earned a free 2023 Winter Reading collectors' mug.

Winter Reading would not be possible without the generous support of this year's sponsors: APGFCU, Bel Air Friends of HCPL, PK Law, and the Harford County Public Library Foundation.

Final stats of Winter Reading...

- 3,604 Enrolled (3,134 Adults + 470 High School Teens)
- 2,599 Completers
- 4,335 Total Community Activities Logged
- 16,469 Total Books Logged

Hatchlings: Ready to Hatch

Sponsored by the Maryland State Library, participants learned more about their babies-to-be through songs and fun activities, plus a free take-home kit!

- March 17
 - Hall's Cross Roads Elementary Judy Center
 - 4 attendees
- March 28
 - Edgewood Library
 - 8 attendees

Genealogy – Researching in Libraries and Archives: The Do's and Don'ts

In this program presented by Melissa Barker, researchers learned how to use HCPL resources and were introduced to constructive do's and don'ts to help benefit them in the future.

- March 14
- Presented virtually through Zoom and recording available on website
- 183 attendees

National Poetry Month

Celebrated in April, HCPL customers were encouraged to participate in related programs and passive activities, while also enjoying displays in the branches as well as curated booklists.

Virtual Pop Up Book Lovers Spring Book Buzz

Publisher HarperCollins shared details on recent publications as well as a sneak peek into amazing books that are coming out soon. Free, open to the public, and geared to adults.

- April 4
- Presented virtually through Zoom and recording available on website
- 14 attendees

The Big Infinite Concert with Jordan Lally

Through a combination of music, songs, and stories, this nationally known highly sought-after band encourages self-expression, introduces mindfulness, and promotes positive mental health. This program was geared towards middle and high school students as well as their families. Originally planned to be held at Shamrock Park in Bel Air, rain prompted the location to be moved indoors to the Abingdon Library.

- April 28
- Abingdon Library
- 87 attendees

2023 Summer Reading Adventure

This year's theme is "All Together Now" and promotes kindness, unity, and friendship. Running June 1-August 12, summer reading is open to children, teens, and adults. Registration is required and available either online at HCPLonline.org or by visiting all HCPL branch locations.

To complete the adventure, each age group is asked to read a specific number of books: Birth to Preschool is 25 books, Elementary students are 10, Middle & High School is 3, and Adults are 5.

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!

Pop Up Meet the Author Event with Bill Blewett

Local author Bill Blewett visited the Abingdon Library to discuss his new memoir, "Fifty Years a Runner: My Unlikely Pursuit of a Sub-4 Mile and Life as a Runner Thereafter." Following his presentation, attendees were invited to take photos and have their books signed.

- April 25
- Abingdon Library
- 27 attendees

National Library Week – April 23-29, 2023

First sponsored in 1958, National Library Week (NLW) is a national observance sponsored by the American Library Association to promote library use and support.

This year's theme was "There's More to the Story" and included daily recognition of library workers, outreach vehicles, along with calls for advocacy efforts on the local/national level.

On April 18 Harford County Public Library was recognized and accepted a NLW Proclamation from the County Council at their meeting.

Community Partnership – 2023 Empowered Expo (previously Expo for Transitioning Youth).

This free and open-to-the-public conference was geared to teens and young adults with differing abilities, and their families, who are planning their journey from high school to adulthood. This event was organized by Harford County Department of Community Services.

- April 22
- Bel Air High School
- 108 visits to HCPL's outreach table

Community Partnership – United Way's Project Connect

Held at THE EPICENTER at Edgewood, this annual event serves to help individuals in need of assistance the opportunity to access the services they need for free and all in one place. Options included housing and rental assistance, health services, transportation assistance, job resources, haircuts, free lunch, and more.

Attendees who didn't already have library cards were signed up for new accounts and those with expired cards or ones inactive due to fines/fees received assistance to restore their borrowing ability. HCPL staff distributed water bottles, baseball hats, visors, knit caps, t-shirts, and bags along with information about library's materials/services.

- April 27
- THE EPICENTER at Edgewood
- 300 visits to HCPL's outreach table

Community Partnership – Harford Community Action Agency (HCAA)

HCAA has programs that support our community and there is an HCAA representative scheduled to visit one HCPL location each week. Customers are invited to learn more about community assistance programs and services that include Maryland Energy Assistance Program; Harford County Fuel Fund; Homeless Prevention; Homeless Services; Community Food Pantry/Food Bank; Financial Services Program; and GED Plus. Took place every Tuesday afternoon at a different branch each week (Aberdeen, Edgewood, Havre de Grace, and Joppa Libraries).

Community Partnership – Lawyer in the Library

This free* brief legal advice clinic, by appointment only, features counsel from the Harford County Bar Foundation (HCBF). They offer legal advice for family issues like divorce and custody; help filling out forms; and more. Took place at the Aberdeen Library in March and Edgewood Library in April. *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
 - 580 total March views for all age groups
 - 523 total April views for all age groups
- Previous Genealogy Virtual Programs
 - 166 total March additional views
 - 56 total April additional views

Press Releases Distributed

- *HCPL Welcomes Bill Blewett to Discuss New Memoir* – April 10
- *HCPL Hosts Special Guests and Presenters in April and May* – April 5
- *Bel Ai Library Closes April 5 for Major Repairs* – March 29
- *HCPL Hosts Meet the Author Events in April and May* – March 20
- *HCPL Names Arthur Squire Facilities and Operations Director* – March 7

Recent Media Hits and Press Mentions

Print

- “Arthur Squire Facilities and Operations Director” – *The Daily Record* (online), *I95 Business* (online), *Harford County Chamber of Commerce*, *The Patch – Aberdeen*, *Bel Air*, *Fallston*, *Havre de Grace* – March 7 – *Bel Air News & Views* – March 8 – *Cecil Whig* – March 10 – *Harford County Living* – March 11 – *The Daily Record* – March 14 – *I95 Business Newsletter* – March 16
- “Meet the Author Events” – *I95 Business* (online), *Harford County Chamber of Commerce*, *Harford County Living*, *The Patch – Aberdeen*, *Bel Air*, *Fallston*, *Havre de Grace* *Bel Air News & Views* – March 20 – *The Aegis* (online) – March 27 – *The Aegis* – March 29
- “Spring Special Guests and Presenters” – *Bel Air News & Views*, *Harford County Living*, *I95 Business* (online), *Harford County Chamber of Commerce*, *APG News*, *The Patch – Aberdeen*, *Bel Air*, *Fallston*, *Havre de Grace* – April 5 – *APG News eNewsletter* – April 7 – *The Aegis* (online) – April 13 – *The Aegis* – April 14 – *APG News eNewsletter* – April 28
- “Bill Blewett to Discuss New Memoir” – *Bel Air News & Views*, *Harford County Living*, *I95 Business* (online), *Harford County Chamber of Commerce*, *The Patch – Aberdeen*, *Bel Air*, *Fallston*, *Havre de Grace* – April 10

- “Bel Air Library Closes April 5 for Major Repairs” – *The Aegis* (online) – March 23 – *The Aegis* – March 24 – *I95 Business* (online), *Harford County Chamber of Commerce*, *Harford County Living*, *The Patch* – *Aberdeen*, *Bel Air*, *Fallston*, *Havre de Grace* – March 29 – *Bel Air News & Views* – March 30
- “Allman Sworn in as Circuit Court Judge” – *The Aegis* – March 24
- “Three Students Recognized at Leading Women Awards” – *The Aegis* – March 29
- “Groups Urged to Apply for County Arts Grants” – *The Aegis* (online) – April 13 – *The Aegis* – April 14
- “15 Best Things to Do in Bel Air South, MD – Read a Book at Abingdon Library” – *Travel Lens* – April 21
- “And They’re Off, A History of Horse Tracks in Harford County” – *Maryland Department of Agriculture eNewsletter* – April 28
- “Harford County Proposed FY24 Budget” – *Havre de Grace Patch* – April 19 – *The Aegis* (online) – April 20 – *The Dagger* – April 28

Foundation

The Library welcomes the new Director of Philanthropy and Community Engagement, Amber Shrodes, who brings extensive experience in fundraising and more.

DRAFT Statement of Financial Position as of March 31, 2023

Assets		
Checking/Savings	\$	469,107.78
Accounts Receivable/Prepaid-Other		10,750.00
Total Assets	\$	<u>479,857.78</u>
Liabilities & Equity		
Accounts Payable	\$	1,385.00
Other Liabilities		167,308.13
Total Liabilities	\$	<u>168,693.13</u>
Equity		
Temporarily Restricted Net Assets	\$	373,973.11
Board Designated Net Assets		2,258.99
Unrestricted Net Assets		-104,129.20
Net Income		39,061.75
Total Equity	\$	<u>311,164.65</u>
Total Liabilities & Equity	\$	<u>479,857.78</u>

DRAFT Statement of Financial Position as of February 28, 2023

Assets		
Checking/Savings	\$	466,506.14
Accounts Receivable/Prepaid-Other		16,028.82
Total Assets	\$	<u>482,534.96</u>
Liabilities & Equity		
Accounts Payable	\$	1,385.00
Other Liabilities		152,323.90
Total Liabilities	\$	<u>153,708.90</u>

Equity		
Temporarily Restricted Net Assets	\$	382,977.04
Board Designated Net Assets		2,258.99
Unrestricted Net Assets		-113,133.13
Net Income		<u>56,723.16</u>
Total Equity	\$	<u>328,826.06</u>
Total Liabilities & Equity	\$	<u>482,534.96</u>

Cultural Arts Board

Arts in Education Grant applications were approved for the following organizations:

- Bel Air High School – Performance trip to Chesapeake Theatre Company
- Southampton Middle School – Making Students’ Voices Visible

Arts in Education Grant Agreements were executed with the following organizations:

- Edgewood Middle School
- B4 Youth Theater
- Bel Air High School
- Halls Cross Roads Elementary School

A Harford Living Treasure nomination was affirmed and forwarded to Harford County Council for the following individual: Lawrason Sayre.

Applications for a Community Arts Development Grant for the fiscal year beginning July 1 were accepted through Monday, April 17, 2023.

The Cultural Arts Board Coordinator participated in the Harford County Public Schools Professional Learning Virtual Conference for HCPS classroom teachers providing information about sources for funding to support school based arts experiences.

Harford County Cultural Arts Board hosted the long-awaited return of its signature annual event, the Arts Gathering. Artists, arts administrators, board members, volunteers, and arts supporters were invited to a celebration of the arts community in Harford County. More than 140 people gathered to enjoy an evening at the Liriodendron Mansion, making new and rekindling old connections, while commemorating the 50th anniversary of the official arts agency of Harford County.

ACTION ITEMS

Personnel Changes – April & May 2023 – Mr. Ross

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

NEW HIRES:

Amber Shrodes, Director of Philanthropy & Community Engagement, Administrative Office, 37.5 hours per week. Effective Date: April 24, 2023.

Karol Kim, Library Assistant II – Circulation, Bel Air Branch, 15 hours per week. Effective Date: May 30, 2023.

Abigail Shefcheck, Children Summer Assistant – Rolling Reader, Edgewood Branch, temporary summer position. Effective: May 30, 2023.

Christina Trageser, Library Assistant II – Circulation, Norrisville Branch, 15 hours per week. Effective Date: May 30, 2023.

Cara Meserve, Library Assistant II – Circulation, Jarrettsville Branch, 15 hours per week. Effective Date: June 12, 2023.

PROMOTIONS:

None

OTHER CHANGES:

None

RETIREMENTS:

Loretta Staal, Sr. Cataloger - Assistant Manager Technical Services, Administrative Office, 37.5 hours per week, Effective Date: May 1, 2023, 10 years of service.

Melinda Chase, Library Associate II - Opening the Gift, Bel Air Branch, 20 hours per week, Effective Date: September 1, 2023, 21 years of service.

Donna Blackburn, Library Assistant II - Tech Services, Administrative Office, 37.5 hours per week, Effective Date: July 1, 2023, 14 years of service.

RESIGNATIONS/TERMINATIONS:

Sherry LaRose-Cooke, Library Assistant II – Circulation, Fallston Branch, 15 hours per week. Effective Date: March 24, 2023.

Kevin Quantmeyer, Custodian, Bel Air, 37.5 hours per week. Effective Date: April 6, 2023.

Tammie Jordan, Library Associate I, Edgewood Branch, 15 hours per week. Effective Date: April 28, 2023.

Matthew Linz, Library Assistant II, Abingdon, 15 hours per week. Effective Date: May 20, 2023.

Nichol Morgan, Library Assistant II, Havre de Grace, 15 hours per week. Effective Date: May 23, 2023.

DISCIPLINARY ACTIONS:

None

LEAVE OF ABSENCE REQUESTS:

An employee. Effective Date: April 5, 2023. Requesting Leave of Absence for the duration of branch closure.

An employee. Effective Date: April 5, 2023. Requesting Leave of Absence for the duration of branch closure.

An employee. Effective Date: April 5, 2023. Requesting Leave of Absence for the duration of branch closure.

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
- **Procurement Agent**, Purchasing, Administrative Office, 37.5 hours per week. Posted internal/external. Interview schedule for May 16th.
- **Delivery Driver**, Facilities & Operations, Administrative Office, 37.5 hour per week. Posted internal/external. Interviews schedule for May 18th.

Bel Air Branch

- **Library Assistant II – Circulation**, Bel Air Branch, 15 hours per week. Recently interviewed for two positions; however, only recommending one hire at this time. Second position on hold.
- **Library Assistant II – Circulation**, Bel Air Branch, 37.5 hours per week. On hold.
- **Library Associate I/II – Adult Services**, 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.
- **Library Associate I/II**, Edgewood Branch, 15 hours per week. Posted internally/externally. Hiring Process

Fallston Branch

- **Library Assistant II – Circulation**, 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.

Jarrettsville Branch

None

Joppa Branch

None

Norrisville Branch

None

Whiteford Branch

None

FUTURE VACANCY DUE TO RETIREMENTS:

- **Circulation Manager**, Edgewood Branch, 37.5 hours per week. Effective Date: June 1, 2023. [Rosemary Arms]
- **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=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.

The Library annual retiree celebration is scheduled for Friday, July 21, at the Abingdon Library and Trustees will be receiving an invitation to attend.

Dr. Allen requested a motion to approve the Personnel Changes as presented.

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

OLD BUSINESS

There was no old business.

NEW BUSINESS

Annual Review of Personnel Manual – Employee Benefits – An Overview of Employee Benefits for FY 2024

Dr. Allen noted this policy is reviewed annually, and there were no proposed changes for the upcoming fiscal year.

Dr. Allen requested a motion to approve the Personnel Changes as presented.

MOTION: Motion by Mr. Adams, seconded by Dr. Head and carried by unanimous vote to approve the *Personnel Manual – Employee Benefits – An Overview of Employee Benefits for FY 2024* as presented.

FY2024 Officer Nominations

Dr. Allen proposed that the annual election of Board Officers be postponed until the County Council confirmed the appointments of Trustees, ideally in advance of the June Board meeting. He requested that he be notified of any nominations and reminded Trustees that they could express interest in new committee assignments. Dr. Allen requested that nominations and elections occur together at the next Board meeting after the confirmation of appointments.

FY2024 Schedule of Board Meetings and Schedule of Holidays and Closings Through 2024

All Trustees had the opportunity to review the draft Schedule of Board Meetings and the draft Schedule of Holidays and Closings Through 2024 in advance of this evening's Board meeting. Dr. Allen requested that both draft documents be considered as a single item for the purposes of voting.

Dr. Allen requested a motion to approve the Schedule of Board Meetings and Schedule of Holidays and Closings Through 2024 as presented.

MOTION: Motion by Mr. Flannery, seconded by Mr. Adams and carried by unanimous vote to approve the Schedule of Board Meetings and Schedule of Holidays and Closings Through 2024 as presented.

BUSINESS FROM THE CHAIRPERSON

Dr. Allen requested calendar invitations be sent for all upcoming appointments to accommodate the busy travel season.

BUSINESS FROM BOARD MEMBERS

There was no business from Board members.

PUBLIC COMMENTS

There were no comments from the public.

EXECUTIVE SESSION

There was no Executive Session.

ADJOURNMENT OF PUBLIC MEETING

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

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

The public meeting adjourned at 7:01PM.