

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

**MEETING MINUTES**

**September 21, 2023**

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**Present:** Dr. William B. Allen, Chair; Terrance Flannery; Dr. Monique H. Head; Taryn J. Martin; Colonel Jonas Vogelhut, US Army, Retired; Michael Woods; Student Representative Ava Holloway; Mary L. Hastler, CEO; and Jennifer Button

**Absent:** Durbin Vido, Treasurer; Carol Wright, Vice Chair; 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**

There were no recognitions or presentations.

**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 Colonel Vogelhut, US Army, Retired, and carried by unanimous vote to approve the Minutes of the July 20, 2023 Meeting as presented.**

**COMMITTEE REPORTS**

**Budget & Finance Committee – Colonel Vogelhut, US Army, Retired**

The Treasurer's Report was prepared by Kathy Cogar, Chief Financial Officer. Operating expenditures for the fiscal period ending August 31, 2023 were within the annual FY2024 budget. Revenues were \$3.98 million and Expenditures were \$3.24 million. Expenditures for Contracted Services shows as over budget as several annual contracts, Polaris and Envisionware (Library software), are paid in July/August. Electric seems to be running high even with our participation in the HC Chamber Consortium with CQI Energy. The summer was a warmer one; hopefully usage will scale back now that Fall is here. We are experiencing the same supply chain cost increases as everyone else. We will be monitoring these expenses and will modify spending as needed.

The Budget & Finance Committee did not meet.

**Executive Committee – Dr. Allen**

The committee met exclusively to review the Trustee vacancy created by the resignation of Trustee Shannon Gahs. Applications will be accepted until the position has been filled and information is available on the library website.

**Capital Improvements Committee – Dr. Head**

The committee did not meet.

**Human Resources Committee – Ms. Wright**

The committee did not meet.

**Foundation Board – Ms. Martin**

The Foundation Board did not meet during the summer, but Gala planning continued. The buzz is high for this year's event. A detailed report is included in the CEO report below.

**PUBLIC SERVICES REPORTS**

**Statistics – Ms. Hastler**

Ms. Hastler reviewed 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. Holloway**

Ms. Holloway 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. The North side of the roof coping and flashing replacement/redoing began July 3<sup>rd</sup>. This work is only being done on the North side of the building where the leaks have been more frequent to see if this is a solution to the ongoing leaks. Facilities will monitor this area for the next 6 months and if it appears to be successful, the rest of the roof will be done. Additional leaks have occurred during recent storms.

The pond pump replacement has been ordered and the new upgrade will include the ability to change the color of the lights remotely. Procurement has placed the order.

**Bel Air** – The roof needs replacing immediately along with repair to some structural damage. The County estimate is \$575,000 for FY 2024. The Project was approved by the County's Board of Estimates on September 12<sup>th</sup>. The project may require closing the drive through for a portion of the project for staging and we would coordinate with the Town of Bel Air Police Department who use the drive through lane for emergency access.

**Darlington** – The branch has been experiencing leaks around the windows each time there is a heavy rain. The County and the contractor met at the branch to evaluate the leaks. It was determined the windows were not installed properly resulting in the windows being removed and reinstalled correctly. The building is still under warranty and the repairs are completed and to date they have not had any new leaks.

**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. A pre-bid meeting was held yesterday and the county determined that if we retain the ADA ramp in the back of the building, the

parking lot project will not take place and funding will not be available. The Library is firm that the ADA ramp is critical for staff access and HCC access to the classroom wing.

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

**Havre de Grace** – The library was notified the public elevator had a broken emergency button that needed to be replaced to pass inspection. The elevator was offline for several weeks. The button has been replaced, passed inspection and back online as of today.

**Jarrettsville** – The Library has ordered a replacement digital sign for the Jarrettsville Library. The new sign will be controlled by a cellular connection. We are thrilled to have a sponsor for the first year of the new sign.

**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 selecting a plumber to begin the project.

**Board Updates** – Trustee Shannon Gahs has resigned from the Board. She relocated to Howard County and is no longer eligible to serve on the Board. We will be filling the seat on the Board and the new Trustee will complete Ms. Gahs' term (June 30, 2025) and then be eligible for their first five-year appointment to the Board.

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

**Time to Care Act** – The new Maryland Time to Care Act (TCA) allows employers to purchase insurance to fulfill their obligations to provide TCA paid leave to employees, instead of contributing to the State Plan. It is anticipated that lower insurance premiums can be obtained when employers jointly procure the required TCA insurance. Maryland Libraries have the option of being included in the Insurance Collaborative for members of the Maryland Association of Boards of Education (MABE), the Maryland Association of Counties (MACo) and the Maryland Municipal League (MML). This appears to be a good option for the Library and we will be submitting a statement of intent to join the TCA Insurance Collaborative early next week. The new Time to Care paid leave does not replace existing leave benefits or Federal FMLA but is in addition.

**Strategic Planning and Futures Thinking** – The Library is a recipient of two grants to assist with 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 are supported by the Institute of Museum and Library Services (IMLS). We have completed the RFP for a Strategic Plan consultant and the responses are in review.

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

**Graphic Design USA (NY) Inhouse Design Award** - Harford County Public Library marketing team received an American Inhouse Design Award from New York City based Graphic Design USA (GDUSA) for the design of the graphics on the newly launched Traveling Library outreach vehicles.

More than 6,000 entries were received from across the country, and just a few hundred (highly selective top 10 percent) were selected as winners. GDUSA sponsors design competitions that spotlight areas of excellence and opportunity for creative professionals.

The awards recognize and spotlight the value that inhouse creative teams bring to their organizations. The awards program reflects the depth and breadth of the inhouse experience, honoring top projects in 24 categories. Among the 2023 winners are Amazon, Auburn University, Bank of America, Boston University, Domino's Pizza, Hearst Publishing, Hewlett-Packard, Kaiser Permanente, The New York Public Library, Warner Bros. Discovery, Xfinity and more. Congratulations to our Marketing Team!

### **Meetings & Presentations**

#### August 2023

- 8/1 Harford County Government Health Care Consortium Bid Interviews
- 8/1 Freedom Federal Credit Union Golden Apple Awards
- 8/1 National Night Out
- 8/2 HCPL Foundation Investment Committee Meeting
- 8/3 HCPL Foundation Gala Planning Meeting
- 8/3 Harford County Library/Lincoln: Quarterly Retirement Plan Review
- 8/4 MLA Legislative Panel Meeting
- 8/8 Arts Across Harford Planning Meeting
- 8/9 HCPL Board Executive Committee Meeting
- 8/9 Coffee with the CEO for Non-Supervisory Staff
- 8/9 HCPL Foundation External Gala Committee Meeting
- 8/9 Harford County Education Foundation Board Retreat
- 8/10 Harford County Consortium Investment Committee Meeting

#### 8/16-8/19 MACo 2023 Summer Conference

- 8/29 HCPS School Library Material Review Committee

#### July 2023

- 7/10 MAPLA Intergovernmental Relations Task Force Meeting
- 7/11 Edgewood Library and HCC Classroom MOU
- 7/11 Harford County Arts Week Campaign Meeting
- 7/11 EDAB Social
- 7/12 Harford County Education Foundation Meeting
- 7/12 LSTA Grant with MSL Discussion
- 7/12 Bel Air Library Project – Roof & Renovations Discussion
- 7/13 Shamrock Park Ribbon Cutting & Grand Reopening
- 7/19 HCPL Board of Trustees Orientation
- 7/20 Harford Chamber Board Retreat with County Executive Cassilly
- 7/20 HCPL Board of Trustees Meeting
- 7/21 HCPL Retiree Celebration
- 7/24 MAPLA Intergovernmental Relations Task Force Meeting

7/25 Library Speakers Consortium Meeting  
7/25 MD Humanities Board Recruitment  
7/26 MAPLA Conference  
7/26 Harford County Farm Fair Literary Spelling Bee  
7/28 Harford County Education Foundation Governance Committee

### **Programming and Events Highlights**

Our libraries hosted multiple outside performers for the Summer Reading program including Circus Science, National Aquarium, Mr. Jon and Friends, Rope Warrior, The Fifty 7s, and Ferrets and Friends! Our customers thoroughly enjoyed them.

That's not all the programming we provided this summer. Abingdon partnered with the Bel Air Fire Department's Fire Safety House to provide an educational fire safety program. Edgewood hosted three mornings at the planetarium with the Summer Reading theme. All the shows were booked to capacity.

Everyone at Aberdeen's Jane Austen Garden Party had a great time. It was fun to use the Story Garden as their "garden". They decorated paper fans, had cookies and lemonade, and played some period appropriate games: Whist, Shut the Box, Checkers, Backgammon, and even Croquet (using book ends as wickets).

Kitten Yoga at Joppa was a mega-hit. Ten kittens, courtesy of Shadow Cats TNR and the Harford Humane Society were participants. It was hard for all the human participants, including the instructor, to keep focused on the actual yoga since there was kitten cuteness overload. Both organizations staffed information tables and received interest from participants and the general public in adopting and fostering.

All Together Now, everyone had a wonderful summer.

### **Teen Services Highlights**

Edgewood teens were able to come out and enjoy the Summer Socks program that allowed them to get a little messy. Socks were tie dyed with an assortment of different colors.

Teens and kids enjoyed many different renaissance themed games, crafts, and challenges at Havre de Grace's Mini Ren Faire. Some favorites were the fairy houses, Minute to Win It, and trying out a play bow.

Fallston's Teen Anime Club had fun making cosplay wolf ear head bands out of fake fur and felt and decorating them.

At Jarrettsville's Cosplay Fashion Show, staff member Katherine Ellis narrated as cosplayers walked the catwalk (red carpet, compliments of Abingdon!) donning imaginative costumes and some original creations.

The Teen After Hours: Live Action Among Us at Fallston brought a good crowd of teens. They had a great time playing many rounds of the game. They even had a few returning teens who participated last winter at the first Live Action Among Us at Abingdon.

The flavor was fun at Teen After Hours at Whiteford! Teens celebrated National Ice Cream Month by making their own homemade ice cream and playing games. It was a super cool fun time!

### **Marketing & Communications**

#### **Social Media**

The HCPL social media audience & interaction continues to grow.

- Facebook = 30,247 total followers
  - HCPL Main Facebook – 9,150 followers

- HCPL Choose Civility Facebook – 1,160 followers
- Branch Facebook combined – 21,097 followers
  - *(All 11 branches, Choose Civility, Rolling Reader, Silver Reader)*
- Instagram = 8,773 total followers
  - HCPL Main Instagram – 1,752 followers
  - Branch Instagram combined – 7,021 followers
    - *(All 11 branches, Rolling Reader, Silver Reader)*
- HCPL Main Twitter – 1,890 total followers
- HCPL Main LinkedIn – 717 total followers
- HCPL Weekly Newsletter – 37,789/27,275 contacts/subscribers
  - Sent 1 eNews per week for a total of 4 in July
  - Sent 1 eNews per week and 1 promotional email (Meet the Author: L’Oreal Thompson Payton) for a total of 6 in August
- Patron Point Emails
  - Sent 1 promotional email for Summer Reading for July
    - Audience: 9,332
  - Sent 1 promotional email for Summer Reading for August
    - Audience: 9,075

## **Programs and Partnerships**

### **2023 Summer Reading Adventure: “All Together Now”**

This year’s Summer Reading Adventure “All Together Now,” which began on June 1, concluded on August 12. Final details are as follows:

- 16,201 registrants
- 87,099 books logged
- Top books for each age group:
  - Infant to PreK – “The Very Hungry Caterpillar” by Eric Carle
  - Grades K-5 – “Green Eggs and Ham” by Dr. Seuss
  - Grades 6-12 – “The Summer I Turned Pretty” by Jenny Han
  - Adults – “Happy Place” by Emily Henry

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, Gemcraft Homes, as well as In-kind sponsors Horizon Cinemas and Aberdeen IronBirds.

### **2023 Independence Day Parades**

As in previous years, HCPL staff participated in several local parades to celebrate the 4<sup>th</sup> of July holiday. Accompanied by one of the new Traveling Library vehicles, staff carried banners that promoted the Summer Reading Adventure and highlighted the 2023 sponsors. In keeping with the “All Together Now” theme, spectators enjoyed a groovy soundtrack that included several upbeat and happy songs.

The Darlington parade typically kicks off our parade schedule, however, this year’s event on June 24 was cancelled due to inclement weather. First up was the Havre de Grace parade on July 2, where HCPL was awarded 3<sup>rd</sup> place in the Nonprofit – No Float category. And finally, the Bel Air parade took place on July 4.

### **Community Partnership – Harford County Education Foundation Stuff the Bus**

Once again, all HCPL locations are collecting essential school supplies to help support our local students. From July 10-September 14, community members are encouraged to drop off donations of school supplies.

#### Literary Spelling Bee at the Harford County Farm Fair

As part of the 2023 Harford County Farm Fair, the annual Literary Spelling Bee was held at the Harford County Equestrian Center in Bel Air. Competitors were grouped by grade levels and contests included: Up to K, Grades 1-2, Grades 3-4, Grades 5-6, Grades 7-8, Grades 9-12, and Adults. In addition to Farm Fair ribbons awarded to those who finished in 1<sup>st</sup>-6<sup>th</sup> place, everyone who participated received a free book of their choosing.

- July 26
- 145 attendees

#### Outreach – National Night Out

Held at the Harford County Equestrian Center on August 1, this nationwide annual event is a community-building campaign that promotes police-community partnerships and neighborhood camaraderie to make our communities safer, more caring places to live.

Attendees visited outreach tables that highlighted a wide variety of Harford County community partners and resources. The Harford County Sheriff's Office provided demonstrations of their K-9 unit, while families had an opportunity to see some of the various emergency services vehicles up close and learn what they do.

However, the most anticipated part of this event each year is the arrival of Maryland State Police Medevac helicopter. Participants of all ages thoroughly enjoyed watching the landing process, followed by the opportunity to check out the cockpit and talk to some of the flight crew.

- August 1
- 432 attendees

#### Maryland Association of Counties (MACo) Summer Conference

HCPL was proud to not only help man Maryland Library Association's (MLA) booth but to be a part of the team that planned and executed the booth design. MACo's theme this year was *Chesapeake Bay All the Way!* and the booth reflected the presence of Maryland libraries all across the state with a bridge of books serving as the focal point. Dignitaries from across the state, including Governor Moore, and also from across Harford County visited the booth throughout the conference.

The team from HCPL hosted and represented all Maryland libraries at the Tech Expo - where we featured technology used at HCPL and across the state. Our AI dog, Aibo was a big hit as was Sphero Indi, and Robosen's Elite Optimus Prime robot.

- August 16 – MACo Tech Expo
  - 133 visitors to the table
- August 17, 18 - MACo Conference
  - 1225 visitors to the booth

#### Outreach – HCPS End of Summer Fest

Harford County Public Schools celebrated the end of yet another summer at an Aberdeen IronBirds game. The main concourse of Leidos Field at Ripken Stadium featured community partners and local organizations that were there to distribute incentives as well as information to those in attendance.

- August 17
- 132 attendees

#### Fall CheckOut – September/October/November Programming Publication

Programs for the months of September, October, and November are featured in the new CheckOut publication that arrived in the branches at the end of August. National Library Card Signup Month is promoted on the cover with characters from Disney's latest motion picture, *Elemental*.

The new quarterly publication has been very well received by HCPL customers and our supply of 4,400 print copies is disappearing quickly!

### 2023 One Maryland One Book

Harford County is invited to join the rest of the state in reading this year's selected title, "There" by Tommy Orange. Multiple book discussions have been scheduled in September and October at various times and locations.

One Maryland One Book is a program of Maryland Humanities and made possible in part by the Institute of Museum and Library Services and the Maryland State Library.

### 19<sup>th</sup> Annual Evening in the Stacks Gala

Tickets for the November 4 event went on sale on August 31 and tickers are now sold out. This year's theme, *SpyBall*, pays homage to the 70<sup>th</sup> anniversary of Ian Fleming's James Bond novels.

### 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 introduced in July. Bags of non-perishable food are distributed, while supplies last, and may include fresh produce when available.

### 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 Edgewood Library in July and Abingdon Library in August. \*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! Children and their families continue to enjoy the summer title which remains available through mid-September before being switched out for the fall.

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

- Book Bites, 1-minute videos of "bite-size" book recommendations from Harford County Public Library
  - 540 views total - July & August for all age groups
- Previous Genealogy Virtual Programs
  - 40 views total - July & August additional views

### HCPL Marketing Team Wins National Award:

Harford County Public Library received an American Inhouse Design Award from New York City based Graphic Design USA (GDUSA) for the design of the graphics on our Traveling Library outreach vehicles.

More than 6,000 entries were received from across the country, and a highly selective top 10 percent were selected as winners. GDUSA sponsors design competitions that spotlight areas of excellence and opportunity for creative professionals.

The awards recognize and spotlight the value that inhouse creative teams bring to their organizations. The awards program reflects the depth and breadth of the inhouse experience, honoring top projects in 24 categories.

### Press Releases Distributed



- ‘A Library Card is Elemental’: HCPL Celebrates National Library Card Sign-up Month – August 30
- ‘SpyBall: Secrets in the Stacks’ Tickets Go on Sale August 31 – August 23
- HCPL Foundation Receives \$20,000 Donation from The Morris A. Mechanic Foundation – August 15
- L’Oreal Thompson Payton Discusses Her New Book at ‘Meet the Author’ Event – August 14
- HCPL Closing Early Today, Monday, August 7 – August 7
- HCPL Seeking Candidate for Board Trustee to Represent Southeast Harford County – August 2

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

#### **Television**

- “Harford County Cooling Centers” – WMAR ABC2 – July 27 – WJZ News – July 28

#### **Print**

- “HCPL Celebrates National Library Card Signup Month” – *The Patch* – Aberdeen, Bel Air, Fallston, Havre de Grace – August 30
- “The Daily Record Announces Inaugural Empowering Women Winners” – *The Daily Record* (online) – August 28
- “SpyBall” – *I95 Business* (online), *Harford County Chamber of Commerce*, *The Patch* – Aberdeen, Bel Air, Fallston, Havre de Grace – August 23 – *Harford County Living* – August 24 – *Bel Air News & Views* – August 29
- “Harford County Public Library Seeking Candidate for Board Trustee” – *The Aegis* (online) – August 22 – *The Aegis* – August 23
- “L’Oreal Thompson Payton” – *Bel Air News & Views*, *Harford County Living*, *I95 Business* (online), *Harford County Chamber of Commerce*, *The Patch* – Aberdeen, Bel Air, Fallston, Havre de Grace – August 21
- “School Supply Drives” – *The Patch* – Aberdeen, Bel Air, Fallston, Havre de Grace – August 16
- “Mechanic Foundation Donation” – *Bel Air News & Views*, *I95 Business* (online), *Harford County Chamber of Commerce*, *The Patch* – Aberdeen, Bel Air, Fallston, Havre de Grace – August 15 – *Cecil Whig* – August 16 – *Harford County Living* – August 18 -
- “Baltimore Native Charles ‘Chuck’ Morrison Shoemaker, Military Robotics Researcher and Cycling Enthusiast, Dies” – *The Baltimore Sun* (online) – August 10
- “Harford Chamber Announces New Board of Directors, Hall of Fame and Member of the Year Awards” – *The Aegis* (online) – August 8
- “Harford County Cooling Centers” – *The Aegis*, *The Patch* – Aberdeen, Bel Air, Fallston, Havre de Grace – July 27 – *WJZ News* (online) – July 28
- “Parents Play Pivotal Role in Preventing the Summer Slide” – *The Aegis* (online) – July 21
- “Harford County Farm Fair Begins This Weekend” – *The Aegis* (online) – July 20
- “Bel Air Independence Day Photos” – *The Aegis* (online) – July 5
- “What’s Open, Closed July 4” – *The Patch* – Aberdeen, Bel Air, Fallston, Havre de Grace – July 3
- “Bel Air Library Reopening” – *Harford County Living July eNewsletter* – July 1
- “Featured Mover & Shaker – Amber Shrodes” – *The Daily Record Women’s Perspectives eNewsletter* – June 15

### **Foundation**

The Harford County Public Library Foundation met on June 27<sup>th</sup>. The next meeting will be held September 26 at 6:30 p.m. at the Abingdon Branch. The Executive Committee met on September 14<sup>th</sup> to review and approve the FY 2023 audit.

The 19<sup>th</sup> Annual Gala Committee has been meeting regularly with strong committee attendance. On September 5<sup>th</sup> Gala Tickets officially sold out. Gala sponsorships presently total \$126,500 representing an increase of \$21,660 from 2022, and \$7,500 from 2021. The Foundation is \$12,500 from our 2019 sponsorship total. There

are 5 pending sponsors, and we are hopeful we will exceed the 2019 sponsorship amount later this month. The Foundation has received \$76,000 in-kind donations, mostly for the silent auction.

The Saxon's Raffle will begin in branches this month and features 3 items including a Men's Ball watch. Tickets will be available for 1 for \$10 or 3 for \$25.

The Foundation is also working on an inaugural event for the new Darlington Library. Author, historian, and former journalist, Peter Jay will discuss his book *Timepieces: Three Decades of Commentary in the Baltimore Sun* on October 20<sup>th</sup>. The program will include an hour-long beer and wine reception followed by the author's discussion. Tickets are \$25. A limited number of tickets are available. At the event, the Foundation will also recognize Katherine Kelly for her contributions to the project.

Collateral to market the 2024 Winter and Summer Reading Challenge Programs have been developed. \$3,000 has been raised to support the Winter Reading Program. The Annual Giving campaign design is also underway.

### **DRAFT Statement of Financial Position as of June 30, 2023**

#### **Assets**

<b><u>Checking/Savings</u></b>	<b>\$ 1,335,720.39</b>
<b><u>Accounts Receivable/Prepaid-Other</u></b>	<b><u>49,781.01</u></b>
<b><u>Total Assets</u></b>	<b>\$ <u>1,385,501.40</u></b>

#### **Liabilities & Equity**

<b><u>Accounts Payable</u></b>	<b>\$ 1,385.00</b>
<b><u>Other Liabilities</u></b>	<b><u>177,946.29</u></b>
<b><u>Total Liabilities</u></b>	<b>\$ <u>179,331.29</u></b>

#### **Equity**

<b><u>Temporarily Restricted Net Assets</u></b>	<b>\$ 422,280.48</b>
<b><u>Board Designated Net Assets</u></b>	<b><u>2,258.99</u></b>
<b><u>Unrestricted Net Assets</u></b>	<b><u>-152,436.57</u></b>
<b><u>Net Income</u></b>	<b><u>934,067.21</u></b>
<b><u>Total Equity</u></b>	<b>\$ <u>1,206,170.11</u></b>

<b><u>Total Liabilities &amp; Equity</u></b>	<b>\$ <u>1,385,501.40</u></b>
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### **Cultural Arts Board**

A County Arts Development FY24 Grant Agreement was executed with the Maryland State Arts Council.

Arts in Education Grants were approved for the following organizations:

- The Havre de Grace Colored School Museum and Cultural Center, Inc.
- Bakerfield Elementary School (3)
- Down Syndrome Association of Maryland
- Ballet Chesapeake

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

A new episode of Kaleidoscope, produced in partnership with Harford TV, features the following hardworking folks doing amazing things in our creative community:

- Kurt Doan, president of Upper Chesapeake Bay Pride
- Derek Pentz, AKA Zenobia Darling
- We “Shine A Light” on artist Leigh Targaryen

Harford County Cultural Arts Board Coordinator participated in the Harford County Public Schools new hire event providing information on grants and other collaborations with educators.

## **ACTION ITEMS**

### **Personnel Changes – August & September 2023 – Ms. Hastler**

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

#### **NEW HIRES:**

**David Eaton, Jr.**, Delivery Driver, Administrative Office, 37.5 hours per week. Effective Date: August 7, 2023.

**Sonya Stanford**, Library Assistant II – Circulation, Havre de Grace, 15 hours per week. Effective Date August 7, 2023.

**Amanda Coffeen**, Library Associate I, Norrisville Branch, 15 hours per week. Effective Date: September 5, 2023.

**Cate Isert**, Library Associate I, Fallston Branch, 20 hours per week. Effective Date: September 5, 2023.

**Sara Ruark**, Library Assistant II - Circulation, Edgewood Branch, 15 hours per week. Effective Date: September 5, 2023.

**Lauren Wallace**, Technical Services Assistant, Administrative Office, 37.5 hours per week. Effective Date: September 5, 2023.

**Kate Wyer**, Library Associate II – Teen Services, Joppa Branch, 37.5 hours per week. Effective Date: September 5, 2023.

**Alyssia Gilmore**, Circulation Manager, Edgewood Branch, 37.5 hours per week. Effective Date: September 18, 2023.

**Jennifer Conway**, Cataloging and Metadata Librarian, Administrative Office, 37.5 hours per week. Effective Date: October 2, 2023.

#### **PROMOTIONS:**

None

#### **OTHER CHANGES:**

**Morgan Michael**, Library Associate II – Teen Services, Bel Air Branch, 37.5 hours per week has been awarded the position of Library Associate II – Adult Services, Bel Air Branch, 37.5 hours per week. Effective Date: July 23, 2023.

**Susan Berg**, Library Assistant II, Abingdon Branch, 30 hours per week has been awarded Library Assistant II, Abingdon Branch, 15 hours per week. Effective Date: September 17, 2023.

**Rose Winter**, Library Assistant II – Circulation, Bel Air Branch, 15 hours per week has been awarded the position of Library Assistant II – Circulation, Fallston Branch, 15 hours per week. Effective Date: September 17, 2023.

**RETIREMENTS:**

**Gary Parker**, Delivery Driver, Riverside, 37.5 per hour week has retired. Effective Date: October 1, 2023.

**RESIGNATIONS/TERMINATIONS:**

**Emily Tricco**, Assistant Branch Manager, Jarrettsville Branch, 37.5 hours per week. Effective Date: August 11, 2023.

**Lynda Shrader**, Library Assistant II, Whiteford Branch, 15 hours per week. Effective Date: August 29, 2023.

**DISCIPLINARY ACTIONS:**

None

**LEAVE OF ABSENCE REQUESTS:**

An employee has requested FMLA for own serious health condition. Effective date August 23, 2023.

An employee has requested FMLA for own serious health condition. Effective date August 7, 2023 for 8 weeks.

**OPEN POSITIONS:**

**Aberdeen Branch**

- **Library Associate I/II**, Aberdeen Branch, 20 hours per week. Posted internally/externally. Interviews scheduled on September 20, 2023.

**Abingdon Branch**

- **Library Assistant II - Circulation**, Abingdon Branch, 30 hours per week. Posted internally/externally.

**Administrative Office**

- **Finance Director**, Finance Department, Administrative Office, 37.5 hours per week. On hold.
- **Administrative Assistant**, Administration, Administrative Office, 37.5 hours per week. On hold
- **Foundation Intern**, Foundation, Administrative Office, 20 hours per week. Posted internally/externally.
- **Delivery Driver**, Facilities & Operations, 37.5 hours per week. Posted internally/externally.

**Bel Air Branch**

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

**Darlington Branch**

- None

**Edgewood**

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

**Fallston Branch**

- None

**Havre de Grace Branch**

- None

**Jarrettsville Branch**

- **Assistant Branch Manager**, Jarrettsville Branch, 37.5 hours per week. Posted internally/externally. Interviews held September 7, 2023. Recommendation forwarded for approval.

**Joppa Branch**

- None

**Norrisville Branch**

- None

**Whiteford Branch**

- Library Assistant II - Circulation, Whiteford Branch, 15 hours per week. Posted internally/externally. Scheduling Interview September 27, 2023.

**FUTURE VACANCY DUE TO RETIREMENTS:**

None

**POSITION RECLASSIFIED:**

None

**HCPL Library Jobs:**

<https://www.paycomonline.net/v4/ats/web.php/jobs?clientkey=A80FE008691EC4F03A189014B9C1100A>

*The following are examples of some sites that maybe used to recruit for open positions: LinkedIn, Indeed, American Library Association (ALA), Marylib listserv, CareerBuilder, Monster.com, and Facebook.*

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

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

**OLD BUSINESS**

There was no old business.

**NEW BUSINESS**

There was no new business.

**BUSINESS FROM THE CHAIRPERSON**

Dr. Allen shared that he had experienced some health issues during the summer but is now doing well.

**BUSINESS FROM BOARD MEMBERS**

Dr. Head expressed her thanks to the Board for their support during this time and on the recent death of her father.

**PUBLIC COMMENTS**

There were no comments from the public.

**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 Mr. Wood, seconded by Dr. Head, 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 6:55PM and the Executive Session began at 6:56PM.

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

Ms. Hastler presented the nominations for this year's Roenna Fahrney Award winners. All Trustees present voted to approve all nominations as presented. Ms. Button was excused from the room while this topic was discussed.

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

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

The Executive Session was closed at 7:27PM and the Public Meeting resumed at 7:27PM for the sole purpose of adjournment.

**ADJOURNMENT OF PUBLIC MEETING**

The public meeting adjourned at 7:27PM.