

**HARFORD COUNTY PUBLIC LIBRARY
FY 2019 BOARD OF TRUSTEES**

MEETING MINUTES

December 6, 2018

Present: Dwayne Adams, William B. Allen, Kenneth R. Avery, Alex M. Allman, Nancy Brown, Dominic C. Cottone, Durbin Vido, John T. Paramore Student Liaison, CEO Mary L. Hastler, and Jennifer Button

Absent: Trustees Taryn J. Martin, Honorable Susan H. Hazlett, County Councilman Curtis Beulah

CALL TO ORDER

Chairperson Alex Allman called the meeting of the Harford County Public Library Board of Trustees to order at 6:30 PM in the Bel Air Library.

CHANGES TO THE AGENDA

There were no Changes To The Agenda.

PRESENTATIONS/RECOGNITIONS

There were no Presentations/Recognitions.

APPROVAL OF MINUTES

MOTION: Motion by Mr. Adams, seconded by Mr. Cottone and approved by unanimous vote to accept the Minutes of the October 18, 2018 Board Meeting.

TREASURER'S REPORT

Mr. Vido read the Treasurer's Report as prepared by Pamela Wockenfuss, Finance Administrator.

Expenditures through the month ended November 2018 were within the FY19 budget. As of November 30, 2018, encumbrances totaled \$393,000 including:

Contracted Services	\$ 39,000
Supplies/Travel	\$ 45,000
Travel	\$ 1,000
Library Materials	\$ 202,000
Furniture and Equipment	<u>\$ 106,000</u>
	<u>\$ 393,000</u>

Expenditures through the month ended October 2018 were within the FY19 budget. As of October 31, 2018, encumbrances totaled \$427,000 including:

Contracted Services	\$ 49,000
Supplies/Travel	\$ 37,000
Travel	\$ 2,000
Library Materials	\$ 215,000
Furniture and Equipment	<u>\$ 124,000</u>
	<u>\$ 427,000</u>

There were no questions or comments regarding the Treasurer's Report.

COMMITTEE REPORTS

Board Meeting Minutes – December 6, 2018

Budget & Finance Committee - Mr. Vido

The Budget & Finance Committee did meet to review the proposed FY2020 budget that will be presented to the Board this evening.

Executive Committee – Mr. Allman

The Executive Committee did not meet.

Capital Improvements Committee –Mr. Cottone

The Capital Improvements Committee did meet to consider the proposed FY2020 budget and additional information will be shared later this evening.

Human Resources Committee – Judge Hazlett

The Human Resources Committee did not meet.

Foundation – Ms. Hastler for Ms. Martin

The Foundation Board did meet and planning for the 2019 Gala is underway. The theme is Zilla, and is our 15th anniversary of the Gala. A brief report was included in the Board packet for review.

Statistics – Ms. Parry

In October, circulation was at 301,639 and information reader assistance at 37,734. There were 611 programs with 36,855 attending. There were 135,988 walk-ins and 7,752 drive thru visits. A complete report was included in the Board packet for review.

Branch Programming Report November 2018 – Ms. LaPenotiere

The One Maryland One Book events were tremendously popular. The Meet the Author: Tim Junkin program drew almost 250 participants.

To celebrate International Games Week, Edgewood decided to show off some of their board game collection by holding demonstrations during a week from 6-7 pm. On one day, a 4 year old, 10 year old and a 12 year old played several rounds of Sleeping Queens for an hour without getting bored.

For Halloween, Havre de Grace held their annual Pumpkin Fest. Young customers enjoyed several carnival styled pumpkin games, explored pumpkin guts, played pumpkin drums using the Makey, and experimented with whether pumpkins would float. Norrisville's Preschool Costume Party included a unicorn, a fairy, a princess, two dinosaurs, and Winnie the Pooh.

Early Voting brought many people into the Edgewood and Jarrettsville branches. The staff issued new cards and updated long expired ones.

The Susquehanna Youth Ballet and the Ballet Chesapeake kicked off the holiday season with their versions of the Nutcracker at various branches.

Silver Reader staff member, Mary Schemm, accepted an invitation from a family to attend a memorial service for a long-time customer and avid reader. For more than a decade, she shared with staff her astounding personal history about growing up in France before and during WWII. Her family talked warmly and at length about how the Silver Reader supported their mother to remain active mentally and physically. They were so very grateful for that relationship in their mother's final years.

The Bel Air Facebook page passed the 2,000 "likes" milestone and continues to grow in reach to the community. To seek the owner, staff posted a picture of a wedding photo album that was found in the book drop. The post was shared 290 times and reached almost 14,000 people! The magic of social media worked and Bel Air did eventually find the owner.

Teen Highlights November 2018 – Mr. Paramore

During October and November, teens participated in a variety of activities. Abingdon's group tested out new board games. At Whiteford they made "plarn" balls from plastic bags. Attendance at Aberdeen's Teen Time has grown. Yoga for Tweens and Teens at Fallston is highlighting Choose Civility principles like extending kindness each day.

Comic Con was a tremendous success! Teens and families enjoyed crafts in Streamworks, story times, Google Expeditions, Green Screen photos, the scavenger hunt and Virtual Reality. They spent time playing video games from a range of eras. All of the costumes were amazing! The costume contests were hard to judge. One thousand five hundred and forty three people walked through Bel Air's doors that day!

Chief Executive Officer's Report – Ms. Hastler

Building Projects

Abingdon Window Replacement Project – Meetings have been held with the County Administrator and County Facilities to review and assess the multitude of documented leaks at the Abingdon Library. A purchase order was issued to Colimore Architects to provide design expertise. The County Executive has included \$1.259 million for the window replacement project in the Proposed Capital Budget Program in the County General budget for FY 2019. The Library applied for and received a Maryland State Library Capital Grant award in the amount of \$500,000. The bids came back higher than anticipated by \$500,000. The County is reevaluating projects to provide the necessary funding and the Riverside renovation project funds will be redirected to the window project, delaying the Riverside renovation until FY 2020. The window replacement project start date has been delayed until March 2019 and is still on schedule to be completed before the end of the fiscal year. A pre-construction meeting was held on December 5, 2018, with the county, contractors and library.

Jarrettsville – Gutters/Sidewalk Repair – Gutters and downspouts have been installed. The next step of the project is to correct the pitch of the walkway at the main entrance to ensure proper drainage. The County is soliciting bids for re-sloping the front entrance, removing the pavers and replacing with stamped concrete to look like pavers. Repairs have been completed to the two concrete slabs in the rear of the building that settled causing low spots where water collects and freezes. The concrete is no longer a tripping hazard. We are waiting on the front entrance to be re-sloped.

Riverside Renovation – Mary and Kathy met with the County officials and a representative from the shelter to discuss options to reallocate space at the Library's administrative offices. The County, the Shelter and the Library all share the space at 1221-A Brass Mill Road. The shelter is looking to expand to add additional beds for a total of 50. The County is considering relocating their warehouse to allow for the expansion. The Library would benefit from the space utilization study to better align the departments and optimize the space we occupy. The Library team has visited several businesses and nonprofits gathering ideas for the renovation project. Frederick Ward Associates were selected by the group to prepare the design. Planning continues to develop for a more efficient work space. The start date for this project has been pushed out to FY2020 (July 2019) so that funds could be used for the Abingdon Window Project. We are finalizing the floor layout and will start working on mechanical and electrical plans this week.

Fallston –The roof developed many leaks during the winter and continue. Temporary measures to catch the water were installed by the County until permanent repairs could be made. A pre-bid walk through at the branch was held on June 18th in the morning. Bids were due by July 3rd. Work began September 17th and the final top coat of stone should be installed this week, weather permitting. The final portion of the project will be to recaulk and paint the front overhang façade to freshen the exterior. The canopy has been power-washed and a primer coat of paint has been applied. Due to the cold weather, the final two coats of paint will have to wait until spring to be applied.

Aberdeen Children’s Area Refresh - The Library is currently reviewing drawings to refresh the Aberdeen Children’s area. The refresh would include new shelving, furniture, and carpet. Also under consideration is upgrading the lighting for the space. The Library team met with the interior designer on September 12th and determined that the raised venting that runs the wall perimeter of both sides of the building could be removed and replaced with floor vents providing additional space for shelving and furniture. Facilities is investigating the cost to remove raised HVAC vents.

Edgewood Roof – The new roof has developed some leaks around the roof exhaust vents. The County is working with the vendor to replace new roof curbs for the 14 exhaust vents. The work is expected to take place this week, weather permitting. When the contractor attempted to install the roof curbs, they discovered the roof vents are holding up the ductwork in several locations. The County is working with an HVAC vendor to properly hang the HVAC ductwork independently of the roof vents. Once this is done, the roofing contractor can install the roofing curbs.

Various Small Projects:

Abingdon – A new exterior digital sign is on order and installation to take place soon. The pond pump motor has been rebuilt and installed. It is now working properly.

Bel Air –Facilities is obtaining cost estimates to refresh the large meeting room. The refresh will include window blinds, wallpaper removal and fresh paint, bi-fold doors to the recessed areas, new ceiling times and ceiling fans, new LED lighting, and new carpet.

Darlington – Facilities is working with an electrical contractor to install an exterior outlet so that the Darlington road sign can be permanently and safely illuminated.

Fallston – The kitchenette in the Staff Lounge has been replaced and new cabinets/ countertops installed. Project is now complete.

Havre de Grace – Installation of a security camera in the public elevator is complete and fully operational. The exterior of the building has been power washed and the windows cleaned, and a protective barrier was sprayed to keep the spiders from building nests. Two additional security cameras will be added to the loading dock area for better viewing of after-hours activity.

Joppa – The branch is having new LED exterior lighting installed. The lighting project includes: soffit lights at the entrance, lighting on the sides of the building, and parking lot pole lights. The Library is receiving a \$1,500 rebate from BGE.

Riverside – We are waiting for the County to repair the storm drain out in front of the building in the corner of the parking lot before the sinkhole swallows a car.

Choose Civility Harford County continues to raise awareness in the county through many library programs and events planned this fall. In addition, the Human Library collection kicks off in February and the application is online. Save the date of May 4 at Leidos Field at Ripken Stadium for our first Longest Table in Harford County.

Commission on Disabilities Employment Recognition Luncheon – October 23, 2018 – Audrey Fung, Library Page at the Bel Air Library was honored as Employee of the Year and several staff attended the luncheon in recognition and support of her award.

Annual Report Executive Summary – Copies of the Annual Report Executive Summary for FY 2018 are in the Board Packets and available on the library website.

Employee Compensation and Benefits Study – The library contracted with CBIZ Talent & Compensation Solutions for the comp and class study. We received a comprehensive report with recommendations this week that is being reviewed and to be discussed with the consultants. The recommendations will be presented to the Board HR Committee and then to the full Board of Trustees for review. Preliminary (estimated) results indicate that 57% of employees are within market salary ranges; 40% are below the minimum market salary range; and 3% are above the maximum salary range.

Meetings & Presentations – November 2018

- 11/3 Upper Chesapeake Health System's Starnight Gala
- 11/4-7 Maise Conference
- 11/8 Harford Chamber Executive Committee Meeting
- 11/8 Harford County Bar Foundation Meet the Author Event
- 11/8 DNA & Crime Solving (MD Humanities)
- 11/9 The Daily Record Icon Honor Phone Interview
- 11/12 Washington Office on Legislation Fall Retreat
- 11/14 EDAB Meeting
- 11/14 Harford County Delegation Pre-Session Legislative Meeting
- 11/15 Army Alliance Annual Breakfast
- 11/15 ALA Advisory Committee Conference Call
- 11/16 RUMP
- 11/20 Foundation Executive Committee
- 11/26 MPT Phone-A-Thon
- 11/27 Foundation Board
- 11/28 UMUC Alumni Winter Prep Talk
- 11/29 Harford Community Action Agency Meeting
- 11/29 HLA Holly Jolly Mixer
- 11/30 AON Consortium Meeting
- 11/30 Traveling resource library to address childhood trauma
- 11/30 Harford County Education Foundation Orientation

Meetings & Presentations – October 2018

- 10/1 Greater Bel Air Community Foundation Golf Tournament
- 10/2 Harford Education Foundation Meeting
- 10/2 Maryland Humanities One Maryland One Book Author Event
- 10/3-5 MAPLA
- 10/9 Maryland Humanities Pre-Board Meeting
- 10/10 EDAB
- 10/10 Cyber-Readiness Conference Call
- 10/10 Harford Community College OWL Interview
- 10/10 Planning Advisory Board Meeting
- 10/11 Harford Chamber Executive Committee Meeting
- 10/12 Maryland Humanities Meeting
- 10/13 An Evening in the Stacks: The Pink Edition
- 10/16 Harford County Local Health Improvement Coalition (LHIC)
- 10/16 Photo: Gala Raffle Winner
- 10/17 Maryland Humanities Meeting
- 10/18 Greater Bel Air Community Foundation Meeting
- 10/19 COL Conference Call
- 10/20 Bel Air Comic Con
- 10/20 Maryland Millions
- 10/21 Author Event: Ed Lengel
- 10/22 Commission for Women Meeting
- 10/23 Commission on Disabilities Annual Employment Recognition Luncheon
- 10/25 Preview Event at Harford Crisis Center

Board Meeting Minutes – December 6, 2018

- 10/30 United Way – In Their Own Words with Lyle Sheldon
- 10/31 Greater Bel Air Community Foundation Meeting
- 10/31 Choose Civility presentation at HCC

Marketing Report – November 2018

General

- Projects completed by designers: 184
- Social media now up to 5,962 likes!
- The Executive Summary Annual Report for FY2018 was submitted to the County and State at the end of October. Print copies are available in the branches and an online pdf version is available on the Library website.
- “New York Times” Bestselling Author Laura Lippman will be visiting the Abingdon Library on Tuesday, December 18, for a program geared towards both children and adults. She’s written her first children’s book, “Liza Jane & the Dragon,” and will be reading it that evening, followed by a craft activity for the children while the adults participate in a book discussion and Q&A with the author. Books will be available for purchase and signing, while supplies last. There will also be an opportunity for photos with Ms. Lippman. Registration is suggested by visiting HCPLonline.org.
- Preparations for the 2019 Human Library are underway! The application for people to participate as human “books” is available on our website. Three events are planned, with the first taking place at the end of February where readers will be able to borrow “books” to learn about different individuals and their unique background. These events will promote understanding between all those who make up our community.
- The winter H&H arrived at the branches right after Thanksgiving and a pdf version can be viewed on the HCPL website. This edition includes programs happening in December, January, and February.
- Winter Reading 2019 “Eat, Drink, Read...the 2nd Course” begins on Friday, December 21. Adults are asked to read/listen to 5 books, 3 books for high school students. Those who complete between December 29 and March 2 can visit their local HCPL branch to receive a special collector’s mug, while supplies last. In conjunction with this theme, events are being planned and the branches are offering a variety of food-themed programming.
- Tickets are on sale now for An Evening with Chef and Author John Shields, happening at the Abingdon Library on Thursday, January 31. The cost is \$25 and attendees will receive a copy of his new cookbook, “The New Chesapeake Kitchen,” and a Winter Reading canvas market bag. Purchase tickets through Eventbrite by visiting the Library’s website.
- HCPL will be participating in the Maryland state t-shirt for the 2019 Summer Reading Challenge. The design for “A Universe of Stories” includes glow-in-the-dark stars on a dark blue shirt and our logo will be included on the back.
- 2019 Save the Dates for Choose Civility Harford County events – Human Library: February 23 at Abingdon, March 30 at Havre de Grace, April 6 at Fallston; The Longest Table: May 4 at Leidos Field at Ripken Stadium. Additional information will be provided soon!

Marketing Campaigns

- The 14th Annual Evening in the Stacks Gala: The Pink Edition – night of materials
- FY2018 Executive Summary Annual Report
- 2018 Maryland STEM Festival
- Early Voting
- Creativebug
- No Shave November
- 2019 Knitting Project
- Meet the Author: Laura Lippman
- HCPL Foundation - #GivingTuesday
- 2019 Winter Reading – Eat, Drink, Read...The Second Course
- Human Library
- HCPL Foundation 2018 Annual Giving Campaign

Board Meeting Minutes – December 6, 2018

- Choose Civility Select Winter Programs
- An Evening with Chef & Author John Shields
- Save the Date – 2019 Romancing the Chrome Car Show
- The Juvenile Board Game Collection
- Hour of Code with Booz Allen Hamilton
- Books and Beyond, Presented by The Alzheimer's Association
- 2018 HCPL Holiday Card
- Harford Community Action Agency – Winter 2019
- Lawyer in the Library – Winter 2019
- Summer Reading Challenge 2019 – Sponsorship Opportunities

Outreach

- Library staff attended the Choose Civility Summit on October 11. Hosted by Howard County Public Library, systems throughout the state were in attendance.
- The Liriodendron Mansion in Bel Air hosted a Fall Booktalk with Harford County Public Library on October 25. This ticketed event included brunch, along with a presentation and discussion facilitated by HCPL staff from Materials Management. This event was attended by more than 40 people.
- A group of approximately 20 high school and college students participated in Capture the Flag, a cybersecurity competition, on November 3 at the Bel Air Library. Based on content originally developed at Johns Hopkins and extended by the Mid-Atlantic Gigabit Innovation Collaboratory (MAGIC), the HCPL event was one of 11 happening simultaneously nationwide.
- HCPL team of 8 participated in the 2018 Harford County Chamber Olympics November 8 The Arena Club
- Resource table at the 2018 Veteran's Resource Fair on November 10
- A team of (15) HCPL staff members, Foundation board members, and supporters of HCPL manned the phones at the Maryland Public Library pledge drive on November 26
- Marketing continues to receive requests from the branches for promotional items along with resources/program information to distribute at local outreach events. Items supplied included pencils, magnets, sunglasses, and weekly post-it note calendars.

Advertising

Print

- Come in We're Awesome – Havre de Grace Library; *Havre de Grace Chamber of Commerce 2018-2019 Directory*
- Romancing the Chrome 2019 – Call for Cars; *Car Cruise Guide*
- Gala 2018 – Thank You to Our Sponsors; *I95 Business*, December
- Congratulations HCPL CEO Mary Hastler; *The Daily Record's Icon Honors Award Program*, December

Radio/Podcast

- Harford's Edge on WAMD; Show airs from 9-10 on Fridays and is repeated on Saturday. The Library is a program sponsor. Recent guests have included:
 - 10/19 – Kerri Kneisley, Havre de Grace Decoy Museum
 - 10/26 – Howard McComas, McComas Funeral Homes
 - 11/2 – Jeffrey Gahler and Cristie Hopkins, Harford County Sheriff's Office
 - 11/9 – Kim Joyner, Susquehanna Workforce Network
 - 11/16 – rebroadcast of 11/9 show
 - 11/23 – rebroadcast of 10/19 show
 - 11/30 – Lieutenant Colonel Jody Brown, Colonel Donald Kimbler, and Rick Scavetta, U.S. Army/Aberdeen Proving Ground
- *Conduit*, 10/25/18 – Mary Hastler, Maryland Association of Counties, 21st Century Libraries (Podcast)

Television

- Mary Hastler; *Maryland Public Television*, November 26
- Terry Troy; *WMAR 2 Baltimore*, November 28

Press Releases Distributed

Board Meeting Minutes – December 6, 2018

- “Harford County Public Library Foundation Raises Record Amount at 14th Annual Gala,” October 23
- “HCPL Cares! Provides Opportunities to Contribute to Holiday Donation Drives,” November 12
- “*New York Times* Bestselling Author Laura Lippman Visits Abingdon Library for Family Event,” November 15

Recent Articles and Mentions Received

- “One Maryland One Book Author Tim Junkin,” *The Bargaineer*, September 21
- “Summer Reading Challenge 2018,” *The Bargaineer*, September 28
- “Meet the Author: Ed Lengel,” *The Bargaineer*, October 5; *The Aegis*, October 12; *The Patch – Aberdeen, Bel Air, Fallston, and Havre de Grace*, *WKND*, *The Baltimore Sun*, October 19
- “National Family History Month,” *The Bargaineer*, October 5; *The Aegis*, October 12
- “Comic Con 2018,” *Bargaineer*, October 5; *The Patch – Aberdeen, Bel Air, Fallston, and Havre de Grace*, *WKND*, *The Baltimore Sun*, October 19
- “Obituary – Janet Kohajda,” *The Aegis*, October 17
- “50 Years Ago,” *The Aegis*, October 17, 19, 31
- “Harford County Veterans Resource Fair,” *The Aegis*, October 17; *The Bargaineer* (online), October 26; *The Star*, November 1, 8; *Weekender*; November 8
- “Early Voting,” *The Aegis* (online), *The Baltimore Sun* (online), October 18; *The Record*, October 19; *The Patch – Aberdeen, Bel Air, Fallston, and Havre de Grace*, October 26
- “Book Sales,” *WKND*, *The Baltimore Sun*, October 19; *Weekender*, November 15
- “Capture the Flag,” *The Bargaineer*, October 19; *The Aegis*, October 26
- “Choose Civility Harford County,” *The Dagger*, October 9; *The Bargaineer*, *The Bargaineer* (online), October 19; *The Star*, November 1
- “Gala 2018,” *Citybizlist*, *Bel Air News & Views*, *The Patch – Aberdeen, Bel Air, Fallston, and Havre de Grace*, October 23; *Harford County Living*, October 24; *The Dagger*, October 29; *The Aegis*, *The Bargaineer*, *The Bargaineer* (online), November 2; *Baltimore Magazine*, December
- “HCPS Budget,” *The Aegis* (online), *The Baltimore Sun* (online), October 24
- “The Daily Record 2018 Icon Honors – Mary Hastler,” *The Daily Record*, October 26
- “Audrey Fung – Employee of the Year Award,” *Harford County Living*, October 29; *The Bargaineer* (online), November 12
- “No Shave November,” *Harford County Living*, November 5; *The Aegis*, November 7; *The Bargaineer* (online), November 13
- “Night of Conversation,” *The Bargaineer* (online), *The Aegis* (online), *The Baltimore Sun* (online), November 12; *The Patch – Aberdeen, Bel Air, Fallston, and Havre de Grace*, November 13; *The Aegis* (online), *The Baltimore Sun* (online), November 15
- “HCPL Cares,” *Bel Air News & Views*, *The Patch – Aberdeen, Bel Air, Fallston, and Havre de Grace*, November 12; *Harford County Living*, November 13; *The Bargaineer*, November 16; *The Bargaineer* (online), November 20; *The Aegis*, November 28
- “Laura Lippman,” *Bel Air News & Views*, *Harford County Living*, *The Patch – Aberdeen, Bel Air, Fallston, and Havre de Grace*, November 15; *The Bargaineer* (online), November 29
- “Burdette and Hopkins return as mayor, vice chair of Bel Air Town Commissioners,” *The Aegis* (online), *The Baltimore Sun* (online), November 20
- “Wild Things of Harford County Calendar,” *The Bargaineer* (online), November 26
- “Terry Troy,” *WMAR 2 Baltimore* (online), November 28
- “Romancing the Chrome,” *Car Show & Cruise Guide*, December/January

Cultural Arts Board – November 2018

On November 7th, the November December 2018 episode of Kaleidoscope, the Cultural Arts Board’s bimonthly television program produced in partnership with [Harford Cable Network](#), was filmed, featuring

- [Maryland Conservatory of Music's Sound Minds USA program](#)
- [Theatreworks Live](#)
- [Havre de Grace Arts Collective](#)
- "Shine a Light On" [Forest Hill Dance and Dance Macabre](#)

Board Meeting Minutes – December 6, 2018

- and see photos from June's Artists in the Library events at Harford County Public Library, presented by Harford County Cultural Arts Board

At the October meeting, the Cultural Arts Board voted to award over \$95,000 to local nonprofits for fiscal year FY19, including \$51,000 in operating support for arts organizations based in Harford and \$44,000 supporting arts programming in the County.

The Board is working in cooperation with Harford County Public Schools, Harford County Government and Harford County Public Library to widely publicize the availability of Arts in Education Grants, supporting high-quality programs led by Maryland-based teaching artists in schools and nonprofit community-based settings.

As the Advisory Board terms are coterminous with the County Executive, we are now seeking volunteers for citizens to serve as Harford arts ambassadors & advisors. Go to CulturalArtsBoard.org or Contact Jessica Cleaver to find out more.

Foundation – November 2018

The next meeting of the HCPL Foundation Board of Directors will be January 22, 2019.

Annual Giving

The Annual Giving Campaign is underway. Pledge cards were sent on Thursday, November 15 and will be arriving just in time for the Holidays. The funds will go towards the general fund that supports the many programs, innovation and other library needs throughout the year. We have raised \$6,065.00 to date.

Giving Tuesday

The Foundation participated in this Nationwide Philanthropic Day – Giving Tuesday. It is a virtual campaign hosted on social media the Tuesday following Thanksgiving – November 27. This year the Foundation raised over \$960 for the Library.

Winter Reading

The kick off for Winter Reading will be on Friday, December 21 – the first day of winter. We are excited to have Klein's ShopRite join our list of sponsors this year. Shaffer, McLaughlin, & Stover, LLC have returned as a loyal sponsor for this Library initiative. The Foundation will be sponsoring the purchase of the ever popular completion gifts, the mug. In addition, we have also sponsored the purchase of programing bags this year. They will be distributed to all attendees at the January 31 John Shields event at the Abingdon Branch and at the February 8 Drew Lazor event.

Romancing the Chrome

This year's car show is scheduled for Saturday, April 13 from 10 a.m. – 4 p.m. The rain date is Saturday, April 20. Keene Dodge will be returning as our Headlining Sponsor and Klein's Shoprite has joined us as a Premiere Sponsor. The first committee meeting will take place on Thursday, January 3 at 6:30 p.m. at the Jarrettsville Branch. Advertising has already begun. Our full page ad, a "Call for Cars", will be in the December/February issue of the Car and Cruise Guide. We have also partnered with WMAR Channel 2 news for media coverage. Joe Ligo, from the television show Motorweek, will return as our celebrity judge.

15th Annual HCPL Gala

Planning is already underway for the 15th Annual HCPL Gala, Zilla: An Evening in the Stacks "King of the Galas". The first committee meeting will be on Thursday, February 7 at 8:15 a.m. at the Bel Air Branch. The RFP for the caterer was released on Monday, November 26. We will be hosting a Gala Happy Hour on Tuesday, February 5 at Saxon's Diamond Centers in Aberdeen from 5 p.m. – 7 p.m. Pairings Bisto will be providing lite refreshments with a cash bar and we will have entertainment, Nico Sarbanes Jazz Trio. Saxon's Diamond Centers will donate a percentage of the sales that evening back to the Library. Next year's Gala is scheduled for Saturday, November 2, 2019 and tickets go on sale Friday, August 2 at 11:02 a.m.

ACTION ITEMS

Personnel Changes – November 2018

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

NEW HIRES:

Dawn Kilmon, Library Assistant I – Circulation, Bel Air Branch, 15 hours per week. Effective Date: November 5, 2018.

Hailey Crockett, Library Assistant I – Circulation, Jarrettsville Branch, 15 hours per week. Effective Date: November 5, 2018.

Addison Smith, Library Assistant III – Rolling Reader, Edgewood Branch, 37.5 hours per week. Effective Date: November 26, 2018.

Clayton McKenzie, Library Associate – Teen Services, Aberdeen Branch, 37.5 hours per week. Effective Date: December 3, 2018.

Sydney Buffington, Librarian- Juvenile Services, Havre de Grace Branch, 37.5 hours per week. Effective Date: December 17, 2018.

PROMOTIONS:

Meghan Haines, Library Assistant I – Circulation, Havre de Grace Branch, 15 hours per week has been promoted to the position of Library Associate I, Abingdon Branch, 15 hours per week. Effective Date: November 19, 2018.

OTHER CHANGES:

Bill Amos, Assistant Branch Manager, Joppa Branch, 37.5 hours per week has been reassigned to the position of Library Associate II – Materials Management, Administrative Office, 37.5 hours per week. Effective Date: December 31, 2018.

Kim Grimsley, Library Associate II, Havre de Grace Branch, 37.5 hours per week has been reassigned to the position of Library Associate II, Joppa Branch. Effective Date: October 22, 2018.

Zoe DiGiorgio, Library Associate I, Joppa Branch, 37.5 hours per week has been reassigned to the position of Library Associate I, Havre de Grace Branch. Effective Date: October 22, 2018.

Katie Richardson, Librarian, Joppa Branch, 37.5 hours per week has accepted an interim assignment as Assistant Branch Manager at the Havre de Grace Branch. Effective Dates: October 7, 2018 – December 29, 2018.

Kelly Donelson, Library Associate II, Bel Air Branch, 37.5 hours per week has accepted an interim assignment as Library Associate II at the Havre de Grace Branch. Effective Dates October 7, 2018 – December 29, 2018.

RETIREMENTS:

Ann Winkler, Librarian, Whiteford Branch, January 1, 2019

RESIGNATIONS/TERMINATIONS:

Scott Businsky, Library Associate II – Teen Services, Havre de Grace Branch, 37.5 hours per week. Effective Date: November 4, 2018.

Courtnee Scoggins-Cirri, F&O Assistant, Abingdon Branch, 19 hours per week. Effective Date: November 16, 2018

Erika Martin, Library Associate II, Abingdon Branch, 15 hours per week. Effective Date: November 17, 2018.

Oliver Corkran, Library Assistant I – Circulation, Bel Air Branch, 15 hours per week. Effective Date: November 21, 2018

DISCIPLINARY ACTIONS:

An employee has received a three (3) day suspension without pay.

LEAVE OF ABSENCE REQUESTS:

An employee has requested FMLA intermittent leave for the care of a family member. Effective 12/10/2018

An employee has requested FMLA intermittent leave for the care of a family member. Effective 11/28/2018

An employee has requested FMLA leave for personal illness. Effective 11/13/2018

OPEN POSITIONS:

- **Assistant Branch Manager I**, Havre de Grace Branch, 37.5 hours per week. *Re-posted internally/externally. Closing Date: January 3, 2019.*
- **Assistant Branch Manager I**, Joppa Branch, 37.5 hours per week. *Posted internally/externally. Closing Date: January 6, 2019*
- **Librarian**, Children's Services, Aberdeen Branch, 37.5 hours per week. *Re-posted internally/externally. Closing Date: January 6, 2019.*
- **Librarian**, Children's Services, Abingdon Branch, 37.5 hours per week. *Posted internally/externally. Closing Date: January 6, 2019.*
- **Library Associate I/II**, Aberdeen Branch, 20 hours per week. *Assessing position.*
- **Library Assistant I – Circulation**, Havre de Grace Branch, 15 hours per week (2 Positions). *Posted internally/externally. Interviews held November 27 & 28, 2018.*
- **Library Assistant I – Circulation**, Norrisville Branch, 15 hours per week. *Posted internally/externally. Interviews held November 29, 2018.*
- **Library Assistant I – Circulation**, Bel Air Branch, 15 hours per week. *Posted internally/externally. Closing Date: January 6, 2019.*
- **Page II**, Bel Air Branch, 18 hours per week. *Assessing position.*
- **Coordinator – Children & Teen Services**, Administrative Offices, 37.5 hours per week. *Assessing position.*
- **F&O Assistant**, Abingdon Branch, 15 hours per week. *Assessing position.*
- **F&O Assistant**, Abingdon Branch, 37.5 hours per week. *Assessing position.*
- **Administrative Assistant I**, Administrative Office, 37.5 hours per week. *Assessing position.*
- **Programming Specialist**, Administrative Office, and 37.5 hours per week. *Assessing position.*
- **Administration position**, 37.5 hours per week, (previously Manager I - CSC Department). *Assessing needs of the organization prior to filling this position.*
- **Computer Network Technician**, CSC Department, Administrative Office, 37.5 hours per week. *Assessing position.*
- **Specialist III – Web Services**, Administrative Office, 37.5 hours per week. *Assessing position.*
- **Specialist III – Human Resources**, Human Resources Department, Administrative Office, 37.5 hours per week. *Assessing position.*

MOTION: Motion by Mr. Cottone seconded by Mr. Adams and carried by unanimous vote to approve the personnel changes for November 2018 as presented.

OLD BUSINESS

None

NEW BUSINESS

Approve Early Closure of Abingdon Library for Author Event on January 31, 2019

Ms. Hastler requested that Abingdon Library close at 5:00PM on Thursday, January 31, 2019 to allow time to setup for the Author Event featuring John Shields. The drive thru will remain open for regular hours for drive through service.

MOTION: Motion by Mr. Adams seconded by Mr. Vido and approved by unanimous vote to approve the Early Closure of Abingdon Library for Author Event on January 31, 2019 as presented.

Approve Closure of Abingdon Library for Renovation

Ms. Hastler requested that Abingdon Library be closed starting Tuesday, March 5, 2019 for four to six months for renovation. Mr. Avery asked what would happen to Abingdon staff during the closure. Ms. Hastler shared that there are several options still being considered including placing staff into vacancies in other branches (either temporarily or permanently) or possibly staffing a temporary facility in the Abingdon area if one is secured. Additionally, Ms. Hastler noted that one or two staff members would remain onsite at the branch for the duration of the project. Mr. Adams asked what sort of costs would be associated with opening a temporary facility during the Abingdon Branch renovation. Ms. Hastler explained that those costs are hard to quantify at this time.

MOTION: Motion by Mr. Adams seconded by Mr. Cottone and approved by unanimous vote to approve the Closure of Abingdon Library for 4-6 months for renovation as presented.

Approve Revisions to Holidays and Closings Schedule Through 2019

Mr. Allman referred to the Holidays and Closings Schedule Through 2019 included in the Board packet. Two changes were proposed for revision: 1) Close Sunday, December 23, 2018 and 2) Open Sunday, December 30, 2018. Ms. Hastler noted that an employee had recommended the revisions for this year, and that future schedules should consider on which day of the week Christmas will fall.

MOTION: Motion by Mr. Adams seconded by Mr. Vido and approved by unanimous vote to approve the revised FY19 Holidays and Closings Schedule Through 2019 as presented.

Approve Proposed FY2020 Operating Budget

Ms. Hastler reviewed the proposed operating budget for fiscal year 2020, and clarified that Contracted Expenses includes the cost of the new Paycom system (software, and the hardware needed to support it). As Chair of the Budget & Finance Committee, Mr. Vido offered a brief summary of the committee's recommendation to approve the proposed budget. Mr. Allman invited Board members to address any questions regarding the committee's recommendation. Mr. Allman began by asking what would happen if no funding were received to cover those costs, and Ms. Hastler noted that Paycom is imperative to support the modernization of our systems, and that funding would need to be found somewhere for this specific item. Mr. Vido further explained that utilization of Paycom does provide some offset funding that should not be overlooked. Mr. Adams noted that this is a significant cost, especially if done annually, and if annual funding is not received, the library would constantly be moving funds around to cover these expenses. Mr. Allman questioned whether the library is locked into the Paycom expense. Ms. Cogar answered affirmatively, but also explained that the cost covers all of the modules offered by Paycom, including those that the library has not yet begun using. Mr. Cottone asked whether this was a single or multi-year contract. Ms. Cogar confirmed that the contract term is for a single year, and noted that Paycom has noted they do not have cost increases. Mr. Cottone asked whether that claim has been put in writing. Ms. Cogar further explained that the Paycom portion

of Contracted Expenses is \$75,000 and the remaining amount is for other items within the line item. Mr. Allman asked whether the salary increase anticipated for the results of the Compensation & Classification Study has been included, and Ms. Cogar clarified that is not the case; the increase reflects rising healthcare costs. Mr. Allman asked whether these anticipated salary increases would need to be addressed with the County at another time. Ms. Hastler explained that, if necessary, she would request additional funding in January, pending the results of the Study. Mr. Vido shared that this is the library's preliminary submission. The County will respond, then the library will need submit a revised budget as needed, as well as the request for additional funding pending the results of the Comp & Class Study. Ms. Hastler also noted that this budget doesn't reflect any salary increases based on the wage parity agreement between the library and the County (If County employees receive a salary increase, library staff receive the same increase, which is funded by the County.).

MOTION: Motion by Mr. Cottone, seconded by Mr. Adams, and carried by unanimous vote to approve the FY20 Operating Budget as presented.

Approve Proposed FY2020 Capital Budget

Ms. Hastler reviewed the proposed capital budget for fiscal year 2020. As Chair of the Capital Improvements Committee, Mr. Cottone offered a brief summary of the committee's recommendation to approve the proposed budget. Mr. Allman invited Board members to address any questions regarding the committee's recommendation. Ms. Hastler noted that the items are listed in order of priority. Mr. Allman asked whether there was any expectation on whether or not we would receive funding for any particular project. Ms. Hastler noted that we would likely receive funding for technology, and it will be for much needed updates.

MOTION: Motion by Mr. Cottone, seconded by Mr. Adams, and carried by unanimous vote to approve the FY20 Capital Budget as presented.

BUSINESS FROM THE CHAIRPERSON

Mr. Allman asked for clarification on the date of the next Board meeting, and Ms. Button confirmed the next meeting is scheduled for January 10, 2019 since there was a scheduling conflict for the usual third Thursday of the month (January 17th).

BUSINESS FROM BOARD MEMBERS

There was no Business From Board Members.

COMMENTS FROM THE PUBLIC

There were no Comments from the Public.

ADJOURNMENT OF PUBLIC MEETING

Mr. Allman requested the Board retire to an Executive Session to review the CEO Work Plan for FY19.

Mr. Allman 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;

MOTION: Motion by Mr. Cottone, seconded by Mr. Adams and approved by unanimous vote to approve the closing of the Public Meeting and go into a closed session.

There being no further comments or questions, the public meeting adjourned at 7:12 PM.