

**HARFORD COUNTY PUBLIC LIBRARY
FY 2018 BOARD OF TRUSTEES**

MEETING MINUTES

February 15, 2018

Present: Dwayne Adams, William B. Allen, Alex M. Allman, Kenneth R. Avery, Dominic C. Cottone, Judge Susan H. Hazlett, Taryn J. Martin, Alison N. Smith Student Liaison, Durbin Vido, Lydia R. Brennan, Legislative Aide to County Councilman Curtis Beulah, CEO Mary L. Hastler, and Jennifer Button

Absent: Trustee Nancy Brown and 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 6:31 PM in the Abingdon Library.

CHANGES TO THE AGENDA

There was one change to the Agenda, New Business, requesting the review and approval of the revised Paid Time - Sick and Safe Leave (Attendance Standards) policy.

PRESENTATIONS/RECOGNITIONS

There were no Presentations/Recognitions.

APPROVAL OF MINUTES

MOTION: Motion by Mr. Adams, seconded by Judge Hazlett and approved by unanimous vote to accept the Minutes of the January 11, 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 January 2018 were within the FY18 budget. As of January 31, 2018, encumbrances totaled \$310,000 including:

Contracted Services	\$ 32,000
Supplies/Travel	\$ 28,000
Library Materials	\$ 241,000
Furniture and Equipment	\$ 9,000
	<u>\$ 310,000</u>

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

COMMITTEE REPORTS

Budget & Finance Committee - Mr. Vido

The Budget & Finance Committee did not meet.

Executive Committee – Mr. Allman

The Executive Committee did not meet.

Capital Improvements Committee – Mr. Cottone

The Capital Improvements Committee did not meet.

Human Resources Committee – Judge Hazlett

The Human Resources Committee met to discuss the proposed revisions to the Paid Time - Sick and Safe Leave (Attendance Standards) policy, to be discussed later in the agenda.

Foundation – Ms. Martin

The Foundation Board did meet. Topics discussed included the upcoming Romancing the Chrome car show and the Gala happy hour theme reveal. A brief report was included in the Board packet for review.

Statistics – Daria Parry

In January, circulation was at 296,576 and information reader assistance at 40,423. There were 527 programs with 23,447 attending. There were 118,608 walk-ins and 7,926 drive thru visits. A complete report was included in the Board packet for review.

February 2018 Programming Highlights – Beth LaPenotiere

January was a cold, frozen month but our branches took advantage of the winter weather.

The Aberdeen children's department held an indoor Story Walk featuring the book *The Snowy Day* by Ezra Jack Keats. Activities included making your own snowflakes, story-sequencing activities, sorting the world's highest mountains and many more activities designed to go along with the book.

The Winter Birds in Your Back Yard program at Fallston was well attended by a multi-generational audience that included a Boy Scout troop. Guest speaker Phil Powers discussed birds that stay in the area and species that pass through our region during the winter.

In January, Fallston started doing drop-in Beam programs after their Wednesday story times. Customers have really enjoyed playing the games, particularly on snowy days when story time attendees had extra energy to burn!

Frozen's Olaf was in Abingdon's house on January 25 as they celebrated Snowman Day with all-day crafts, stories and Olaf every hour.

A nice crowd attended Norrisville's Frozen Party on January 13th. Several enthusiastic Frozen fans were in attendance (some even came in costume) and a few walk-in attendees popped in from the basketball game down the hall. Everyone had fun hearing frozen stories, making crafts, and listening to the Frozen soundtrack.

The 2nd annual Fairy Tale Festival was on Friday, January 12th. Over 500 customers visited the Children's Department and StreamWorks for special Fairy Tale STEM Challenges, such as building a new chair for Goldilocks. Local celebrity readers read their favorite fairy tales to delighted audiences. A few special princesses (from Frozen) stopped by for a visit and joined in the fun, leading a fun dance party. The green screen and crafts were popular. Live streaming was available during the event.

Adult Winter Reading registrants for January 2468 - Total 4105

YA Highlights for February 2018 – Alison Smith

January was a month with tech exploration for teens at Aberdeen and Abingdon! At the Aberdeen Library, a teen volunteer did a presentation on technology for adults – not only did she do a great job presenting, but she also promoted more library tech programs like Tech Time! In Abingdon, teens from the Teen Advisory Group learned about the Innovation Lab's new piece of technology, the Carvey, and had a great time making their own creations. Meanwhile, Abingdon's Anime/Manga Club teens tried out virtual reality with the Vive, some playing games and others creating virtual reality art.

Abingdon teens weren't the only ones creating art in January. At the Havre de Grace branch Teen After Hours, the teens got creative with glow-in-the-dark crafts. And at the Whiteford branch, North Harford Middle School students were celebrated at the art show where 118 students, parents, and friends attended. Fallston teens continue to flex their creativity by creating interactive billboards for the children of Fallston to enjoy and to beautify the branch.

Tech and art were certainly highlights to the start of 2018, but teens also loved to read with HCPL as well! Students from Southampton Middle, Fallston High, North Harford High, and Edgewood High Schools all enjoyed visits from their local librarians. They learned about great new reads for the Winter Reading Program, online databases and other resources they can use for school, and upcoming programs like Film This and Design This. At North Harford High School, librarians from Jarrettsville and Whiteford participated in a book club with students about the book *Turning 15 on the Road to Freedom*, where impassioned teens had a great discussion about civil rights.

Chief Executive Officer's Report – Ms. Hastler

Building Projects

Abingdon Library Leaks – Meetings 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 Thoemke Architects to provide design expertise. Predesign work is underway and the county held a design meeting on September 12 to review project scope and timeline. It is anticipated that the design drawings will be completed winter 2018; award the contract by June 1, 2018, and demolition/construction/replacement begin early October 2018, immediately following the Gala. The Library will be closed for approximately 8-12 weeks.

Abingdon Parking Lot Poles – The base of four parking lot poles have rusted and need replacing. One pole snapped and fell during recent high winds and landed on a truck causing minimal damage. This incident led to the inspection of all the parking lot poles. Three additional poles were discovered to have rusted as well. Those poles have been removed and we are waiting for the replacements to be delivered. The replacement poles will be installed once received.

Jarrettsville Gutters/Sidewalk Repair - Gutters and downspouts have been installed. The next step of the project is to correct the pitch of the sidewalks to ensure proper drainage. The County – Parks and Recreation - has the sidewalk component on their project list and is working with the County's Capital Projects department to secure a vendor. There are two concrete slabs in the rear of the building that have settled causing low spots where water collects and freezes requiring replacement. The project is on the County list to secure a vendor.

Riverside Renovation – Mary and Kathy meet 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. Two design meetings were held and kickoff for the final planning began today with an afternoon meeting.

Edgewood Roof Replacement – The Library received official notice on October 12th of an award of a Maryland State Library Capital Grant in the amount of \$94,000 (53% match) for the replacement of the Edgewood Library Roof in FY 2018. The county will fund the rest of the cost of the project. The project is scheduled to be complete by June 2018.

Fallston – The Fallston branch has experienced ongoing problems with the sewer line that runs from the staff restroom out of the building. The pipe was replaced requiring a 35 feet long trench to be dug through the center of the staff workroom. The work began on December 8th and completed December 20th. Public service was not interrupted. As part of this project, the carpeting was replaced in the staff workrooms, lunchroom, hall and meeting room. The meeting room was also painted. The kitchenette in the meeting room will be replaced with contemporary cabinets and fixtures in the next few weeks. The Fallston roof developed many leaks during the recent heavy rains (weekend of February 10th). Temporary measures to catch the water have been installed by the county until permanent repairs can be made.

Havre de Grace – On January 27th, one of the sprinkler heads under the schooner in Schooner Cove came off causing water to flood the area and then proceeded down to the first floor. Clean up efforts begin immediately. ServPro cleaned, disinfected, and shampooed all the affected areas. The branch was closed for two days, but Schooner Cove was closed for 9 days. We are waiting on delivery of replacement ceiling tiles for the first floor staff work areas. The cost to repair and clean the branch has been submitted to the County Risk Management Department for payment. We are also investigating if the sprinklers under the Ranger Station and inside the schooner crawl space are required. This is the second sprinkler malfunction in these areas.

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.

Facilities Master Plan – The contract was awarded to HBM Architects, LLC, from Cleveland, OH, and they have extensive experience in Master Planning for several public libraries in Maryland. The kickoff off conference call was held on Wednesday, February 14th, and the library is in the process of data and statistical gathering. The report is scheduled for completion the end of September 2018.

Customer Service Initiative

“Delivering the Ultimate Library Experience” - The library has partnered with Jim Ford of Loving the Customer, LLC, to develop a new customer service training program. The program will consist of two phases and launches in January 2018. Phase one will be centered on reviewing feedback from a random sampling of recent customers. This feedback will then be incorporated into a journey map that will be developed in conjunction with staff from across the library system. The journey map is unique to our institution and examines the experiences that customers have when they utilize our services at HCPL. Phase two will consist of system wide staff training on the new customer service principles and will begin in March. By undertaking this initiative, we look to provide better customer service and overall satisfaction levels with our library system.

Maryland Library Legislative Day – Tuesday, February 20, is Maryland Library Day in Annapolis and libraries across the state will be speaking with their representatives and participating in a day of library advocacy. The day concludes with an evening reception, 5:30-7:30 p.m., Senate Office Building, President’s Conference Room.

Meetings & Presentations – January 2018

- 1/2 GBCF Marketing
- 1/3 ALA COL January Conference Call
- 1/5 RUMP
- 1/8 Chamber Legislative Meeting
- 1/8 Chamber Executive Committee Meeting
- 1/8 Legislative Conference Call
- 1/9 County Executive’s State of the County Address @ County Council
- 1/10 The Daily Record Annapolis Summit 2018
- 1/10 A&C Opening Day Open House
- 1/12 Fairy Tale Festival Day
- 1/16 GBCF Board Meeting
- 1/16 SLRC Commission Meeting
- 1/17 ALA Committee Conference Call
- 1/17 MediaWise Meeting
- 1/18 Chamber Board Meeting Conference Call
- 1/18 Maryland Humanities Development & Leadership Committee Meeting
- 1/18 Chamber State of the County Luncheon
- 1/18 Harford Night in Annapolis
- 1/22 Legislative Conference Call
- 1/22 Women’s Commission Meeting
- 1/23 Riverside Business Park Leadership Breakfast
- 1/23 United Way Project Homeless Connect
- 1/25 Legislative - Annapolis
- 1/25 Legislative - Annapolis
- 1/25 County Executive Virtual Town Hall Meeting
- 1/27 Southern Harford County Rotary Snowball Gala
- 1/29 John Carroll Library Consult

Marketing Report –February 2018

General

- Projects completed by designers: 124
- Social media now up to 5,702 likes!
- “Eat. Drink. Read,” Winter Reading 2018 continues for adults and high school students. Participants receive a pen, provided by the Friends, and bookmark for registering. As of February 9, there are 5,115 individuals registered and more than 2,170 people have completed. Adults who read 5 books and high schoolers who read 3 by March 3 are eligible to receive a special collector’s mug, while supplies last.
- The First HCPL Women’s Summit will be happening on the morning of Tuesday, March 6, at the Abingdon Library. Tickets are \$45 and registration is required. Space can be reserved on the library website. Debbie Phelps will be the keynote speaker, along with a variety of other local female leaders. 64 attendees registered to date.
- Registration opens on Monday, February 19, for the 5th Annual Genealogy Conference. This free, full-day event will take place on Saturday, March 24, at the Bel Air Armory.
- The Spring 2018 Headlines & Happenings is at the printer and delivery to the branches is expected next week. The online version is available at HCPLonline.org.

Marketing Campaigns

- Harford County Virtual Budget Hearing
- Valentine’s Day Programs at Your Library
- 1000 Books Before Kindergarten Program
- Flipster
- Kanopy
- STREAM Open House
- 7th Annual Romancing the Chrome

Outreach

- Harford County Night in Annapolis, January 18

Advertising

Print

- Romancing the Chrome 2018 Call for Cars; *Car Show Cruise Guide*
- Congratulations from HCPL; *Illuminate – HCC 60th Anniversary Event Program*

Radio

Harford’s Edge on WAMD; Show airs from 9-10 on Fridays and repeated on Saturday. The Library is program sponsor.

- Jan 2- HCPL Fairy Tale Festival- Steph Murphy, Bel Air Asst. Branch Manager
- Jan 12- Winter Reading Program- Eat.Drink.Read- Kerry Dunnington, National award-winning cookbook author, caterer, personal chef, publisher, food blogger
- Jan 19- United Way Project Homeless Connect- Cecilia Helmstetter, Director Leaders United and Scott Gottbreht, Associate Vice President of Homeless Services both with United Way of Central Maryland
- Jan 26- Harford County Chamber legislative & event update- Angela Rose, President & CEO Harford County Chamber of Commerce

Press Releases Distributed

- “Harford County Public Library Searches for Student Representative for Board Membership,” January 16
- “Harford County Public Library Celebrates Black History Month,” January 22
- “Harford County Public Library Hosts Women’s Summit,” January 29

Recent Articles and Mentions Received

- “School Accomplishments - HCPL Summer Reading Challenge Winners,” *Harford County Public Schools 2016-2017 Annual Report*
- “Fairy Tale Festival 2018,” *The Bargaineer* (online), January 5; *The Dagger*, January 10; *Weekender*, January 11; *The Bargaineer*, January 12
- “Veterans Book Group,” *The Baltimore Sun* (online), *Towson Times* (online), January 8
- “FY19 Harford County Budget,” *The Bargaineer* (online), January 15; *The Star*, January 18
- “Foundation 2017 Gala,” *Baltimore Business Journal*, January 19
- “Black History Month,” *The Aegis*, *The Baltimore Sun* (online), *The Aegis* (online), *Patch – Aberdeen*, *Bel Air*, *Fallston*, *Havre de Grace*, January 19; *Bel Air News & Views*, January 22; *The Bargaineer*, *The Bargaineer* (online), January 26; *The Dagger*, January 31
- “Carly’s Bikes Launch,” *The Aegis*, January 12
- “Board of Trustees Seeks Student Representative,” *Citybizlist*, January 16; *Bel Air News & Views*, January 17; *The Dagger*, January 24; *The Star*, January 25; *The Aegis*, January 26
- “Women’s Summit,” *The Bargaineer* (online), *Bel Air News & Views*, *Patch – Aberdeen*, *Bel Air*, *Fallston*, *Havre de Grace*, *Harford County Living*, January 29; *Bel Air News & Views*, February 7
- “Calendar Listings – Teen Programs,” *Baltimore’s Child Magazine*, February
- “Omega Psi Phi Book Dedication,” *Weekender*, *The Record*, February 2
- “7th Black Gospel Music Experience,” *The Bargaineer*, February 2
- “Bel Air Officials Consider Building New Police Station,” *The Baltimore Sun* (online), *The Aegis* (online), February 6

Cultural Arts Board – January 2018

The Cultural Arts Board Coordinator installed the annual art exhibit in the State House of Delegates in January. The annual installation, in support of the Harford County Delegation, features art by two Harford County artists. 2018's exhibit displayed black and white photography by Jim Craig and painted portraits by Seonju Townsend.

On January 10th, the January/February 2018 episode of Kaleidoscope, the Cultural Arts Board's bimonthly television program produced in partnership with Harford Cable Network, was filmed, featuring in-studio interviews with:

- Scottfield Theatre Company, Harford Arts scene's newest addition!
- Jim Craig, photographer
- Pam the Kindersinger, children's entertainer, and
- Out & About featuring an Old-Fashioned Holiday on Union Avenue presented by Harford County Public Library and the Havre de Grace Opera House

Kaleidoscope airs every day for two months on cable TV, and may be viewed on CulturalArtsBoard.org anytime, anywhere.

On January 22nd the Cultural Arts Board welcomed Sonja Cendak, Greater Baltimore Cultural Alliance Grant Program Manager, to the Bel Air Branch. She publicized the Rubys Artist Project Grants and presented general "grant-writing for artists" tips. The Rubys are project-based funding of up to \$10,000 for emerging and established Baltimore-regional artists.

The Cultural Arts Board is collaborating with the Arts Education in Maryland Schools Alliance, to plan for an Arts Educator Listening Session - an addition to the Annual Arts Gathering in April, the Cultural Arts Board's signature event.

Maryland Arts Day 2018, is scheduled for February 22th and more than 500 arts supporters gather in Annapolis to network and speak with their state-level representatives about Arts funding in Maryland.

In January 2018, the Cultural Arts Board submitted its mid-year report for Fiscal Year 2018 and a Request for Funding for Fiscal Year 2019 to the Maryland State Arts Council.

Foundation Report – February 2018

The next meeting of the HCPL Foundation Board of Directors will be February 27, 2018.

Romancing the Chrome

The 7th Annual Romancing the Chrome Car show will take place on Saturday, April 14 (rain date Saturday, April 21). We will once again work in partnership with the Jarrettsville Lions Club. Keene Dodge, Jarrettsville Federal, BE Miller, Jarrettsville Creamery, Armstrong and American Design and Build have returned as sponsors. This year's event will include family activities such as face painting and story time. The Bel Air Corvette Club will be providing several volunteers to assist with parking, judging and registration.

Summer Reading Challenge

The theme for the 2018 Summer Reading Challenge is Libraries Rock! The kick-off will take place Monday, June 18 at the Abingdon and Fallston branches. Kona Ice will join us at both locations and donate 20% of the sales to the Foundation. To date we have raised, \$37,000. Committed sponsors include Wegmans, Aberdeen Iron Birds, Maryland 529, HarCo Federal Credit Union, APGFCU, Rosedale Federal, M&T Bank, Harford Day School, Bel Air Friends, Darlington Friends, Harford Community College, Aberdeen Rotary, Advanced Eye Car and Berardino Family Trust.

Virtual Valentine Campaign

The Foundation launched a Virtual Valentine Campaign via social media this month. We are encouraging the community to send the Harford County Public Library Staff a virtual valentine with a heartfelt message with a donation of \$5, \$10 or \$15. This campaign will run through the end of February. Messages will be shared system wide, so share the love!

14th Annual HCPL Gala

Planning is underway for the 14th Annual Library Gala scheduled for October 13 at the Abingdon Branch. We will be hosting our Gala Kick Off Happy Hour on Tuesday, March 13 at One Eleven Main from 5pm – 7pm in Bel Air. The promotional video will be viewed for the first time and the theme for this year’s gala will be revealed. Chandon will be sponsoring the complimentary champagne toast at the end of the night. It will be an evening full of fun surprises and great music provided by DJ Lovegrove. This will also be the first opportunity to purchase raffle tickets for the stunning ring provided by our returning sponsor, Saxon’s.

DRAFT Statement of Financial Position as of January 31, 2018

Assets:	
.....	
Checking/Savings	\$ 447,803.42
Accounts Receivable	49,000.00
Total Current Assets:	\$ <u>496,803.42</u>
Liabilities & Equity:	
.....	
Accounts Payable	\$ 1,350.00
Other Liabilities	<u>2,015.65</u>
Total Current Liabilities:	<u>3,365.65</u>
Equity:	
.....	
Temporarily Restricted Net Assets	215,002.07
Board Designated Net Assets	10,749.07
Unrestricted Net Assets	85,541.23
Net Income	<u>181,145.40</u>
Total Equity:	<u>493,437.77</u>
Total Liabilities & Equity	\$ <u>496,803.42</u>

ACTION ITEMS

Personnel Changes – January 2018

Mr. Ross submitted for review and confirmation the following human resources changes for January:

NEW HIRES:

None

PROMOTIONS:

None

OTHER CHANGES:

None

RETIREMENTS:

None

RESIGNATIONS/TERMINATIONS:

Emily Hoeksema, Librarian – Children’s Services, Aberdeen Branch, 37.5 hours per week.
Effective Date: January 27, 2018.

Jessica Edwards-Smith, Library Associate II – Teen Services, Joppa Branch, 37.5 hours per week.
Effective Date: February 24, 2018.

Jessica Faulkner, Assistant Branch Manager I, Havre de Grace Branch, 37.5 hours per week.
Effective Date: March 9, 2018.

DISCIPLINARY ACTIONS:

37.5 hours per week employee. Suspended without pay for one day for violation of company rules.
Effective Date: February 7, 2018.

LEAVE OF ABSENCE REQUESTS:

An employee has requested a medical leave of absence under the FMLA. Start Date: January 24, 2018. Estimated End Date: February 20, 2018

An employee has requested a medical leave of absence under the FMLA a Family Member. Start date: January 13, 2018. Estimated End Date: December 13, 2018.

OPEN POSITIONS:

- **Branch Manager I**, Havre de Grace Branch, 37.5 hours per week. *Posted internally/externally. Best Consideration Date: January 12, 2018.*
- **Information Technology Director**, Administrative Office, 37.5 hours per week. *Posted internally/externally. Best Consideration Date: January 12, 2018.*
- **Library Assistant II – Circulation**, Aberdeen Branch, 37.5 hours per week.
- **Assistant Branch Manager I**, Havre de Grace Branch, 37.5 hours per week. *Posted internally/externally. Best Consideration Date: March 9, 2018.*
- **Librarian**, Children’s Services, Aberdeen Branch, 37.5 hours per week. *Posted internally/externally. Best Consideration Date: March 9, 2018.*
- **Librarian**, Children’s Services, Bel Air Branch, 37.5 hours per week. *Posted internally/externally. Best Consideration Date: March 9, 2018.*
- **Library Associate I/II**, Children’s Services, Bel Air Branch, 37.5 hours per week.
- **Library Associate I/II**, Children’s Services, Bel Air Branch, 30 hours per week.
- **Library Associate I/II**, Children’s Services, Bel Air Branch, 19 hours per week.
- **Page II**, Bel Air Branch, 18 hours per week.
- **Administrative Assistant I**, Administrative Office, 37.5 hours per week. *Assessing position.*
- **Programming Specialist**, Administrative Office, 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.*

PAGE STAFF REPORT:

Open Positions (including Substitute Pages):

- Abingdon Branch – 2
- Bel Air – 1
- Norrisville – 1

New Hires: 0

MOTION: Motion by Judge Hazlett, seconded by Mr. Adams, and carried by unanimous vote to approve the personnel changes for January 2018 as presented.

OLD BUSINESS

There was no Old Business.

NEW BUSINESS

Paid Time – Sick and Safe Leave (Attendance Standards) – Mr. Ross provided a verbal summary of his *New Maryland Paid Sick Leave Law* memo dated February 14, 2018. The new law, effective February 11, 2018, impacts the Library in several ways. The law requires employers to provide paid leave for employees working 12-19 hours per week, expands the reasons an employee may use leave, and extends the definition for “family member” under the law. Specifically, HCPL employees that regularly work between 12-19 hours per week will be eligible for the new Sick and Safe Leave. Employees that work 20 or more hours per week will continue to earn leave at their current rate. Steps for compliance include sending a notice to alert all employees of the change, a change in record keeping which will allow HR to provide all employees with information about leave balances (thru Paycom), and the revision of the current Sick Leave Policy document. This revision, retitled to *Paid Time – Sick and Safe Leave (Attendance Standards)*, was included in Board Members’ packets.

In response to Mr. Allman’s question, Ms. Hastler confirmed that the revised policy does not need to be reviewed by the County Attorney before approval and publication. Mr. Allman also requested clarification on the difference between those employees working 12-19 hours per week and those working 20 or more hours that can accumulate an unlimited number of sick and safe leave. Mr. Ross confirmed that employees working between 12-19 hours per week are not in the pension system and are only eligible to earn sick leave at the rate indicated by the new law, while those employees working 20 or more hours are in the pension system and can accumulate an unlimited amount of sick leave under the guidelines of that system. In response to Mr. Avery’s question, Mr. Ross further clarified that employees working 12-19 hours per week can accumulate and use no more than 64 hours of sick and safe leave in a fiscal year period. Ms. Smith asked how much detail an employee will be required to provide in order to use Sick and Safe Leave for one of the newly expanded reasons (sexual assault, stalking, etc.). Mr. Ross clarified that employees will not be asked to provide confidential details – they will simply request to use Sick and Safe Leave. Ms. Hastler also shared that HCPL is waiting to receive additional information from the State, defining how the new law may affect procedures. In response to Mr. Cottone’s question, Mr. Ross clarified that the new law does affect all employees in the state. Ms. Smith asked whether HCPL would be able to use volunteers to perform the work of a substitute. Ms. Hastler explained that under state law, employers may not use volunteers to replace employees, but that HCPL will look at scheduling in order to create staffing efficiencies. Mr. Allman asked how HCPL categorizes those employees working 12-19 hours or above 20 hours, and whether employees will be maxed out at 19 hours per week. Ms. Hastler explained that employees are not maxed out, rather, they are hired for a position that is scheduled for 12-19 hours only. Ms. Hastler also shared that the revised *Paid Time - Sick and Safe Leave (Attendance Standards)* policy, if approved, would be retroactive to February 11,

2018, and the library will continue to monitor state guidelines requiring the Board to continue to review and evaluate the policy.

MOTION: Motion by Mr. Cottone, seconded by Dr. Allen and approved by unanimous vote to approve the proposed Paid Time – Sick and Safe Leave (Attendance Standards) revised by Charles Ross on February 1, 2018 and effective February 11, 2018.

BUSINESS FROM THE CHAIRPERSON

Mr. Allman shared that it was great to see everyone, and thanks all that participated to get the new Paid Time - Sick and Safe Leave (Attendance Standards) policy approved.

BUSINESS FROM BOARD MEMBERS

Ms. Hastler reminded all present that a search is currently being conducted for the FY2019 Student Representative to the Library Board of Trustees. As a reminder, Ms. Smith's term concludes on June 30, 2018.

COMMENTS FROM THE PUBLIC

Ms. Cogar shared that many folks have been working hard to get Paycom up and running, and preliminary feedback from staff is that they really seem to like it!

ADJOURNMENT OF PUBLIC MEETING

There being no further comments or questions, the public meeting adjourned at 7:11 PM.