

**HARFORD COUNTY PUBLIC LIBRARY
FY 2020 BOARD OF TRUSTEES**

VIRTUAL MEETING MINUTES

January 21, 2021

Present: Dwayne R. Adams, William B. Allen, Alex M. Allman, Shannon G. Gahs, Dr. Monique H. Head, Taryn J. Martin, Durbin P. Vido, Carol Wright, County Councilman Chad R. Shrodes, Student Representative Jacob T. Buler, and CEO Mary L. Hastler, and Jennifer Button

Absent: Trustee Nancy A. Brown

CALL TO ORDER

Chairperson Alex Allman called the virtual meeting of the Harford County Public Library Board of Trustees to order at 6:37 PM.

CHANGES TO THE AGENDA

There were no changes to the agenda.

PRESENTATIONS/RECOGNITIONS

There were no presentations/recognitions.

APPROVAL OF CONSENT AGENDA

Mr. Allman read the list of items included in the Consent Agenda for the record, including:

- Approval of November 19, 2020 Board Meeting Minutes
- Statistical Report – November-December 2020

All voting Board members had the opportunity to review Consent Agenda items in advance of this evening's Board meeting.

MOTION: Motion by Dr. Allen, seconded by Ms. Gahs and approved by unanimous vote to approve the Consent Agenda as presented.

COMMITTEE REPORTS

Budget & Finance Committee - Mr. Allman for Mr. Vido

The committee met on Wednesday, January 13, 2021 to discuss the Proposed Draft Operating Budget FY2022, Proposed Draft Capital Budget FY2022, and an update on current fiscal year revenue and expenses.

Mr. Allman read the Treasurer's Report. The Treasurer's Report was prepared by Kathy Cogar, Chief Financial Officer. Operating expenditures for the six months ending December 31, 2020 were within the annual FY2021 budget. Revenues are \$10 million and Expenditures are \$9.1 million. Revenue from operations is under budget as the Library has temporarily suspended the collection of fines and the branches have not allowed customers inside to make copies or get passports. Expenditures for Materials is over budget as several annual contracts are paid in July – Midwest, Kanopy, CCPL consortium. Expenditures for Contracted Services is similar with the annual contract for Polaris (Library software) also paid in July. A detailed budget was submitted for review.

Ms. Gahs asked whether expenditures appeared to be low because several vacant positions were unfilled. Ms. Hastler noted that is part of the reason, since recruitment is ongoing and the process ebbs and flows.

Mr. Allman asked for an explanation of the capital outlay and what it represented. Ms. Cogar noted those funds were set aside and earmarked for the Bel Air renovation project and new Darlington Library that are currently in the planning stage. Typically, the Library provides funding for capital projects on items that are specific to the library.

Executive Committee - Mr. Allman

The committee did not meet.

Capital Improvements Committee - Mr. Adams

The committee met on Thursday, January 14, 2021 to discuss the Proposed Draft Capital Budget FY2022 and an update on FY2021 capital projects.

Human Resources Committee – Dr. Allen

The committee met on Thursday, January 14, 2021 to discuss an update on COVID-19 staff initiatives, the proposed FY2022 budget including request for wage parity salary increase, staffing levels, and an update on the PEHP Plan Staff Incentive, as well as a confidential staffing issue.

Mr. Allman asked whether funding for the salary increase was already incorporated into the proposed FY2022 budget. Dr. Allen confirmed, and noted this would be approved if the budget is approved later in the meeting. Ms. Hastler also noted that wage parity with the County is always a top priority for HCPL the funding that we receive from the county will be updated in the final budget presented to the Board in May or June 2021.

Foundation Board – Ms. Martin

Ms. Martin noted that Foundation Board did not meet in December and is scheduled to meet next week for the January meeting. Ms. Hastler shared that the Foundation continues planning for the annual gala, as well as other fundraising opportunities. The Foundation continues to remain engaged with the community, sponsors, and supporters.

CEO REPORT

Building Projects

Abingdon HVAC Replacement Project – The Maryland State Library notified the library that the application for \$120,000 County Library Capital Grant Program for HVAC Replacement was approved for FY 2020 and extended into fiscal year 2021. The County provides matching funds for the remaining cost of the project. The County held its first meeting with a design vendor during the first week of October 2019, the bid was advertised and closed on June 3, 2020. The bid was submitted to the Board of Estimates for approval on June 16th. The BOE approved the County Department of Public Works request for the procurement of five rooftop units for the library estimated for \$862,250. The contract was awarded to RF Warder of White Marsh, MD, in the amount of \$681,082. Completion is estimated to take 120 days after delivery. Latest update is the project will take place beginning mid-March through May.

Bel Air – The branch is the busiest branch in the system with approximately 27% of total activity (circulation, walk-ins, programming and attendance). It was last renovated/built in the mid-1990s and is overdue for a refresh. The library is working with the county on a space assessment and also exploring the possibility of incorporating some of the Administrative functions in the building. Library space is designed with flexibility and adaptability for future technology and needs. During this time of exploring options, the library will continue to maintain the appearance and functionality of the building to include small refresh projects in the meeting room, stairwells, and more. A meeting was held in February 2020 with the County to begin preliminary planning for future space use. A consultant was interviewed and

selected by both the County and Library on May 28th and we will be working with Colimore/HBM to design the space. The County issued a purchase order in the amount of \$28,839 for the design project. Colimore recently completed the Abingdon window project and HBM completed the Library Facilities Master Plan.

In the meantime, Bel Air's meeting room received a small facelift – wallpaper has been removed and the space has been painted. New flooring is in the process of being selected and installed. The hand rails for the stairs throughout the building are also being replaced.

Darlington Library – The County settled on the new property located at 3535 Conowingo Road in April 2020 and the consultants Colimore/HBM will be leading the renovation and overall improvements to this facility. Purchase price was \$812,000 and the Library Foundation contributed \$300,000. We are working with the County on the future of the existing modular and historic building. The latest design meeting was held today. The site plan was finalized and the entrance will remain on the front of the building. This will be the first library with after-hours locker pickup.

Havre de Grace – The installation of the sound attenuating panels was delayed until the ceiling issue was resolved and is now moving forward under the County's direction. The bids were due to the County on September 9th. Bid opening was September 10th at 1:30PM. The bids came in higher than anticipated. The project was reviewed and approved by the Board of Estimates on October 6th. The project will begin on November 30th with the contractor delivering the scaffolding and set up. The Children's area will be tackled first and the staff are moving the furniture and shelving in preparation of the project. December 2, the adult collection will be moved requiring the entire collection to be moved off the shelves onto carts and stored. The shelving units will then be broken down and moved on December 3rd. The actual installation of the sound attenuating panels will be complete on December 18th and the shelving will be reinstalled (with the addition of casters) on December 28th. The collection will be re-shelved on January 4th. While the project is underway, the collection will be unavailable and customer requests will be filled from other branches for pick up at the Havre de Grace Library. Installation began November 30 and was completed on January 6, 2021. Final pieces of scaffolding were removed on January 11th. The adult shelving has been fitted with casters and returned to the adult floor. The materials have been returned to the shelves. The top of the shelving units will be replaced. Smaller sections are required now that the casters have been added.

Jarrettsville – The moisture at the front entrance is causing the deterioration of the threshold. The County is in the process of getting bids for the project and will oversee the repair once a vendor is selected.

Small Facility Projects:

Abingdon – Permanent signage for the branch collection is underway.

New Trustee Orientation – Board Orientation for Ms. Gahs was conducted on December 1st.

Administrative Closures - The Library Board of Trustees Executive Committee approved an extended closure during the holidays to mitigate the spread of COVID-19 due to the holidays. The Library was closed Thursday, December 24 through Sunday, December 27th. In addition, the Library was closed on Thursday, December 31 through Sunday January 3rd. HCPL was not open for front door and drive through pickup service or contactless printing, and staff were not onsite.

Service Delivery Update – The Library launched Grab and Go service on June 8th. Customers make appointments to pick up their materials at either a drive thru window or front door. It is contactless and all materials are packaged in brown paper bags. In addition, the library brought back live reference service, or as we call it Retro Chic reference service. Monday through Friday, 10 a.m., to 6 p.m., customers may call any library branch and a live reference person will answer. Our wonderful library staff will browse the shelves for customers,

answer reference questions and more. We are continuing to expand services offered as we work through the service model and launched Saturday hours, 10 a.m., to 3 p.m., beginning October 3rd.

The library launched contactless printing in August and customers may request 20 pages free for pickup at any of the 11 branches. This has been heavily used by teachers and local businesses. In addition, we are continuing to waive overdue fines until the end of the calendar year and will assess as our new business model continues.

The Harford County Public library is under the Senior Center directives for COVID and the Governor continues to mandate closure. In spite of that, we have made every effort to provide the same level of service and access to resources through contactless delivery. Staff continue to have staggered scheduling and we have implemented many safety and wellness measures to do our best to minimize risk. In preparation for allowing visitors inside the buildings, we are planning safe physical distancing, limited time spent in the building, and exploring the possibility of scheduling appointments to manage capacity levels. Programming will continue virtually and no group events or activities permitted. We are working closely with the County to provide the COVID-19 Vaccine to all interested library staff as soon as possible.

Outreach – The existing Opening the Gift, Sharing the Gift, and Partners in Reading outreach programs are on hiatus during COVID-19. However, a team of library staff have been working to create a new service delivery to our preschool population and their educators. Preschool Traveling Library launched this month and the library teams are delivering reading material, lesson plans and activities to licensed daycare providers, preschools, and more. The contents are themed and support pre and early literacy skill building. Our children are so excited to see the librarian coming up the path with the delivery. In addition, virtual story times are created that support the themes and the teachers/parents/caregivers can login and provide a complete learning experience with their charges. The Silver Reader team have created a new service delivery model and are making deliveries to nursing homes, etc. The goal is to keep our seniors engaged during the extreme times while practicing safety and wellness for both our staff and customers. The Rolling Reader team are assisting with deliveries to the daycares and licensed daycare providers.

Wi-Fi Expansion – The Library completed the expansion of Wi-Fi beyond the borders of our parking lots. This enables a much broader range and strong signal for our customers. The county Department of Parks & Rec provided three picnic tables for each location for the duration of the summer to provide outdoor seating while practicing safe physical distancing.

In addition, we have been awarded a \$30,589 competitive grant from the Maryland State Library, Maryland LSTA Grant (IMLS) for FY 2021 to implement our project, Islands of Connectivity—Creating Equitable Internet Access in Harford County. This grant enables the library to purchase five remote broadband kits consisting of Ubifi internet gateways, an external LTE-antenna, Meraki MR86 external access points, two pairs of Meraki long-range antennas, cabling and mounting brackets. We will also purchase five years of Ubifi LTE-based internet service and five years of Meraki service and support for each site. We will coordinate with our vendors to install, configure, and maintain the equipment at the five partner locations. We are piloting the first install of the equipment at the new Darlington location on Conowingo Road and then moving forward with five permanent locations, working closely with Councilman Chad Shrodes on identifying partner sites in the northern part of the county internet deserts. Demand for this type equipment far exceeds supply inventory and we are working on acquiring as soon as possible.

The Library currently now has an extensive collection of Wi-Fi Hotspots that customers may borrow and use to access the internet, support school work, telemedicine and more in their own homes or businesses. The demand for these hotspots was very high, and at any time it was not unusual to see an estimated wait list of 65-85 customers. Often our patrons cannot wait for the Wi-Fi hotspot to be returned and would walk away discouraged without placing a reserve.

The Library purchased an additional 110 Wi-Fi Hotspots under our MEEC contract for a total of \$14,850 per year, including monthly connectivity fee. This brings the total Wi-Fi hotspots available for our customers to borrow up to 146 and help close the digital divide and provide accessibility for school work, telemedicine,

employment and more. It will also assist in addressing the lack of internet access in targeted areas of the county.

Harford County Government is providing \$29,700 of Cares Act Funding to the library to purchase the hotspots and provide two years of service. The equipment has been received and we are working with the Harford County School Superintendent on identifying families that remain without connectivity. Some families still do not have access and we are doing the best we can to close the gap.

Thank You – We received a lovely thank you note from Ava Freeland who was one of the recipients of the 2020 Women of Tomorrow Award thanking the library for their sponsorship. The Women of Tomorrow Awards program is coordinated under the Harford County Women’s Commission.

Medici.TV – The Library launched a new streaming service, Medici.TV in December and the service may be found on the library website under Digital Library. This unique streaming service offers remote and simultaneous use of classical music, opera, dance and master classes and contains 3,500 musical works filmed from the 1940’s through the present day; 2,700 films including concerts, operas, ballets, documentaries and master classes; and more than 150 live events streamed each year from the world’s most prestigious venues.

Holiday Lights and Study Groups – Ms. Hastler provided an updated on the very successful Holiday Lights Extravaganza at the Bel Air and Abingdon Libraries. The Tower or Ornaments from NYC made the perfect photo op for many families and the supplementary story times were a big hit. Many thanks to Student Representative, Mr. Buler, for the suggestion. In addition, the library is moving forward with Mr. Buler’s suggestion for a virtual study group. A team from the library have been working with Boston Public Library to explore their successful online study group for tips and the plan is to launch in February.

Meetings & Presentations

December 2020 (virtual unless noted)

- 12/1 "Maryland Perspectives with Amelia" (98 Rock) interview
- 12/1 HCPL Board Orientation with Ms. Gahs
- 12/2 WAMD interview
- 12/2 Darlington Library Planning Meeting
- 12/2 Harford County Public Library Weekly Implementation Conference Call Retiree Benefits UHC
- 12/2 HCPL Virtual Program: Great Reads for Book Lovers Book Buzz
- 12/3 HCPL Foundation Gala Meeting
- 12/3 Interview-Jeff at "Maryland Today"
- 12/3 Harford County Chamber Jingle Mingle
- 12/4 MLA Legislative Panel
- 12/4 Maryland Humanities Executive Committee Meeting
- 12/7 MAPLA Bi-Weekly Legislative Call
- 12/7 ALA Philanthropy Advisory Committee
- 12/7 Harford County Cultural Arts Board Meeting
- 12/8 CPWN Holiday Happy Hour
- 12/8 Women’s Commission Webinar Panelist: Coping with COVID-19: A Woman's Perspective
- 12/8 PEN America Virtual Gala
- 12/9 Harford County Education Foundation Board Meeting
- 12/9 Weekly Pandemic Conference Call Update
- 12/9 Harford County Public Library & eCornell Meeting
- 12/9 Harford County Public Library Weekly Implementation Conference Call Retiree Benefits UHC
- 12/10 Statewide Baltimore Region Oral History Meeting
- 12/10 Policy Priorities and Possibilities for the Biden FCC Webinar
- 12/11 MD Humanities Board Meeting
- 12/13 Fox 45 Interview - Holiday Lights Extravaganza, Winter Reading Program, and Virtual 5K

Board Meeting Minutes – January 21, 2021

- 12/14 Harford County Regional United Way Board Meeting
- 12/14 MACo Winter Series: What's In It For Me? The True ROI of a Bulletproof Benefit Program
- 12/14 HCPS Customer Service Task Force Meeting
- 12/14 Harford County EOC Weather Update Conference Call
- 12/15 Harford County EOC Weather Update Conference Call
- 12/15 MD Humanities Thank a Thon
- 12/16 Harford County Public Library Weekly Implementation Conference Call Retiree Benefits UHC
- 12/17 MD Humanities Meeting with ED
- 12/17 MD Humanities Meeting Committee Chair Meeting
- 12/18 MD Humanities Financial Oversight
- 12/18 The Olmsteds Lay the Foundation for Baltimore's Modern Park System Presentation
- 12/18 Empathy Concert & Perspectives
- 12/21 Harford County Chamber Government Affairs Committee Meeting
- 12/21 MD Humanities Meeting with ED
- 12/21 MAPLA Bi-Weekly Legislative Call
- 12/23 Weekly Pandemic Conference Call Update
- 12/23 Harford County Public Library Weekly Implementation Conference Call Retiree Benefits UHC
- 12/30 Harford County Public Library Weekly Implementation Conference Call Retiree Benefits UHC
- 12/31 HCPL Virtual Program: Noon Year's Eve Party

November 2020 (virtual unless noted)

- 11/1 Customer Service Task Force Meeting
- 11/1 Senator Cardin & MD Humanities Meeting
- 11/1 Investment Committee Meeting (457B, 401A, PEHP)
- 11/2 HCPL Board Orientation with Dr. Head and Mr. Buler
- 11/4 Filming with Karen Frances-HCN
- 11/4 Discussion on ICMA Plan Options
- 11/4 Harford County Public Library Weekly Implementation Conference Call Retiree Benefits UHC
- 11/5 Darlington Library Planning Meeting
- 11/5 HCPL Foundation Gala Meeting
- 11/5 HCPL/Lincoln: Quarterly Retirement Plan Review
- 11/5 Choose Civility Meeting
- 11/5 MD Humanities Federal 2020 Annual Business Meeting – FSHC
- 11/6 MLA Legislative Panel
- 11/6 National Humanities Conference 2020 Council Board Chairs
- 11/8 Barry Glassman's Race for Recovery
- 11/9 MD Humanities New Board Member Orientation
- 11/9 MAPLA Legislative Meeting
- 11/10 Weekly Pandemic Conference Call Update
- 11/10 HCPL Foundation Gala Sponsor Meeting
- 11/10 Harford County Chamber Pre-Legislative Forum
- 11/11 Harford County Education Foundation Board Meeting
- 11/11 MD Humanities Board Chair/Executive Director Meeting
- 11/12 Harford County Public Library Weekly Implementation Conference Call Retiree Benefits UHC
- 11/12 HCPL Virtual Program: Cooking Demo with Chef John Shields
- 11/13 eBook Consortium Meeting
- 11/16 Harford County Chamber Government Affairs Committee Meeting
- 11/17 Greater Bel Air Community Foundation Meeting
- 11/17 HCPL Virtual Program: Genealogy: What's in a Name?
- 11/18 Interview with Justin from WHGM Gold - Mary and MD Humanities
- 11/18 MD Humanities Meeting with Chair of Development and Governance Committee
- 11/18 MLA Conference Introduction and Welcome - William G. Wilson Maryland Author Award
Keynote with Alix Rickloff

- 11/18 Harford County Public Library Weekly Implementation Conference Call Retiree Benefits UHC
- 11/18 HCPL Virtual Program: Fact or Fiction? Investigating the First Thanksgiving
- 11/18 Legislative Pre-Session Presentation
- 11/19 Local Management Board Meeting
- 11/19 MD Humanities D&G Committee Meeting
- 11/19 Darlington Library Design Progress Meeting
- 11/20 MD Humanities Programs and Communications Comm Chair Meeting
- 11/20 MD Humanities Finance Committee Meeting
- 11/23 MD Humanities Meeting with Finance Committee Chair
- 11/23 MAPLA Bi-Weekly Legislative Call
- 11/23 Women’s Commission Meeting
- 11/24 HCPL Foundation Executive Committee & Board Meetings
- 11/24 Forest Hill Community Advisory Board Meeting
- 11/25 Weekly Pandemic Conference Call Update
- 11/25 Harford County Public Library Weekly Implementation Conference Call Retiree Benefits UHC

Programming and Events

Take & Makes and social media postings for November revolved around Thanksgiving and DINOvember! “Fact or Fiction? Investigating the First Thanksgiving” presented by the Plimouth Organization was the big holiday program. John Shields did a fabulous cook along program where he prepared two dishes and gave shout outs to our local business, Broom’s Bloom. “Genealogy-What’s in a Name? Clues to Ethnicity and Alternative Spellings” was also very successful with our genealogy fans.

The holidays dominated December’s activities. Our Holiday Fun Virtual Programs included Holiday and Winter Story Times, a selection of stories read by Ms. Hastler, and Mr. John’s Holiday Concert. “Great Reads for Book Lovers: Book Buzz with Harper Collins” was the perfect program for those customers looking for a good read or last-minute gift suggestions. Social postings and Take & Makes covered everything from cookies to snowflakes! Virtual Winter Reading began. A story, a fingerplay, a song or two, and dancing with Fancy Nancy were part of our popular virtual Noon Year’s Eve Party which ended the month and began a new year. More than 1,000 views of the Noon New Year’s Eve Party Celebration were recorded!

Marketing

Social Media

The HCPL social media audience & interaction continues to grow.

- Facebook = 21,701 total followers
 - HCPL Main Facebook – 7,453 followers
 - Branch Facebook combined – 14,248 followers
- Instagram = 5,444 total followers
 - HCPL Main Instagram – 1,099 followers
 - Branch Instagram combined – 4,345 followers
- HCPL Main Twitter – 1,831 total followers
- HCPL Main LinkedIn – 456 total followers
- HCPL Weekly Newsletter – 38,749 contacts/31,237 subscribers
 - Sent out 2-3 eNews per week for a total of 10 in November
 - Sent out 2-3 eNews per week for a total of 11 in December

Virtual Events, Programs & Partnerships

“Noon Year’s Eve Party”

- December 31
- Taped and available on HCPLonline.org and YT for viewing at any time.
- 1009 viewers

2021 Winter Reading, “Take Out a Good Book” launched.

- Runs from 12/23 through 3/6 for teens and adults.
- Adults encouraged to read or listen to at least five books; high school students, three.
- Upon completion, participants will receive the 2021 collector’s mug.
- “Take Out Menu” component this year where customers log their participation in HCPL’s Virtual Programs, Contactless Services, Take & Makes, Social Media, Warm Up to Reading Virtual 5K, eBooks/eMovies/eMagazines, and more. And in the spirit of supporting our local community – we’ve also included ordering “Take Out” from any Harford County restaurant, coffee shop, bakery, and the like. New activities will be added throughout Winter Reading.
- All customers who complete any field in the “Take Out Menu” will be entered to win one of (20) HCPL swag bags.
- 377 registered for Winter Reading from 12/23-12/31.

“Holiday Fun with HCPL!”

- Harford County was invited to celebrate the Season with HCPL many wonderful ways.
- Direct from New York City, an Ornament Tower outside at the Bel Air Library was the perfect spot for selfies.
- It also “snowed” at the Bel Air Library, from dusk to dawn, every night this Holiday Season with a Snowflake light show.
- In addition, beautifully lit trees were at the Abingdon Library.
- Customers could also log onto HCPL’s YouTube channel for holiday programming.
- 482 total views of Mary Hastler reading (3) holiday stories.
- 366 views of Mr. John sang holiday songs.
- Colorful yard signs were present at each of our (11) branches with directions on how to access our Holiday Fun on HCPLonline.org and on our YT channel.

“Great Reads for Book Loves!” Book Buzz with publisher HarperCollins

- December 2
- Aired live via Zoom and re-streamed on FB, TW and YT
- 253 attendees

Fact or Fiction? Investigating the First Thanksgiving

- November 18
- Aired live via Zoom and re-streamed on FB and YT
- 95 attendees

Genealogy: What’s in a Name? Clues to Ethnicity and Alternative Spellings – Surname Variations and How to Use Them

- November 17
- Aired live via Zoom and re-streamed on FB, TW and YT
- 146 attendees

Cooking Demo with John Shields- Broom's Bloom Cheddar & Sausage Potato Puffs and Thelma's Crab & Artichoke Dip

- November 12
- Aired live via Zoom and re-streamed on FB, TW and YT
- 422 attendees

Booked for Lunch: A Virtual Book Discussion Group

- November 5, 12, 19 and December 3, 10, 17
- Held via Zoom
- 33 attendees at events, combined

One Maryland One Book: A Virtual Book Discussion Group

- November 9
- Held via Zoom
- 4 attendees

Knot Just Knitting @ Noon

- November 10 and December 8
- Held via Zoom

Board Meeting Minutes – January 21, 2021

- 23 attendees, combined

Virtual D&D

- Held live via Discord
- 6 team participants for Middle School on November 12
- 7 team participants for High School on November 19
- 8 team participants for Middle School on December 10
- 8 team participants for High School on December 17

Virtual Story Times, Concerts, STEAM featured at HCPL-U.

- 1,632 views in November
- 2,177 views in December

HCN Partnership

HCN is not able to measure viewership but has a reach of more than 70,000 cable subscribers in Harford County (Comcast channel 21, Armstrong channel 7 & Verizon channel 31.

- HCPL is featured in the Winter 20/21 edition of *KidsTVNews*.
 - The 10-minute segment stars CEO Mary Hastler who highlights a variety of the materials, services, and programs that are available at the library to assist children of all ages during the current Covid-19 pandemic.
 - First aired in late-December, this Winter episode will continue to air frequently during the first two months of 2021, including a January schedule of 10am Mondays, 7pm Tuesdays, 7:30pm on Thursdays, 5pm on Fridays, and 9am as well as 5pm on Saturdays.
- HCPL's Living History programs - Fridays at 7pm,
 - November's airings included a concert featuring Elton John's Rocket Man & Other Early Hits and a portrayal of Minnie Williams, the would-be-actress who unknowingly married The World's Fair Killer. There were not any Living History programs shown on Fridays in December.
- HCPL's Virtual Story Times - Saturdays at 9:30 am and 1:30 pm

Press Releases Distributed

- *Maryland Humanities Elects Mary Hastler Chair of Board*, November 9

Recent Media Hits and Press Mentions

Television:

- "Mary Hastler discusses HCPL Holiday Lights & Winter Reading" Fox 45 – December 19
- "HCPL Emerges as Valuable Children's Resource During Pandemic" – *KidsTVNews* on Harford Cable Network (HCN) – Winter 20/21

Radio:

- "Mary Hastler Maryland Humanities Interview" – *WHGM Gold, Mallow in the Morning* – November 24
- "Mary Hastler Maryland Humanities Interview" – *WAMD* – aired 6 times week of 12/2-12/8 and 6 times week of 12/9-12/16
- "Mary Hastler & Lindsay Baker Maryland Humanities Interview" *Maryland Today*, iHeartMedia, with Jeff St. Pierre – December 20

Print:

- "2020 Responsible Designers to Watch" – *Graphic Design USA* – October
- "Escape for the Isolated: *Dungeons & Dragons Online*" *American Libraries* – November 2
- "Cooking Demo with John Shields" – *The Aegis* – November 4, *Weekender* – November 5, *The Baltimore Sun WKND* – November 6
- "Mary Hastler Maryland Humanities" – *The Patch* – *Aberdeen*, *Bel Air*, *Fallston & Havre de Grace*, *I95 Business* (online), *The Baltimore Sun* (online), *The Aegis* (online) – November 9, *I95 Business eNewsletter*, *Harford County Living* – November 10, *The Susquehanna Press*, *Cecil Whig*, *The Bargaineer* – November 13, *The Daily Record* (online) – November 15, *The Daily Record* – November 17
- "Cultural Arts Board Seeking New Members" - *The Star* - November 12
- "MLA 2021 Annual Conference – Making Room for Sensory Needs" - *Children's Services Division (CSD-MLA) Newsletter* - Winter 2021
- "Noon Year's Eve Party" & "Preschool Traveling Library" - *Children's Services Division (CSD-MLA) Newsletter* - Winter 2021

- "Best of Harford" *Harford Magazine*. The Bel Air Children's Department nominated for "Kids Activity," and Abingdon is nominated for "Rainy Day Activity."
- "Havre de Grace Arts Collective Mosaic Project" - *The Aegis* - December 16, *The Record* - December 25, *Weekender* - December 31

Advertising

Radio

Harford's Edge on WAMD 970 AM – Show airs from 9-10 am on Fridays and is repeated on Saturday. The Library is the program sponsor. We have had no live shows to report but have been running relevant re-plays of past shows each Friday & Saturday since March 6.

Foundation

The next meeting of the HCPL Foundation Board of Directors will be January 26, 2021.

Annual Giving

The Foundation launched its annual giving campaign in November. This year the focus was how the library continues to provide numerous services and virtual programming through this unprecedented year. In addition to the annual giving campaign, the Foundation participated in Giving Tuesday on December 1.

Winter Reading

The Winter Reading Program for adults and high school teens began on Monday, December 21st. We are excited to once again be supporting this activity and truly appreciate our sponsors. Completers will receive a very special collectible mug.

Once Upon a Rodeo

The 1st Annual Once Upon a Rodeo was postponed until June 19, 2021 from 12 noon – 8:00 PM at the Harford County Equestrian Center. The Foundation will be hosting a professionally sanctioned rodeo supported by the ProRodeo Association from 1:00 PM – 4:00 PM. Contestants will participate in 7 pro-rodeo events consisting of barrel racing, bull riding, calf roping, team roping, saddle bronc riding, steer wrestling, bareback riding and tie down roping. The rodeo will be followed by a music concert featuring new country artist Jimmie Allen with special guest, Frank Solivan & Dirty Kitchen (2016 International Bluegrass Music Award winner for Instrumental Group of the Year) and an appearance by Harford County's own Ed and Rick. This family friendly festival will be free to veterans, active military, first responders and children 10 and under. Teens will also have free admission upon presenting their YA HCPL card at the gate. All spectators under the age of 18 must be accompanied by an adult. Tickets will go on sale in April 2021 through Eventbrite. General Admission tickets are \$30 at the gate. A \$5 discount coupon will be available at all 11 branches beginning in April but are only available while supplies last. VIP tickets will also be available for \$100. The VIP ticket includes Andy Nelson's BBQ, soft drinks, beer and wine, moonshine and bourbon tastings, onsite parking, VIP seating at the rodeo, and VIP seating for the concert. Sponsorships and vendor spaces are available.

DRAFT Statement of Financial Position as of December 31, 2020

Assets:

Checking/Savings	\$	553,401.54
Accounts Receivable		30,500.00
Total Current Assets:	\$	<u>583,901.54</u>

Liabilities & Equity:

Accounts Payable	\$	1,375.00
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Other Liabilities	257.79
Total Current Liabilities:	<u>19,027.18</u>
Long Term Liabilities	<u>1,632.79</u>
Total Liabilities	<u>\$ 201,632.79</u>

Equity:

Temporarily Restricted Net Assets	325,744.61
Board Designated Net Assets	2,258.99
Unrestricted Net Assets	22,170.55
Net Income	<u>32,094.60</u>
Total Equity:	<u>382,268.75</u>

Total Liabilities & Equity	\$ <u>583,901.54</u>
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Cultural Arts Board

In November, Harford County Cultural Arts Board voted to affirm a Harford Living Treasure Nomination for James V. "Capt'n Jim" MacMahan, Jr.

Independent Artist Covid-19 Emergency Relief Grants approved in November and December:

- McKenzie Horseman
- Derek Pentz
- Kenneth Reid
- Andrea Sauer
- Brynn Shanahan
- Spenser Shanahan
- Jessica Treherne
- Patrick Yarrington

November 30, 2020 marked the culmination of the FY20 funding period (July 1, 2019 – November 30, 2020) for the County Arts Development Grants from Maryland State Arts Council totaling \$160,277. Of that, 90% was distributed throughout the community in the form of Arts Programming, Arts in Education, General Operating, and Independent Artist Covid-19 Emergency Relief Grants. A chart is attached to this report.

In November, Harford County Cultural Arts Board evaluated applications for FY21 Arts Programming Community Arts Development Grants, for which an extended deadline had been allowed due the Covid-19 Emergency. These grants support Arts Programming in Harford County open to the general public presented by nonprofit organizations (whose primary purpose is other than producing or presenting the arts) incorporated in Maryland. In addition, colleges, universities, units of government, and religious organizations may also apply for this type of support. The Board voted to award the following FY21 Arts Programming Grants:

Bach Concert Series, Inc.	concerts at Avondell Retirement Community	3,600
Bel Air Recreation Committee	Bel Air Community Chorus	3,100
Ernest Burke Committee	Ernest Burke Sculpture	3,600
Friends of Jerusalem Mill	2021 Summer Concerts by the falls	1,300
Harford Community College	Phoenix Festival Theatre, Harf Dance, Sp Events, APGFCU Arena	2,900
Ladew Gardens	2021 Art In Our Gardens/ Artist In Residence	5,200

Liriodendron Foundation, Inc.	Music in the Mansion Series	3,000
MD Center for the Visual and Performing Arts	FY2021 Harford Plein Air Painting Festival	4,400
SUCCESS Project	Youth Leadership Achievement Program--Art Education	1,000
The Vestry of Deer Creek Parish	2020-21 Concert Series for Deer Creek Coffeehouse	2,100
TOTAL		\$30,200

Harford County Cultural Arts Board requested and received a second Emergency Grant from Maryland State Arts Council, to create and fund two separate Economic Impact grant opportunities (name TBD) to benefit the community.

- Any Maryland nonprofit of any kind can apply to hire a Harford County-based gig artist. All funds except a small percentage for administrative costs, must be used to cover artists' fees.
- Harford-based arts organizations may apply to re-employ, temporarily contract, return to pre-pandemic staffing level, any staff they may have laid off or furloughed. This could range from an organization re-engaging an artist for a special project they cannot afford to rehire permanently or increase their bookkeeper's hours to pre-pandemic level to help with accounting.

Upon request from Ms. Hastler, the Library CEO, and due to the Covid-19 State of Emergency, Maryland State Arts Council waived the matching requirement for the County Arts Development Grant for 2021. Harford County Cultural Arts Board voted to extend this waiver to all the following outgoing grants: (a) General Operating; (b) Arts Programming; and (c) Arts in Education.

Harford County Cultural Arts Advisory Board has had great response to their [Call for Board Applicants](#). A committee has been formed to meet each board applicant in 2021, and the Board will forward recommendations to the County Executive for appointment.

Harford County Cultural Arts Board		
Grants Made Possible by Fiscal Year 2020 County Arts Development Grant from MD State Arts Council		
July 1, 2019 – November 31, 2020		

General Operating Grants		
\$10,560.00	Deer Creek Chorale, Inc. 4135 Norrisville Road, White Hall, MD 21161	
\$3,425.00	Harford Artists' Association 37 N. Main St., Suite 104, Bel Air, MD 21014	
\$3,770.00	Harford Ballet Company 3473 Merchants Blvd, Suite A, Abingdon, MD 21009	
\$7,170.00	Harford Choral Society, Inc. PO Box 541, Bel Air, MD 21014	
\$2,050.00	Harford County MD Chapter of the Barbershop Harmony Society	

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		PO Box 945, Bel Air, MD 21014
	\$10,250.00	Havre de Grace Arts Collective 121 N. Union Avenue, Havre de Grace, MD 21078
	\$6,700.00	Theatreworks Live Inc 1704 Apryl Court, Bel Air, MD 21015
	\$4,330.00	Upper Chesapeake Chorus 39 E. Churchville Road, Suite 200, Bel Air, MD 21014
Subtotal	\$48,255.00	

Arts Programming Grants		
	\$1,000.00	Aberdeen Room Archives and Museum, Inc. 18 Howard Street, Aberdeen, MD 21001
	\$1,000.00	The Arc Northern Chesapeake Region 4513 Philadelphia Road, Aberdeen, MD 21001
	\$1,480.00	Bach Concert Series, Inc. 701 S. Charles St., Baltimore, MD 21230
	\$5,500.00	Bel Air Recreation Committee 525 West Macphail Road, Bel Air, MD 21014
	\$1,370.00	Friends of Jerusalem Mill, Inc. PO Box 237 (2813 Jerusalem Mill Rd.), Kingsville, MD 21087
	\$6,370.00	Harford Community College 401 Thomas Run Road, Bel Air, MD 21015
	\$1,000.00	Havre de Grace Maritime Museum, Inc. 100 Lafayette Street, Havre de Grace, MD 21078
	\$2,450.00	Joppatowne Recreation Council 120 Driftwood Ct, Joppatowne, MD 21085
	\$1,800.00	Linking All So Others Succeed (LASOS) 33 W Courtland St, Bel Air, MD 21014
	\$9,150.00	The Liriodendron Foundation, Inc 502 W. Gordon St., Bel Air, MD 21014
	\$6,050.00	MD Center for the Visual and Performing Arts, Inc PO Box 687, Bel Air, MD 21014
	\$3,320.00	Town of Bel Air 37 North Main Street, Bel Air, MD 21014
	\$1,360.00	The SUCCESS Project 101 Stansbury Court, Havre de Grace, MD 21078
	\$6,000.00	The Trustees of Ladew Topiary Gardens 3535 Jarrettsville Pike, Monkton, MD 21111
	\$3,360.00	The Vestry of Deer Creek Parish PO Box 35, 1022 Main St., Darlington, MD 21034
Subtotal	\$51,210.00	

Arts in Education Grants		
	\$523.50	Abingdon Elementary School 399 Singer Road, Abingdon, MD 21009
	\$594.50	Abingdon Elementary School 399 Singer Road, Abingdon, MD 21009
	\$508.00	Abingdon Elementary School 399 Singer Road, Abingdon, MD 21009
	\$74.99	Coming of Kings

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		308 Bevard Court, Aberdeen, MD 21001
	\$208.50	Coming of Kings 308 Bevard Court, Aberdeen, MD 21001
	\$150.65	Edgewood Elementary 2100 Cedar Drive, Edgewood, MD 21040
	\$6,571.99	Edgewood Middle School Edgewood, MD 21040
	\$979.02	Joppatowne High School 555 Joppa Farm Rd, Joppa, MD 21085
	\$275.00	St. Joan of Arc 230 South Law Street, Aberdeen 21001
Subtotal	\$9,886.15	

Independent Artist COVID-19 Emergency Relief Grants		
	\$1,000.00	Kelly Ames 3247 Dry Branch Rd, White Hall, MD 21161
	\$1,000.00	Katelyn Blomquist 101 Brandywine Pl, Bel Air, MD 21014
	\$1,000.00	April Burril 316 South Washington St, Havre de Grace, MD 21078
	\$1,000.00	James Burril 316 South Washington St, Havre de Grace, MD 21078
	\$1,000.00	Lauren Carnesi 2715 Laurel Valley Garth, Abingdon, MD 21009
	\$1,000.00	Denise Carr 919 Cheswold Court, Bel Air, MD 21014
	\$1,000.00	Kelley Duncan 1152 Ridge Road, Pylesville, MD 21132
	\$1,000.00	Jeremy Hicks-Kachik 1208 Whitaker Mill Rd, Joppa, MD 21085
	\$1,000.00	McKenzie Horseman 1201 Gyros Court, Bel Air, MD 21014
	\$1,000.00	Asha Hutchinson 1708 Pleasantville Rd, Forest Hill, MD 21050
	\$1,000.00	Nicole Jergensen 122 West Gordon Street, Bel Air, MD 21015
	\$1,000.00	Kelsey Kearney 4346 Downs Square, Belcamp, MD 21017
	\$1,000.00	Rosemari Kelly 3816 Willoughby Beach Rd, Edgewood, MD 21040
	\$1,000.00	Jordan Lally 906 Fawn Court, Joppa, MD 21085
	\$1,000.00	Christopher Maggitti 107 Love Grove Ct, Abingdon, MD 21009
	\$1,000.00	Ariana McGrath 3140 Tipton Way, Abingdon, MD 21009
	\$1,000.00	Laura Numsen 907 Rock Spring Rd, Bel Air, MD 21014
	\$1,000.00	Barbara Oliveira 1335 Walters Mill Rd, Forest Hill, MD 21050
	\$1,000.00	Derek Pentz 702 Tydings Rd, Havre de Grace, MD 21078
	\$1,000.00	Gina Pierleoni

		3132A Nova Scotia Rd, Bel Air, MD 21015
	\$1,000.00	Chaitanya Rayadurg 642 Lochern Terrace, Bel Air, MD 21015
	\$1,000.00	Morris Richardson 1140 Starmount Ct, Bel Air, MD 21015
	\$1,000.00	Steve Rowlands 711 Grady Lane, Bel Air, MD 21014
	\$1,000.00	Andrea Sauer 605 Falkirk Court, Abingdon, MD 21009
	\$1,000.00	Lucky Scarborough PO Box 1297, Abingdon, MD 21009
	\$1,000.00	Brynn Shanahan 1400 Valbrook Ct S, Bel Air, MD 21015
	\$1,000.00	Spenser Kieran Shanahan 1516 Schucks Road, Bel Air, MD 21015
	\$1,000.00	Trisha Stampone 1810 Oakmont Rd, Fallston, MD 21047
	\$1,000.00	Alix Taulbee 1315 Cranesbill Court Apt 201, Belcamp, MD 21017
	\$1,000.00	Jessica Treherne 654 Congress Ave, Apt 2, Havre de Grace, MD 21078
	\$1,000.00	Eliner Tryon Elgin 957 E MacPhail Rd, Bel Air, MD 21015
	\$1,000.00	Guy Wallis 315 East Broadway, Bel Air, MD 21014
	\$1,000.00	Gretchen Walsh 2133 Nodleigh Terrace, Jarrettsville, MD 21084
	\$1,000.00	Jonathan West 411 W. Gordon St, Bel Air, MD 21014
	\$1,000.00	Pamela Wilde 918 Deer Ct, Abingdon, MD 21009
Subtotal	\$35,000.00	

Total	\$144,351.15	Grants Made Possible by Fiscal Year 20 County Arts Development Grant from MD State Arts Council
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Comments from Trustees

Mr. Allman expressed his thanks and appreciation to Student Representative Mr. Buler for contributing two great ideas that have either been implemented or are in the works, as noted in Ms. Hastler’s report.

ACTION ITEMS

Proposed FY2022 Operating Budget

Ms. Hastler provided an overview of the budget preparation process for the proposed FY2022 budgets. The proposed operating and capital budgets, are reviewed by the Board of Trustees Budget & Finance Committee, Board of Trustees Capital Improvement Committee and Board of Trustees HR Committee. Recommended adjustments are made, then the proposed budget is presented to the full Board for approval before being submitted to the County Executive and County Administration. HCPL submits the proposed budget with a cover letter to the County Executive. The County Executive’s team may follow up with questions and additional information and then the County Executive announces the funding allocation that will be made to the library for the upcoming fiscal year. Ms. Hastler also noted that the preliminary budget request may change. If there are

any changes to the proposed budget, it will again be presented to the Board for review and approval before the revised budget is sent to the County Executive.

The committee reviewed the proposed draft and the library is requesting an additional 4.77% in county appropriations. Revenue projections include 91% county funding; 8% State Aid; and 1% Library Revenue. The proposed draft capital budget fiscal year 2022 includes the following: Technology \$399,383; Darlington Branch \$688,000; Mobile Service Vehicles \$228,900; Bel Air Library Renovation – Placeholder. Ms. Hastler also noted the library is on track with revenue and expenses for FY 2021.

Dr. Head asked whether any consideration had been given to potential funding lost for materials that are never returned, in light of the new legislation which limits the library's ability to charge for late/lost materials. Ms. Hastler confirmed that there may be a fiscal impact on less revenue generated by the library. Many library systems have waived fines for materials and they are collaborating on the best way to encourage people to return materials.

Ms. Gahs asked how many mobile vehicles would be purchased if funding were received. Ms. Hastler explained that it depends on which type of vehicle is purchased and approximately two if the funding received. However, the library is exploring purchasing smaller, flexible vehicles.

Mr. Vido commented that a significant amount of time is spent preparing the budget, and it is preliminary at this point, but the staff did a great job with it.

MOTION: Motion by Mr. Vido, seconded by Mr. Adams, and carried by unanimous vote to approve the FY22 Operating Budget as presented.

Proposed FY2022 Capital Budget

Ms. Hastler provided a brief explanation of the process for the proposed FY2022 Capital Budget. Most of this funding now falls under the County's Capital Budget, so HCPL submits a list, mostly maintenance items. The County prioritizes the list based on the Library's Facilities Master Plan (available on the library website). This year's list includes additional funding to redesign Bel Air Library, build a new library in Darlington, as well as increased funding for technology. Also on the list is funding for the mobile service vehicles.

The committee reviewed the proposed draft and discussed the replacement of both outreach vehicles. The committee also discussed an update on FY2021 capital projects. The Abingdon HVAC project should be completed by the end of May. The design phase for the new Darlington Library is underway. The investigative phase of the Bel Air Library renovation project is underway with the architects and designers assessing if any functional departments can be moved to the Bel Air Library.

MOTION: Motion by Mr. Adams, seconded by Mr. Vido, and carried by unanimous vote to approve the FY22 Capital Budget as presented.

Personnel Changes – January 2021

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

NEW HIRES:

Ashley Fedele, Materials Management & Technical Services Director, Administrative Office, 37.5 hours per week. Effective Date: December 14, 2020.

Jason Stamm, Custodian, Fallston Branch, 37.5 hours per week. Effective Date: December 14, 2020.

Peter Purol, Custodian/Delivery Driver, Administrative Office, 28 hours per week. Effective Date: January 11, 2021.

PROMOTIONS:

None

OTHER CHANGES:

None

RETIREMENTS:

Beth Palardy, Circulation Supervisor, Abingdon Branch, 37.5 hours per week. Effective Date: February 1, 2021.

RESIGNATIONS/TERMINATIONS:

Jason Stamm, Custodian, Fallston Branch, 37.5 hours per week. Effective Date: January 12, 2021.

DISCIPLINARY ACTIONS:

None

LEAVE OF ABSENCE REQUESTS:

None

OPEN POSITIONS:

- **Circulation Supervisor**, Aberdeen Branch, 37.5 hours per week. On hold.
- **Library Associate I/II**, Aberdeen Branch, 20 hours per week. On hold.
- **Library Associate I/II**, Abingdon Branch, 15 hours per week. On hold.
- **Library Assistant II – Circulation**, Abingdon Branch, 37.5 hours per week. On hold.
- **Library Assistant I – Circulation**, Abingdon Branch, 15 hours per week (3 Positions). On hold.
- **Finance Director**- Administrative Office, 37.5 hours per week. Posted internally/externally. Conducted phone interviews.
- **Web Content Specialist**, Administrative Office, 37.5 hours per week. On hold.
- **Special Collections Processor**, Administrative Office, 37.5 hours per week. On hold.
- **Librarian – Children Services**, Bel Air Branch, 37.5 hours per week. On hold.
- **Library Associate I/II – Children Services**, Bel Air Branch, 15 hours per week. On hold.
- **Library Assistant I – Circulation**, Bel Air Branch, 15 hours per week (2 Positions). On hold.
- **Library Associate I/II – Children Services**, Edgewood Branch, 37.5 hours per week. On hold.
- **Library Associate I/II**, Edgewood Branch, 15 hours per week. On hold.
- **Assistant Branch Manager**, Fallston Branch, 37.5 hours per week. On hold.
- **Library Assistant I – Circulation**, Fallston Branch, 15 hours per week. On hold.
- **Librarian – Children Services**, Havre de Grace, 37.5 hours per week. On hold.
- **Library Associate I/II**, Havre de Grace, 15 hours per week. On hold.
- **Library Assistant II - Circulation**, Havre de Grace Branch, 37.5 hours per week. On hold.
- **Library Assistant I - Circulation**, Havre de Grace Branch, 15 hours per week. On hold.
- **Assistant Branch Manager**, Jarrettsville Branch, 37.5 hours per week. On hold.
- **Library Assistant I – Circulation**, Jarrettsville Branch, 15 hours per week. On hold.
- **Library Associate I/II**, Joppa Branch, 15 hours per week. On hold.
- **Library Associate I/II**, Norrisville Branch, 15 hours per week. On hold.
- **Library Assistant I – Circulation**, Whiteford Branch, 15 hours per week (2 Positions). On hold.

FUTURE VACANCY DUE TO RETIREMENTS:

None

Mr. Allman asked whether the number of applicants for vacant positions seemed to have been impacted by the high unemployment numbers currently being experienced in our state. Mr. Ross noted that we did see an increase in the number of applicants for our custodial vacancies, but not for the professional library specific

vacancies since those are specialized. Mr. Ross also noted that we've received fewer than expected applications for the Finance Director position, and noted that the position is a department head that reports directly to the CFO and requires a CPA in response to Mr. Allman's question.

MOTION: Motion by Ms. Wright seconded by Mr. Adams and carried by unanimous vote to approve the personnel changes for January 2021 as presented.

BUSINESS FROM THE CHAIRPERSON

There was no business from the chairperson.

BUSINESS FROM BOARD MEMBERS

Ms. Gahs offered her congratulations to the staff, noting that the statistics show there's been more public involvement in library activities over the last couple of months.

PUBLIC COMMENTS

There were no comments from the public.

ADJOURNMENT OF PUBLIC MEETING

Mr. Allman requested the Board retire to an Executive Session to review a personnel matter and to receive an update on the CEO Work Plan.

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. Adams, seconded by Dr. Head 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 7:26 PM.