

**HARFORD COUNTY PUBLIC LIBRARY  
FY 2017 BOARD OF TRUSTEES**

**MEETING MINUTES**

**January 12, 2017**

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**Present:** Trustees Dwayne Adams, William B. Allen, Alex M. Allman, Kenneth R. Avery, Nancy Brown, Dominic C. Cottone, Judge Susan H. Hazlett, Alex Louderback Student Liaison, Taryn J. Martin, CEO Mary L. Hastler, and Kitty Duggan

**Absent:** Durbin Vido, 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 6:33 PM in the Bel Air Library.

**CHANGES TO THE AGENDA**

There were no Changes to the Agenda.

**PRESENTATIONS/RECOGNITIONS**

There were no presentations or recognitions.

**APPROVAL OF MINUTES**

**MOTION: Motion by Mr. Adams, seconded by Dr. Allen, and approved by unanimous vote to accept the Minutes of the November 17, 2016 Board Meeting.**

**TREASURER'S REPORT**

Mr. Avery read the Treasurer's Report as prepared by CFO Kathy Cogar.

Expenditures through the month ended December 2016 were within the FY17 budget. As of December 31, 2016, encumbrances totaled \$309,000 including:

|                         |                   |
|-------------------------|-------------------|
| Contracted Services     | \$ 7,000          |
| Supplies/Travel         | \$ 22,000         |
| Library Materials       | \$ 245,000        |
| Furniture and Equipment | <u>\$ 35,000</u>  |
|                         | <u>\$ 309,000</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 did not meet.

**Foundation – Ms. Martin**

The Foundation Committee did not meet.

**Statistics**

Ms. Parry stated that December was a very good month with Circulation at 344,326. We had 106,682 people walk through our doors. There were 31,823 questions answered for customers with 16,488 people attending 469 programs presented by the library.

The overall results for November were also very good.

Mr. Adams questioned the decrease in the number of walk-ins (-14.25 %.) Ms. Parry explained that there were weather-related ice issues during the month and that tends to affect the number of walk-ins as did the closing for the Christmas and New Year's holidays—December 23 through December 26.

Mr. Adams noted the 25% increase in Circulation and asked if that was because of e-products. It was stated that the Circulation calculation had been updated to include all electronic resources that the library offers. The specific number for each type of product is included in the Statistical Summary Report under Virtual Library – eProducts and Databases.

**November and December Programming Highlights**

Ms. Parry announced that International Games Day was November 19<sup>th</sup>. It was the perfect day to introduce our new Board Game collection to the public. Aberdeen, Abingdon, Bel Air, Darlington and Whiteford highlighted the collection by hosting a variety of gaming activities throughout the day.

Once again, Foodie Week was a hit with everyone. Havre de Grace's Hot Drink Mixology drew rave reviews, and A Taste of Chocolate, presented at Whiteford was filled to capacity with 20 eager

customers. The participants were given special boxes of various chocolates which were discussed and consumed during the program.

A customer proposed to his girlfriend in the children's area of the Aberdeen Library on their two-year anniversary. He spelled out "Will you marry me?" on the white board with magnetic letters. She said yes!

The Bel Air Children's Department hosted a weeklong event, "Polling All Kids," which allowed children to "elect" their favorite book character. Harry Potter was the standout winner of the election with 351 kids casting their vote.

In December, eight branches held successful Holiday Open Houses. Events included local school orchestras; holiday crafts, and of course, sweet treats. Havre de Grace was quite busy during the holiday season. Their Holiday Open House festivities featured musicians from both Havre de Grace Elementary and Middle Schools. They participated in the Havre de Grace Candlelight Tour, with the Friends sponsoring a wonderful trio called Dear Creek. They also hosted eight authors, receiving excellent feedback from the organizers of the Tour.

Gingerbread houses were popular at Aberdeen, Edgewood, Abingdon and Whiteford. Budding architects constructed fantastic creations that adorned the branches through the holiday season.

All ages enjoyed Holiday Bingo at Abingdon, Darlington and Joppa. Our very young customers wore themselves out at Havre de Grace's Countdown to 12 (Noon) Dance Party. Children demonstrated their dance moves during a New Year's Eve countdown party to ring in 2017 a few hours early!

### **YA Highlights for November & December**

Mr. Louderback reported that in November and December, Teen Librarians throughout the county were getting ready for and promoting Winter Reading and Film This out in the schools. The Joppa Library visited Joppatowne High School during the first day of Winter Reading and signed up 94 teens during their lunch break.

Not only are Teen Librarians going into the schools, but the schools are coming into the library. All of the teachers from Havre de Grace High School walked to the Havre de Grace Library in November. Staff gave the teachers a tour of the building and provided a presentation on how our digital services can help them and their Teen students.

Aberdeen also hosted guests in November and December. The National Security Agency sent an employee as a mentor for their Day of Cyber. She spoke with Aberdeen Teens about what it's like to work for the NSA Cyber Division, how she got into that field, and how Teens like themselves could get a job there. She also brought some mental puzzles with her to show them what kinds of skills you need to work in a place like the NSA.

Teens all over the county got crafty with cookies and candy. In Abingdon, the Teen Advisory Group created a Wizard of Oz themed gingerbread house and entered it into the Gingerbread House Contest at the Abingdon Library. At the Joppa Library, Teens enjoyed decorating ugly sweater cookies and gingerbread men. There were enough cookies to decorate both an 'ugly' sweater and a 'pretty' sweater.

Abingdon and Joppa weren't the only crafty branches - Bel Air hosted a third and very successful Craft the Code: Game Design, this time with a mix of both boys and girls. The participants loved the program and are excited about being able to attend another. Sticking with tech, Edgewood wound

back the technology clock and enjoyed Retro Video Games with their teens. One attendee was so excited about the program, he is now planning to volunteer at the library. Finally, in Jarrettsville, the teens took games off the screen and played “Olympic” style games. The favorite of the participants involved creating towers of plastic cups on book carts, then pushing the carts around without knocking over their towers.

## **CEO’s REPORT – January 2017 – Ms. Hastler**

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### **Building Projects**

**Havre de Grace Library Construction Project** – The branch reopened to the public after the Ribbon Cutting on June 15, 2016. Punch list items for the branch and Schooner Cove are being worked on by the various contractors. The flooring for Lafayette’s Landing is scheduled for installation the evening of Friday, January 13<sup>th</sup> through Monday, January 16<sup>th</sup>. The Library will be closed on Saturday and the branch is already closed on Monday for Martin Luther King Day remembrance.

**Abingdon Library Leaks** – Meetings have been held with the County Administrator and County Facilities to review and assess the multitude of documented leaks at the Abingdon Library. The County is committed to completing the necessary repairs to correct the deficiencies noted in the consultant’s report. A purchase order was issued to Colimore Thoemke Architects. Predesign work is underway and the county is scheduling a meeting in the next few weeks to discuss the plans.

**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. No scheduled date at this time.

**Aberdeen Roof and Window Replacement** – The County has included \$388,000 in the County Capital Fund for a new Aberdeen roof and replacement windows. To offset part of the cost, the Library has applied for and received a State Library Capital Grant for \$194,000 or 50 percent of the total cost of the roof and windows. The County awarded the contract to Flynn Mid-Atlantic LP. The project began on November 15<sup>th</sup>. The roof was substantially complete on December 22. A final walk through took place January 10<sup>th</sup>. There is a design status meeting scheduled for January 18<sup>th</sup> on the window portion of the project.

**Aberdeen Egress/Entrance** - The city of Aberdeen requested to have additional parking near the branch. As part of this request, the city also requested to have a drive up book drop added to the back parking lot. The book drop has been purchased and is being stored at the Administrative Office waiting to be installed.

**Administrative Office** - Facilities is coordinating with the County to replace the fire alarm panel. Replacement parts are no longer available for the existing panel.

**Board of Trustees Agenda and Minutes** – As of October 1, 2016, the Board agendas and approved Minutes are available on the library website.

**Maryland Library Legislative Day** – The Maryland Library Legislative Day in Annapolis is Tuesday, February 14<sup>th</sup>, and the Trustees are invited to attend a reception honoring the Governor, Lieutenant Governor and Maryland Legislators, 5:30-7:30 p.m., Senate Office Building, President’s Conference Room. Invitations are included with your Board packet. This is the day that Maryland Libraries are recognized in Annapolis and we visit our representatives. This is also Maryland Arts

Day and Ms. Hastler will be in attendance in support of the Cultural Arts Board and the Library role in sustaining the arts in Harford.

## **Marketing Report – November/December**

### **General**

- Projects completed by designers: 126
- Foundation year-end mailer was designed and printed.
- Following the conclusion of a year-long celebration of the Library's 70<sup>th</sup> Anniversary, the HCPL logo has been redesigned. New graphic incorporates STREAM images in conjunction with an open book.
- Winter Reading 2017, "A Good Book is Music to My Ears," began December 21<sup>st</sup> and runs until March 4<sup>th</sup>. This year's mug is a burgundy latte mug that features a winter hare graphic, designed by Amelia Gossman.
- On Track for Reading began December 21<sup>st</sup> and runs until March 4<sup>th</sup>. Collateral has been created and distributed to the branches.
- The 2017 Summer Reading Challenge t-shirts and bags are currently in the design phase. This year's theme is "Build a Better World."
- Headlines & Happenings Mar/Apr/May 2017 is in layout.

### **Marketing Campaigns**

- Libraries Change Lives – Foundation Year-End Campaign
- Happy Holidays – HCPL Mannequin Challenge
- Winter Reading 2017 "A Good Book is Music to My Ears"
- Fairy Tale Festival
- On Track for Reading (formerly Puppy Tales)
- Meet the Author: Brian Jay Jones
- New Binge Box Collection
- Annual Genealogy Conference
- So Many Ways To Give
- Books On Tap
- Romancing the Chrome – save the date
- Film This! Book Trailer contest 2017
- Veteran's Book Group
- Celebrate Black History

### **Outreach**

- Upcoming - Harford Night in Annapolis, January 18 – STEAM initiatives & related collections/programming promoted.

### **Advertising**

- Ice Rink Banner – Nov/Dec 2016; *Havre de Grace Ice Rink @ Hutchins Park*
- Paradise Ad – May 2017; *MLA/DLA Conference Program*

### **Publicity**

#### Media Coverage

- Harford's Edge on WAMD; Show airs from 9-10 on Fridays and repeated on Saturday. The Library is program sponsor. During the show the Library will have guests; opening and closing billboards; two sixty second commercials. Also included is a link to our website on WAMD's webpage; 20 show promos per week and bonus interviews whenever requested.

#### Press Releases Distributed

- "Harford County Public Library Foundation Raises Record Amount at Annual Gala," November 28

- “Harford County Public Library Appoints Beth LaPenotiere Senior Administrator, Public Services,” December 5
- “Harford County Public Library Foundation Elects Three Board Members,” December 14
- “A Fairy Tale Festival for All Ages,” December 30
- “A Good Book is Music to My Ears,” January 4

Recent Articles and Mentions Received

- “Boys and Girls Club Members Stuff 600 Bags, So Harford Homeless Children Have Breakfast Over Thanksgiving Break,” *Baltimoresunonline.com*, November 22
- “HCPL Raises Record Total at Annual Gala,” *The Bargaineer*, November 22
- “Harford County Public Library Foundation Raises Record Amount at Annual Gala,” *Aberdeen Patch*, November 22
- “Harford County Public Library Foundation Raises Record Amount at Annual Gala,” *Bel Air Patch*, November 22
- “Harford County Public Library Foundation Raises Record Amount at Annual Gala,” *Fallston Patch*, November 22
- “Harford County Public Library Foundation Raises Record Amount at Annual Gala,” *Havre de Grace Patch*, November 22
- “Harford County Public Library Foundation Raises Record Amount at Annual Gala,” *Bel Air News & Views*, November 23
- “New, Colorful Crosswalks Installed at Bel Air Library, Ma & Pa Trail,” *Baltimoresunonline.com*, November 28
- “Harford County Public Library Foundation Raises Record Amount at Annual Gala,” *The Dagger*, November 29
- “Photos: Harford County Public Library Foundation’s Annual Gala,” *The Daily Record, The Business Album*, December 1
- “Harford County Public Library Appoints Beth LaPenotiere Senior Administrator, Public Services,” *Aberdeen Patch*, December 5
- “Harford County Public Library Appoints Beth LaPenotiere Senior Administrator, Public Services,” *Bel Air Patch*, December 5
- “Harford County Public Library Appoints Beth LaPenotiere Senior Administrator, Public Services,” *Fallston Patch*, December 5
- “Harford County Public Library Appoints Beth LaPenotiere Senior Administrator, Public Services,” *Havre de Grace Patch*, December 5
- “Harford County Public Library Appoints Beth LaPenotiere Senior Administrator, Public Services,” *Bel Air News & Views*, December 6
- “Beth LaPenotiere, Harford County Public Library” *The Daily Record, Movers & Shakers*, December 13
- “Harford County Public Library Foundation Elects Three Board Members,” *Bel Air News & Views*, December 14
- “Harford County Public Library Foundation Elects Three Board Members,” *Bel Air Patch*, December 14
- “Harford County Public Library Foundation Elects Three Board Members,” *Aberdeen Patch*, December 14
- “Harford County Public Library Foundation Elects Three Board Members,” *Fallston Patch*, December 14
- “Harford County Public Library Foundation Elects Three Board Members,” *Havre de Grace Patch*, December 14
- “Jansen Robinson, Landmark Physical Security Services,” *The Daily Record, Movers & Shakers*, December 14
- “Harford County Public Library Appoints Beth LaPenotiere Senior Administrator, Public Services,” *The Dagger*, December 21

- “It’s Storytime at Edgewood Library, Dec. 23,” *Weekender*, December 22
- “Businesses Help 215 Families with Coats, Food,” *The Aegis*, December 23
- “Harford Businesses Donate More Than 200 New Coats to Kids, Families in Need,” *Baltimoresunonline.com*, December 23
- “Harford County Public Library Foundation Elects Guckert, Robinson, Simpson to Board,” *The Dagger*, December 29
- “A Fairy Tale Festival for the Ages,” *Aberdeen Patch*, December 30
- “A Fairy Tale Festival for the Ages,” *Bel Air Patch*, December 30
- “A Fairy Tale Festival for the Ages,” *Fallston Patch*, December 30
- “A Fairy Tale Festival for the Ages,” *Havre de Grace Patch*, December 30
- “Top 10 Stories of 2016: HdG Changes,” *The Record*, December 30
- “2016 in Pictures,” *The Aegis*, December 30
- “Bel Air Library Hosts Fairy Tale Festival Jan. 6,” *Bel Air News & Views*, January 3
- “Bel Air Library Hosts ‘A Fairy Tale Festival for All Ages,’ *The Bargaineer*, January 3
- “Library Foundation has Elected Three Members,” *The Aegis*, January 4
- “A Good Book is Music to My Ears,” *Aberdeen Patch*, January 4
- “A Good Book is Music to My Ears,” *Bel Air Patch*, January 4
- “A Good Book is Music to My Ears,” *Fallston Patch*, January 4
- “A Good Book is Music to My Ears,” *Havre de Grace Patch*, January 4
- “Harford County Public Library’s 2017 Winter Reading Program ‘A Good Book is Music to My Ears’ Continues through March 4,” *Bel Air News & Views*, January 6
- “Bel Air Library Celebrates Fairy Tales,” *The Aegis*, January 6

eNews Library Online Newsletter

- Sent out weekly on Thursday morning.

Flat Screen Slides

- Slides for branch-specific programs were created for all branches.

Webslides

- So Many Ways to Give; Happy Holidays from HCPL; Winter Reading 2017 “A Good Book is Music to My Ears;” On Track for Reading 2017; Annual Genealogy Conference; Library App; ArtistWorks; Celebrate Black History; Binge Boxes; Meet the Author: Brian Jay Jones.

Social Media has 5,250 likes

## **Foundation Report**

The next meeting of the HCPL Foundation Board of Directors will be January 24, 2017.

## **GivingTuesday**

The HCPL Foundation participated in #GivingTuesday for the first time and raised \$1,800 in unrestricted gifts. This campaign increased our visibility on social media and helped us engage new donors – we reached three new donors, plus four donors who had not made gifts in a year or more. #GivingTuesday is a global day of giving (November 29) that harnesses the collective power of individuals, communities and organizations to encourage philanthropy and to celebrate generosity worldwide. This will allow us to generate donations online and appeal to the younger demographic in Harford County.

## **Annual Giving Campaign**

This year’s annual giving campaign broadly promoted all the services and programs the Library offers, rather than a request for support of the Summer Reading Challenge as we have done the

past few years. The campaign raised \$11,600 – a 43% increase from 2015.

**Summer Reading Challenge**

The theme for the 2017 Summer Reading Challenge is *Build a Better World*. The kick-off will take place Monday, June 19 at the Bel Air and Edgewood branches. We are currently soliciting sponsors to underwrite the costs of the complete prizes.

**Romancing the Chrome Car Show**

The 6<sup>th</sup> Annual Romancing the Chrome Car Show will take place Saturday, April 22. We will once again work in partnership with the Jarrettsville Lions Club. Keene Dodge has returned as the headlining sponsor and we are currently soliciting other sponsors.

**DRAFT Statement of Financial Position as of November 30, 2016**

|                                       |                             |
|---------------------------------------|-----------------------------|
| <b>Assets:</b>                        |                             |
| .....                                 |                             |
| Checking/Savings                      | \$ 216,210.69               |
| Accounts Receivable                   | 92,500.00                   |
| Total Current Assets:                 | \$ <u>310,580.69</u>        |
| <b>Liabilities &amp; Equity:</b>      |                             |
| .....                                 |                             |
| Accounts Payable                      | \$ 1,350.00                 |
| Other Liabilities                     | <u>7,441.80</u>             |
| Total Current Liabilities:            | \$ <u>8,791.80</u>          |
| <b>Equity:</b>                        |                             |
| .....                                 |                             |
| Temporarily Restricted Net Assets     | \$ 189,157.74               |
| Board Designated Net Assets           | 26,749.07                   |
| Unrestricted Net Assets               | 13,882.61                   |
| Net Income                            | <u>71,999.47</u>            |
| Total Equity:                         | \$ <u>301,788.89</u>        |
| <b>Total Liabilities &amp; Equity</b> | <b>\$ <u>310,580.69</u></b> |

**Meetings & Presentations – November & December 2016**

- 11/3 Pours for Paws – Humane Society Fundraiser
- 11/4 MLA Legislative Panel
- 11/8 NCWHS Votes for Women Trail Meeting
- 11/8 LATI Meeting
- 11/9 GBCF
- 11/10 MAPLA – Conference Call
- 11/10 HCBF Fundraiser
- 11/14 Socktober at Community Services
- 11/15 A & C Annual Policy Maker Breakfast
- 11/15 SLRC/SLRC Commission Meeting
- 11/15 MAPLA – Conference Call
- 11/16 MLA Executive Board/Steering Committee
- 11/17 Harford Chamber Board Meeting



- 11/18 WAMD - The Harford Edge Co-host
- 11/21 Community Foundation of Harford County
- 11/21 HCPS In-service Day Presentation: Future of the Library in the Digital Age with McDaniel College
- 11/22 Foundation Board Meeting
- 11/23 ALA Committee on Legislation Conference Call
- 11/28 Maryland Humanities Orientation
- 11/29 ALA Grassroots Committee Conference Call
- 11/30 Bel Air Rotary
- 11/30 HLAA Holly Jolly Mixer at Greene Turtle
- 11/30 Jarrettsville Holiday Open House
  
- 12/2 County Administrator Tour of Riverside
- 12/3 Harford County Chamber of Commerce Breakfast with Santa & Mrs. Claus
- 12/5 Greater Excellence Education Foundation
- 12/5 MLA Professional Development Panel Meeting
- 12/5 Conference Call with Librarians
- 12/5 The Daily Record Leading Women in Annapolis
- 12/6 Havre de Grace Holiday Open House
- 12/6 Boys & Girls Club
- 12/7 GBCF Holiday Meeting
- 12/8 Harford Chamber Executive Board Meeting (Conference Call)
- 12/10 MPT Pledge Night
- 12/12 Branch Holiday Visits
- 12/13 Mannequin Challenge
- 12/14 EDAB
- 12/14 Rotary
- 12/14 Greater Harford Committee
- 12/15 Warm coat, shoes & book event @ Spartan Flooring
- 12/20 MLA - MAPLA Legislative Conference Call
- 12/20 Bel Air Rotary

**ACTION ITEMS**

**Personnel Changes - Terri Schell**

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

**NEW HIRES:**

**Jessica Tompkins**, Library Assistant I – Circulation, Whiteford Branch, 15 hours per week. Effective Date: December 7, 2016.

**Pam Wockenfuss**, Finance Administrator, Finance Department, Administrative Office, 37.5 hours per week. Effective Date: January 23, 2017.

**Amanda Kemp**, Circulation Manager, Fallston Branch, 37.5 hours per week. Effective Date: January 30, 2017.

**Jennifer Button**, Executive Assistant to the CEO, Administrative Office, 37.5 hours per week. Effective Date: February 13, 2017.

**PROMOTIONS:**

**Annie Kovach**, Assistant Branch Manager I, Havre de Grace Branch, 37.5 hours per week, has accepted the position of Assistant Branch Manager II – Adult Services, Bel Air Branch, 37.5 hours per week. Effective Date: December 19, 2016.

**Stephanie Detorie**, Circulation Substitute, Fallston Branch, On-call/Variable hours per week, has accepted the position of Graphic Designer, Marketing Department, Administrative Office, 37.5 hours per week. Effective Date: January 15, 2017.

**OTHER CHANGES:**

**Kelly Donelson**, Library Associate II – Teen Services, Joppa Branch, 37.5 hours per week has been granted a transfer to the position of Library Associate II – Adult Services, Bel Air Branch, 37.5 hours per week. Effective Date: January 1, 2017.

**Colleen Martin**, Library Associate II – Children’s Services, Jarrettsville Branch, 37.5 hours per week has been granted a temporary transfer to the position of Library Associate II – Children’s Services, Bel Air Branch, 37.5 hours per week as we recruit for this vacancy as well as a part-time vacancy within the department. Eventually Colleen will transfer into the position of Library Associate II – Adult Services, Bel Air Branch, 24 hours per week. Effective Date: January 9, 2017.

**Sarah Szatmary**, Library Associate III – Rolling Reader, Edgewood Branch, 37.5 hours per week has been granted a transfer to the position of Library Associate II – Children’s Services, Havre de Grace Branch, 37.5 hours per week. Sarah will help facilitate staffing needs for Lafayette’s Landing and the ongoing needs of Schooner Cove as well as provide circulation support. Effective Date: January 30, 2017.

**RESIGNATIONS/TERMINATIONS:**

**Vivian Copeland**, Library Associate II – Children’s Services, Bel Air Branch, 15 hours per week. Effective Date: December 23, 2016.

**Rob Zimmerman**, Library Associate II – Adult Services, Bel Air Branch, 24 per hours per week. Effective Date: January 1, 2017.

**Pat Gobble**, Administrative Assistant, Children’s Services, Bel Air Branch, 19 hours per week. Effective Date: January 21, 2017.

**Bethany Hacker**, Programming Specialist, Administrative Office, 37.5 hours per week. Effective Date: February 3, 2017.

**RETIREMENTS:**

**Wayne Kyle**, Purchasing Manager, Administrative Office, 37.5 hours per week has announced his retirement Effective February 1, 2017. Wayne has been with the Library for 12.5 years and we have greatly benefited from his expertise in the procurement arena.

**Cathy Johnson**, Library Associate II – Adult Services, Bel Air Branch, has announced her retirement effective March 1, 2017. Cathy started as a part-time Inter-Library Loan Clerk in the Bel Air Circulation Department in February 1997. She was promoted to part-time Library Associate in the Adult Services Department in August 2005.

**LEAVE OF ABSENCE REQUESTS:**

An employee has requested a medical leave of absence under the FMLA a Family Member. Start Date: January 9, 2017. Estimated End Date: March 31, 2017.

**OPEN POSITIONS:**

- **F&O Assistant** – Havre de Grace Branch (New Position), 19 hours per week. Recommendation forwarded.
- **Library Associate I/II – Children’s Services – Special Needs**, Bel Air Branch, 37.5 hours per week. Interviews conducted December 13, 2016. Scheduling second interviews.
- **Marketing & Communications Administrator**, Marketing Department, Administrative Office, 37.5 hours per week. Offer has been extended.
- **Purchasing Manager**, Administrative Office, 37.5 hours per week. Posted internally and externally. Best consideration Date: January 23, 2017; open until filled.
- **Branch Manager II**, Bel Air Branch, 37.5 hours per week. Posted internally and externally. Best Consideration Date: January 23, 2017; open until filled.
- **Assistant Branch Manager I**, Havre de Grace Branch, 37.5 hours per week. Posted internally and externally. Closing Date: February 3, 2017.
- **Library Associate III – Rolling Reader**, Edgewood Branch, 37.5 hours per week. Posted internally and externally. Closing Date: January 23, 2017.
- **Library Associate I/II – Teen Services**, Joppa Branch, 37.5 hours per week. Posted internally only. Closing Date: January 18, 2017.
- **Library Associate I/II – Children’s Services**, Bel Air Branch, 37.5 hours per week. *To be posted internally and externally.*
- **Library Associate I/II – Children’s Services**, Jarrettsville Branch, 37.5 hours per week. *To be posted internally and externally.*
- **Library Associate I/II – Children’s Services**, Bel Air Branch, 15 hours per week. (2 positions) *To be posted internally and externally.* (The 19-hour Administrative Assistant new vacancy will be replaced with a 15 hour Library Associate I/II – Children’s Services position.)
- **Library Associate I/II - Adult Services**, Bel Air Branch, 19 hours per week. *Assessing position.*
- **Library Assistant I – Circulation**, Bel Air Branch, 15 hours per week. *To be posted.*
- **Library Assistant I – Circulation**, Fallston Branch, 15 hours per week. *To be posted.*
- **Manager I – Computer Network**, CSC Department, Administrative Office, 37.5 hours per week. *Assessing position.*
- **Computer Network Technician**, CSC Department, Administrative Office, 37.5 hours per week. *Assessing position.*
- **Specialist III – Web Services**, Administrative Services, 37.5 hours per week. *Assessing position.*
- **Specialist III – Human Resources**, Human Resources Department, Administrative Office, 37.5 hours per week.

**PAGE STAFF REPORT:**

Open Positions (including Substitute Pages):  
Whiteford Branch – 1 Regular

New Hires: 0

**MOTION: Motion by Mr. Adams, seconded by Judge Hazlett, and carried by unanimous vote to approve the personnel changes for November and December 2016 as presented.**

OLD BUSINESS

There was no Old Business.

NEW BUSINESS

There was no New Business.

**BUSINESS FROM THE CHAIRPERSON**

Mr. Allman wished everyone a happy new year.

**BUSINESS FROM BOARD MEMBERS**

There was no business from Board Members,

**COMMENTS FROM THE PUBLIC**

There were no comments.

**ADJOURNMENT OF PUBLIC MEETING**

There being no further comments or questions, the public meeting was adjourned at 6:54 PM.

Mr. Allman cited the provision in the Maryland Open Meetings Act allowing for closed sessions:

**Maryland Open Meetings Act § 10-508**

(a) Subject to the provisions of 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 appointees, employees, or officials over whom this public body has jurisdiction; or
- (ii) any other personnel matter that affects one or more specific individuals;...

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