

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

MEETING MINUTES

January 11, 2018

Present: Alex M. Allman, Kenneth R. Avery, Dominic C. Cottone, Honorable Susan H. Hazlett, Taryn J. Martin, Alison N. Smith, Student Liaison, Durbin Vido, CEO Mary L. Hastler, and Jennifer Button

Absent: Trustees Dwayne Adams, William B. Allen, 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 were no changes to the Agenda.

PRESENTATIONS/RECOGNITIONS

There were no Presentations/Recognitions.

APPROVAL OF MINUTES

MOTION: Motion by Judge Hazlett, seconded by Mr. Vido and approved by unanimous vote to accept the Minutes of the November 16, 2017 Board Meeting.

TREASURER'S REPORT

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

Expenditures through the month ended November 2017 were within the FY18 budget. As of November 30, 2017, encumbrances totaled \$257,000 including:

Contracted Services	\$ 4,000
Supplies/Travel	\$ 54,000
Library Materials	\$ 128,000
Furniture and Equipment	\$ 71,000
	<u>\$ 257,000</u>

Expenditures through the month ended December 2017 were within the FY18 budget. As of December 31, 2017, encumbrances totaled \$352,000 including:

Contracted Services	\$ 36,000
Supplies/Travel	\$ 55,000
Library Materials	\$ 236,000
Furniture and Equipment	\$ 25,000
	<u>\$ 352,000</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 meet regarding a confidential personnel issue.

Capital Improvements Committee – Mr. Cottone

The Capital Improvements Committee did not meet.

Human Resources Committee – Judge Hazlett

The Human Resources Committee did meet regarding a confidential personnel issue.

Foundation – Ms. Martin

The Foundation Board did not meet. A brief report was included in the Board packet for review.

Statistics – Daria Parry

A complete report was included in the Board packet for review.

Mr. Allman asked for Ms. Parry’s thoughts on what appeared to be a decline in circulation numbers. Ms. Parry explained that this was not a decline in circulation, but a change in the way the statistics were tracked – online classes have been moved to the programming statistics category. Additionally, December is a traditionally slow month in the library world due to the holiday season.

January 2018 Programming Highlights – Beth LaPenotiere

During the first week of November, branches participated in the Maryland STEM Festival, an annual event celebrated in schools, after-school programs and libraries around the state. Programs included coding for our young customers using Cubetto, Seed Investigation, a 3D printer was on loan at our Fallston Branch, and several of the branches hosted Star Parties.

HCPL engaged middleschoolers and their families in an important community conversation about addiction. Book discussions centered on the book **The Seventh Wish** by Kate Messner, were held all over the county throughout the month. A culminating event, featuring the author on November 8, attracted over 90 participants, along with community partners from the Sheriff’s Office with the HOPE Mobile; Healthy Harford and Healthy Cecil and the Harford Community Action Agency.

The most unusual program of November happened at the Jarrettsville branch when Pam Purce from Three Oaks Alpaca Farm presented two programs. One program for toddlers and preschoolers was called Farm Fowl and the children got to meet a real chicken and duck. Pam also presented a program for all ages called Farm to table and Alpaca to Sweater starring...you guessed it..alpacas. They were a big hit and, of course, outside.

In December the branches celebrated the holidays in style with open houses full of crafting, music and treats for one and all. The largest celebration was held in Havre de Grace. In collaboration with the Opera House, a daytime children’s event featured a showing of the popular modern movie classic, **Polar Express**. After the show, children and their families met Mrs. Clause, ate delightful treats and made crafts at the library. In the evening, the Opera House screened **White Christmas**, and after the performance, Harford County Sheriff’s officers escorted the audience across the street where the library was transformed into a winter wonderland. The transformation

was accomplished with professional exterior lighting, a cozy candlelight setting in the meeting room and two snow making machines!

YA Highlights for January 2018 – Alison Smith

For Teens at the Library, November and December marked many creative opportunities that promoted the generosity of the holiday season. The Aberdeen Middle School Music Department gave back to the community at the library by playing “Sounds of the Season,” popular holiday songs performed by their orchestra, chorus, and brass band. Meanwhile, Fallston Teens helped prepare the branch for their Holiday Open House by creating the materials for a children’s craft and decorating the Teen Room with paper snowflakes. Abingdon’s Teen Advisory Group was also in the spirit of giving when they created candleholders using glass jars and tissue paper for centerpieces at the Lorien Nursing and Rehab Center’s holiday dinners.

Teens also got a chance to celebrate and have fun to close out 2017. At Aberdeen’s Teen Sensory Social, attendees played Don’t Break the Ice, built sandcastles with kinetic sand, built gingerbread houses, and made snowy owl crafts. Librarians at the Whiteford, Norrisville, and Jarrettsville branches collaborated for Zombie Palooza at the Jarrettsville branch, where Teens had a blast pretending to escape from a zombie invasion!

While we love to see Teens attending programs at the library, it is even more exciting to see them engaged in creating programming for other Teens! At Fallston’s Teen Advisory Group meeting, teens made plans for a guest presenter from Aberdeen Federal Credit Union to discuss financial planning for young teens. In Aberdeen, Teens are going strong with their Dungeons & Dragons program, learning to lead a campaign and building friendships with teens they might never have known without these leadership opportunities at the library.

However, Teens did not just defeat zombies, plan programs, and celebrate the holidays – they also read books! Librarians visited book clubs at C. Milton Wright High School, John Carroll High School, and North Harford High School to help facilitate the conversation, while Patterson Mill High School’s book club took a trip over to the Abingdon Library and learned all about the Vive and the Innovation Lab.

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.

Aberdeen – Staff Area Lighting – Facilities investigated retrofitting the existing lighting to LED for energy saving while BGE is offering a rebate estimated to be \$5,130. Forty-three new LED fixtures were installed and the project is complete.

Riverside Renovation – Mary and Kathy met with the County officials and a representative from the shelter to discuss options to reallocate space at the Library's administrative offices. The County, the Shelter and the Library all share the space at 1221-A Brass Mill Road. The shelter is looking to expand to add additional beds for a total of 50. The County is considering relocating their warehouse to allow for the expansion. The Library would benefit from the space utilization study to better align the departments and optimize the space we occupy. The Library team has visited several businesses and nonprofits gathering ideas for the renovation project. Frederick Ward Associates were selected by the group to prepare the design. Two design meetings have been held to far to discuss the current space.

Edgewood Roof Replacement – The Library received official notice on October 12th of the 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.

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.

Student Representative Selected for Honor

Congratulations to Student Representative to the Board Alison Smith on her new position. Ms. Smith was selected to serve as a page, joining the Harford County Delegation during their session in Annapolis this winter.

Meetings & Presentations – November 2017

Board Meeting Minutes – January 11, 2018

- 11/1 Harford County Delegation Pre-Session Legislative Meeting
- 11/2 Harford County Chamber of Commerce Executive Committee
- 11/2-3 Library Journal Directors Summit 2017
- 11/4 2017 Gala: La La Library
- 11/5-7 ALA Committee on Legislation
- 11/8 Economic Development Advisory Board
- 11/8 The Seventh Wish Author Discussion
- 11/9 TED Learning Conference Call
- 11/14 A&C Annual Legislative Overview
- 11/14 Divine History of Harford County Calendar Release Party
- 11/15 Harford Has It Launch
- 11/16 Harford County Chamber of Commerce Board Meeting
- 11/16 Harford Community Action Agency
- 11/17 AL Advisory Committee Conference Call
- 11/17 Humane Society Soiree
- 11/20 Chamber Legislative
- 11/21 Greater Harford Committee
- 11/27 Jacks Small Engines Tour
- 11/28 Army Alliance Annual Breakfast 2017
- 11/29 Harford Mutual's 175th Anniversary Reception & Holiday Lighting

Meetings & Presentations – December 2017

- 12/4 MAPLA Legislative Conference Call
- 12/6-8 MACO Winter Conference
- 12/11 Opportunity Youth County Workgroup
- 12/11 ALA COL December Conference
- 12/11 MAPLA Legislative Conference Call
- 12/12 Greater Bel Air Community Foundation Holiday Dinner
- 12/13 EDAB
- 12/13 MLA Conference Call
- 12/14 Harford County Chamber Executive Committee Meeting
- 12/14 Harford County Economic Development White Paper Presentation
- 12/14 ALA Grassroots Conference Call
- 12/14 Greater Harford Committee Holiday Gathering
- 12/15 Maryland Humanities Board Meeting
- 12/18 Chamber Legislative Meeting
- 12/18 Holiday visit to all HCPL branches
- 12/18 Women's Commission Meet & Greet and Presentation
- 12/19 The Daily Record's Icon Ceremony
- 12/20 Friends Council Meeting
- 12/21 Legislative Meeting
- 12/28 Harford County Law Department Meeting

Marketing Report –December 2017/January 2018

General

- Projects completed by designers: 209
- Social media now up to 5,656 likes!
- Winter Reading 2018 started December 21 and this year's theme is, "Eat. Drink. Read." Participants receive a pen, provided by the Friends, and bookmark for registering. As of January 5, there are 2,385 individuals registered and more than 200 people have already

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.

- Registration for The First HCPL Women's Summit begins on January 15. Tickets are \$45. Debbie Phelps will be the keynote speaker for the March 6 event that will be held at the Abingdon Library.
- The 5th Annual Genealogy Conference will take place on Saturday, March 24, at the Bel Air Armory. This full-day event is free and registration opens on February 19.
- Headlines & Happenings for March/April/May 2018 is currently in production.

Marketing Campaigns

- Winter Reading 2018 "Eat. Drink. Read."
- Digital Library – Updated with Flipster & Kanopy
- Old-Fashioned Holiday on Union Avenue
- Carly's Bikes
- Fairy Tale Festival
- Black History Month
- New Beginnings 2018: Mind, Body & Soul
- The First Women's Summit
- 5th Annual Genealogy Conference
- Meet the Author: Kerry Dunnington – part of Winter Reading theme

Outreach

- Upcoming - Harford County Night in Annapolis, January 18

Advertising

Print

- Come In, We're Awesome – HCPL; *MLA Conference Program*, May 2018

Radio

- Harford's Edge on WAMD; Show airs from 9-10 on Fridays and repeated on Saturday. The Library is program sponsor.
 - Matt Slatas – Aberdeen Ironbirds
 - Rebecca Jessop – Havre de Grace Opera House and HCPL partnership
 - Wendy Wright – The Wright Fit
 - Greg Pizzuto – Harford County holiday events
 - Stef Murphy – HCPL Fairy Tale Festival

Press Releases Distributed

- "Harford County Public Library Foundation Raises More Than \$100,000 at Annual Gala," November 17
- "Old Fashioned Holiday on Union Avenue," November 28
- "Winter Reading: Eat. Drink. Read," December 1
- "Harford County Public Library Launches Carly's Bikes," December 18
- "Bel Air Library Hosts Annual Fairy Tale Festival," January 2

Recent Articles and Mentions Received

- "Charles Ross Director of Human Resources," *The Bargaineer*, November 10; *The Aegis*, November 24
- "Dr. William Allen - U.S. Commission on Civil Rights," *The Record*, November 17
- "Harford County Public Library Foundation 2017 Gala," *Citybizlist*, November 19; *The Bargaineer*, *The Bargaineer* (online), November 24; *I95 Business*, December 2017; *The Daily Record*, December 1; *The Aegis*, January 3
- "No More Stolen Childhoods – Vanessa Milio," *The Daily Record* (online), November 20; *The Daily Record*, December 5; *The Baltimore Sun* (online), December 18
- "Robin Fiastro – Ruth Helen Thompson Community Service Award," *The Aegis*, November 22
- "Summer Reading Record Number - correction," *The Aegis*, November 22

- “Harford Tax Credit Bill,” *The Aegis* (online), November 22
- “Greater Bel Air Community Foundation 16th Annual Golf Classic,” *Bel Air News & Views*, November 27; *The Bargaineer* (online), December 1
- “Old-Fashioned Holiday on Union Avenue,” *Patch – Aberdeen, Bel Air, Fallston & Havre de Grace*, November 28; *Bel Air News & Views*, December 1; *The Bargaineer*, *The Bargaineer* (online), December 8; *Havre de Grace Patch*, December 14; *The Aegis*, *The Baltimore Sun WKND*, *The Bargaineer*, December 15
- “Joppatowne Author Donation,” *The Aegis*, November 29
- “SOCKtober 2017,” *The Aegis*, November 29
- “Winter Reading 2018 - Eat. Drink. Read,” *Bel Air News & Views*, *Patch – Aberdeen, Bel Air, Fallston & Havre de Grace*, December 1; *The Dagger*, December 4; *The Bargaineer*, December 8; *The Bargaineer* (online), December 12; *The Aegis*, December 20
- “Fallston Middle Named a Maryland Blue Ribbon School,” *The Aegis* (online), *Harford County Living*, *Fallston Patch*, December 5; *The Bargaineer* (online), December 11
- “Empty Stocking Fund 2017,” *The Aegis*, December 8; *The Aegis* (online), December 11; *The Aegis*, December 13; *Bel Air News & Views*, December 18
- “At Your Library This Weekend,” *The Bargaineer*, December 15
- “Bel Air First Snow,” *The Baltimore Sun* (online), *The Aegis* (online), December 15
- “2017 Library Building Projects – Bel Air,” *Library Journal*, December 15
- “HCPL Launches Carly’s Bikes,” *Harford County Living*, *Patch – Aberdeen, Bel Air, Fallston & Havre de Grace*, December 18; *Bel Air News & Views*, December 19; *The Bargaineer*, December 22
- “Daily Record Icon Honors Awards,” *The Daily Record*, December 22
- “HCC and FreeState ChalleNGe Academy Workforce Career Training,” *The Bargaineer*, December 26; *The Aegis*, December 27
- “Irmgarde Brown Retirement,” *The Baltimore Sun* (online), *The Aegis* (online), *The Aegis*, December 27; *Havre de Grace Patch*, December 28; *The Record*, December 29
- “The Joy of Reading,” *The Aegis*, December 29
- “2017 Ending on a Cold Note,” *The Baltimore Sun* (online), *The Aegis* (online), December 28; *The Aegis*, December 29
- “The Biggest Stories of 2017,” *The Record*, December 29
- “Heroin: The Top Story of 2017,” *The Aegis*, December 29
- “Annual Fairy Tale Festival 2018,” *Harford County Living*, *Bel Air News & Views*, *Patch – Aberdeen, Bel Air, Fallston & Havre de Grace*, January 2; *The Baltimore Sun* (online), *The Aegis* (online), January 4; *The Aegis*, January 5
- “Citizen Input for FY19 Harford County Budget,” *Harford County Living*, January 3

Cultural Arts Board – December 2017

Kaleidoscope is the Cultural Arts Board’s bimonthly television program, produced in partnership with Harford Cable Network. The November/December 2017 episode was filmed on November 8th, featuring in-studio interviews with:

- Susquehanna Symphony Orchestra, entering their 40th year;
- Susquehanna Shakespeare Ensemble, an exciting new theater company;
- An exhibit hosted by the Hays-Heighe House celebrating “The Wider World of Jim McKay;” and
- The Out & About Segment (filmed on location earlier) was the Fall Fling, a free big band dance hosted by Town of Bel Air Arts & Entertainment District at the Bel Air Armory, featuring the Bel Air Community Band.

This show airs every day for two months on tv, and can be viewed on CulturalArtsBoard.org anytime, anywhere.

On November 14th, Jessica Cleaver, Coordinator, and Board Members attended a Addressing Accessibility in Arts Funding Programs, Events, and Materials webinar, presented by Grantmakers in the Arts.

On November 28th, Ms. Cleaver met with the Maryland State Arts Council Public Art Program Manager and the managers of the two Harford County Arts & Entertainment Districts to discuss grants and tour the Bel Air A & E District.

On December 4th, CAB was treated to a tour and overview of the Cultural Center at the Opera House in Havre de Grace, one of the new sub-grantee organizations to receive support this year .

On December 11th, CAB hosted Greater Baltimore Cultural Alliance Grant Program Manager, David London, for an information session at the Bel Air Branch of Harford County Public Library to publicize the Baker Portfolios and Awards to Harford County Artists. This year, six artists from this region will be selected to win a total of \$90,000 in prizes.

Foundation Report – January 2018

The next meeting of the HCPL Foundation Board of Directors will be January 23, 2018.

#GivingTuesday

The HCPL Foundation participated in #GivingTuesday for the second year and raised \$1800 in unrestricted gifts. This was a combination of online donations and the Talbots in-store charity campaign. This campaign increased our visibility on social media and helped us engage new donors within the community. #GivingTuesday is a global day of giving (November 28) that harnesses the collective power of individuals, communities and organizations to encourage philanthropy and to celebrate generosity worldwide. This allows 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. The campaign has raised \$10,227.89 – and is still ongoing as we continue to receive donations daily.

Summer Reading Challenge

The theme for the 2018 Summer Reading Challenge is Libraries Rock! The kick-off will tentatively take place Monday, June 18 at the Abingdon and Fallston branches. We are currently soliciting sponsors to underwrite the costs of the completer prizes.

Romancing the Chrome Car Show

The 7th Annual Romancing the Chrome Car Show will take place Saturday, April 14. 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.

ACTION ITEMS

Personnel Changes – December 2017

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

NEW HIRES:

Diane Appel, Library Assistant I – Circulation, Fallston Branch, 15 hours per week. Effective Date: January 2, 2018.

Deborah Hall, Library Assistant I – Circulation, Abingdon Branch, 15 hours per week. Effective Date: January 2, 2018.

Angela Ratajczak, Library Assistant I – Circulation, Norrisville Branch, 15 hours per week. Effective Date: January 2, 2018.

Angela Pffiefer, Library Associate I, Edgewood Branch, 15 hours per week. Effective Date: January 2018.

PROMOTIONS:

Amelia Gossman, Library Associate I – Children’s Services, Jarrettsville Branch, 37.5 hours per week was promoted to Library Associate II – Children’s Services, Jarrettsville Branch, 37.5 hours per week based on the completion of the Maryland Library Associate Training Institute. Effective Date: December 17, 2017.

Lawrence Hicks, Library Associate I – Teen Services, Edgewood Branch, 37.5 hours per week was promoted to Library Associate II – Teen Services, Edgewood Branch, 37.5 hours per week based on the completion of the Maryland Library Associate Training Institute. Effective Date: December 17, 2017.

Laura Tilghman, Library Associate I, Fallston Branch, 15 hours per week was promoted to Library Associate II, Fallston Branch, 15 hours per week based on the completion of the Maryland Library Associate Training Institute. Effective Date: December 17, 2017.

Kimberly Truxel, Library Associate I – Children’s Services, Bel Air Branch, 37.5 hours per week was promoted to Library Associate II – Children’s Services, Bel Air Branch, 37.5 hours per week based on the completion of the Maryland Library Associate Training Institute. Effective Date: December 17, 2017.

Carmen Cortez, Circulation Substitute, Home Branch - Edgewood Branch has been promoted to the position of Library Assistant I – Circulation, Edgewood Branch, 15 hours per week. Effective Date: January 2, 2018.

Allison Dietz, Page, Bel Air Branch has been promoted to the position of Library Assistant I – Circulation, Fallston Branch, 15 hours per week. Effective Date: January 2, 2018.

Rian Mitchell, Page, Abingdon Branch has been promoted to the position of Library Assistant I – Circulation, Abingdon Branch, 15 hours per week. Effective Date: January 2, 2018.

OTHER CHANGES:

None

RETIREMENTS:

Melissa Ellison, Library Associate II – Children’s Services, Bel Air Branch, 19 hours per week has announced her retirement effective February 1, 2018. Melissa has been with the Library for almost 15 years working in reference services and has served the Bel Air community most of those years.

RESIGNATIONS/TERMINATIONS:

Carly Bastiansen, Library Associate II – Children’s Services, Bel Air Branch, 37.5 hours per week, who had been placed on medical leave of absence under FMLA in October, passed away on November 22, 2017. Carly had been with the Library just over 3 ½ years. She not only worked in the Bel Air Children’s Department but also coordinating the Library’s Sharing the Gift program.

Yvonne Robbins, Circulation Substitute, Home Branch – Havre de Grace Branch, Variable/On-Call hours per week. Effective Date: January 9, 2018.

LEAVE OF ABSENCE REQUESTS:

None

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.
- **Librarian**, Children’s Services, Bel Air Branch, 37.5 hours per week. *Assessing position.*
- **Library Associate I/II**, Children’s Services, Bel Air Branch, 37.5 hours per week. *Assessing position.*
- **Library Associate I/II**, Children’s Services, Bel Air Branch, 30 hours per week. *Assessing position.*
- **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 Mr. Cottone, seconded by Judge Hazlett, and carried by unanimous vote to approve the personnel changes for December 2017 as presented.

OLD BUSINESS

There was no Old Business.

NEW BUSINESS

There was no New Business.

BUSINESS FROM THE CHAIRPERSON

There was no Business from the Chairperson.

BUSINESS FROM BOARD MEMBERS

There was no Business from Board Members.

COMMENTS FROM THE PUBLIC

Mr. Al Peisinger introduced himself as a new retiree, and shared he attended tonight's meeting in order to learn more about the Library. He was a first-time attendee at this year's Gala and had a wonderful time!

Ms. Deborah Jenkins, HCPL staff member at the Fallston branch, attended tonight's meeting to thank the Board on behalf of Fallston staff. The recent renovation to repair the sewer at the branch was much appreciated. Staff now have beautiful carpeting that has brightened the workroom and meeting area.

Mr. Allman thanked both visitors for taking time to attend the meeting.

ADJOURNMENT OF PUBLIC MEETING

Mr. Allman requested the Board retire to an Executive Session to review a personnel matter.

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

Maryland Open Meetings Act § 3-305

(b) In general – Subject to subsection (d) of this section, a public body may meet in closed session or adjourn an open session to a closed session only to:

(1) discuss:

(i) the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of an appointee, employee, or official over whom it has jurisdiction; or

(ii) any other personnel matter that affects one or more specific individuals;

MOTION: Motion by Mr. Cottone, seconded by Judge Hazlett and carried unanimously by roll call 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 6:45 PM.