

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

MEETING MINUTES

July 20, 2017

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

Absent: 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 Bel Air Library.

CHANGES TO THE AGENDA

Ms. Hastler requested that the Conflict of Interest Policy Signatures be moved to the beginning of the meeting in order to obtain Board members' signatures while Board business was being conducted.

Mr. Allman read the following statement:

The Conflict of Interest Policy is to be acknowledged and signed on an annual basis by each Board Trustee and certain key library employees including the CEO, CFO, Finance Administrator, and Foundation Director of HCPL to document their reaffirmation of their understanding of the policy and have complied with its provisions.

PRESENTATIONS/RECOGNITIONS

Mr. Allman welcomed the new Student Representative to the Board, Alison Smith. Mr. Allman shared that he looked forward to having her here, encouraged her to be vocal, and to pass along ideas from her classmates in school.

Ms. Smith shared that she currently attends Edgewood High School and is interested in community activism. She would like to determine what the Library could do to bring a greater sense of community and explore key programs to better utilize an increased sense of community.

APPROVAL OF MINUTES

MOTION: Motion by Mr. Adams seconded by Mr. Avery and approved by unanimous vote to accept the Minutes of the June 8, 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 June 2017 were within the FY17 budget. As of June 30, 2017, encumbrances totaled \$320,000 including:

Contracted Services	\$ 9,000
Supplies/Travel	\$ 41,000
Library Materials	\$ 227,000
Furniture and Equipment	\$ 43,000
	<u>\$ 320,000</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 Board did meet. A brief report was included in the Board packet for review.

Statistics – Daria Parry

In June, circulation was at 439,956 and information reader assistance at 44,804. There were 502 programs with 41,268 attending. There were 149,968 walk-ins and 7,679 drive thru visits. In response to Mr. Allman’s question, Ms. Parry shared that digital circulation was included mid-way through FY17.

Mr. Allman also questioned why visits to the website and catalog showed a 13.25% decrease. Ms. Parry explained that our website traffic was analyzed and the following situations would result in missed captures on the HCPL homepage: users bypassing the HCPL homepage and connecting directly to the new HCPL app; users connecting to third party vendor apps; and users bookmarking favorite parts of the HCPL website. In addition, the app vendor, Communico, can only obtain analytical data from Apple products so there is a missed opportunity to track Android data.

Mr. Allman asked whether the HCPL app was received well by our customers and Ms. Parry confirmed that this has been the case. Ms. Parry did note that customers were unable to request books be reserved to drive-thru locations. This issue has since been resolved.

June 2017 Programming Highlights

The Summer Reading Challenge is upon us. There were 13,984 registrants during June; making the grand total of 14,525, and programs are in full swing!

Edgewood's 13th Annual Summer Fair was a huge success with at least 339 people and 14 community agencies participating.

Harry Potter's 20 Anniversary was celebrated by Aberdeen, Abingdon, Darlington, and Fallston, Havre de Grace, Jarrettsville, Joppa, and Whiteford. Each branch offered crafts, trivia and activities to enthusiastic Potter fans.

The Maryland Zoo always has a popular program and this year was not an exception. They brought frogs, lizards, ravens, penguins, turtles, a crocodile or an alligator and an owl to entertain and educate the huge crowds in all of our branches.

The Virtual Reality Roadshow was a hit in Abingdon, where over 100 people attended. Most had never experienced VR before and were thrilled to try rock climbing and painting in a virtual setting.

In preparation for Summer Reading, Bel Air hosted a Zen Gardens family program. Thirty adults and children discussed Zen, meditation and peace, practiced 2 yoga hand positions, then built and decorated their own Zen Gardens.

YA Highlights for May

The Aberdeen Library hosted their first Teen Sensory Social. It was extremely successful with 8 teen participants, two of whom had never been to a Sensory program at the library before. Participants had a blast making a variety of crafts, such as Jellyfish in water bottles, yarn monsters, and spring snails. While working on the crafts, or exploring the other stations set up, participants were able to socialize with each other and librarians. Several parents and aides commented on how great the program was, and that they were looking forward to next month.

Summer Reading officially started in June, marking the beginning of a summer of volunteering for many teens throughout the county. In every branch, teens helped prepare for a busy first day by stuffing registration incentive bags, decorating, learning how to use the summer reading database, and setting up the volunteer tables. Teens learned first-hand how to stay cool in the face of pressure as they saw thousands of kids register in the county on the first day of Summer Reading. The success of the day would not have been possible without the excellent work of our Teen Volunteers!

With such an early last day of school, teens started using the library as a great summer hang out space earlier than ever! In June, branches provided fun activities for teens, such as Fallston's Teen Time where they played variety of video and board games, Aberdeen's Dungeons and Dragons programs, and the more popular than ever 3D printing at Havre de Grace.

Chief Executive Officer's Report – Ms. Hastler

Building Projects

Havre de Grace Library Construction Project – The branch reopened to the public after the Ribbon Cutting on June 15, 2016. The contractor is working on Punch list items for the branch. The island to the left of the steps when entering the main library has been removed, improving the flow. The replacement railing for the Ranger's Station and the additional slats for the crow's nest are complete. The final details for re-keying the locks should be completed this week so work can begin in the next week or so. Lafayette's Landing hub was replaced on June 4th. Pella Windows was out June 8th to replace the large stairwell window that has defective seals between the outer and inner glass panels. The general contractor needs to paint the new trim. The corner stone is scheduled to be installed by the end of July. We will request the County to schedule a final walk through before the one-year warranty extension on September 15th expires.

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 Thoenke Architects. Predesign work is underway and the county is scheduling a meeting in the next few weeks to discuss the plans. The design architects are preparing the specs to send out for bid. The Library submitted a Library Capital Grant application FY 2019 for matching funds. The project is tentatively scheduled to start in mid- to late October 2018 immediately following the 2018 Gala, scheduled for Saturday, October 6, 2018. It is anticipated that the branch will be closed during some portion of the construction project.

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. There are two concrete slabs in the rear of the building that have settles causing low spots where water collects and freezes. These will also have to be replaced; 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 15th. The roof was substantially complete on December 22. A final walk through took place January 10th. A design meeting was held on January 18th with the Architects who are developing the window specs for the bid, which went to the board of estimates March 17. A pre-bid meeting was held May 15th. Three contractors attended. I-Mark was awarded the contract for \$172,500. The project will go to the BOE on June 20th for approval. On Monday, July 17th, the contractor removed two windows to verify the construction of the openings. They are ordering the windows and hope to begin installation August 24th. The overgrown shrubs and bushes will be removed by the end of this week.

Riverside Renovation – Mary and Kathy meet with the County officials and a representative from the shelter to discuss options to reallocate space at the Library’s administrative offices. The County the Shelter and the Library all share the space at 1221-A Brass Mill Road. The shelter is looking to expand to add additional beds for a total of 50. The county is considering relocating their warehouse to allow for the expansion. The Library would benefit from the space utilization study to better align the departments and optimize the space we occupy. The County will select several vendors from the approved list to present ideas to the group. The Library team has visited several businesses and nonprofits gathering ideas for the renovation project.

Joppa – The HVAC dehumidification project needs additional zone sensors installed in the building to better control the humidity levels. County Capital Projects recently gave the contractor the approval to move forward to add these sensors. The sensors have been installed and we are waiting a week or two to see if they are making a difference in the humidity readings at the branch.

Fallston – New, energy efficient LED Exterior parking lot pole light fixtures have been replaced. We are waiting on the BGE rebate check in the amount of \$2,475.

Edgewood – The branch experienced an electrical outage that adversely affected the control boards of both chilled water pumps. The County facilities department, along with Johnson

Controls, were able to repair one pump by the next day. The parts are on order to have the second pump repaired.

New Print Management System - EnvisionWare print management system is currently being installed throughout the system. Customers will have the ability to print and pay while in the library and remotely through an app on a mobile device or pc. EnvisionWare partners with PrinterOn. The app can be downloaded for free from the iTunes Store or Google Play Store.

Harford County Commission for Women

Ms. Hastler chairs the Harford County Commission for Women and hosted the Maryland Commission for Women on July 11th at the Abingdon Library as part of the ‘Voices of Maryland Women’ tour. Nearly fifty women participated in the event and had an opportunity to share their concerns and develop a priority list for the Maryland Women Commissioners to incorporate in their report and presentation with the Governor and his representatives. It was an honor to be part of this statewide initiative.

Kiss A Pig Fundraising

Team HCPL’s final Kiss A Pig fundraiser to benefit the Boys & Girls Clubs of Harford County is Bingo on Friday, August 4, 2017 at the American Legion in Aberdeen. We also have ‘Pucker Up for the Library’ buttons available for sale for \$1.00 in all branches. Thanks to Jennifer Button for coordinating our fundraising efforts on behalf of staff.

Meetings & Presentations – June 2017

6/1	Gala Committee
6/1	Interview for Susan Kelly
6/1	2017 Young Professionals Mini-Golf Scholarship Fundraiser
6/2	WAMD Interview
6/3	Senator Bob Hooper House Hospice Regatta
6/6	The Daily Record’s Women’s Leadership Summit
6/6	Gala Theme Reveal Happy Hour
6/7	Harford Awards Meeting
6/8	WBAL-TV Interview
6/8	Good Scout
6/9	Harford County Benefits Consortium Meeting
6/9	HCPL Retirement Celebration
6/11	Lardarius Webb Foundation Charity Softball Game
6/19	SRC Kickoff Celebrations at Bel Air & Edgewood
6/21	Opportunity Youth County Workgroup
6/21	Retirement Reception for Susan Kelly
6/21	Rotary Changing of the Guard
6/23-26	ALA Conference
6/27	Aberdeen Chamber Lunch with Cal Ripken
6/27	Foundation Board Annual Picnic
6/28	Kiss A Pig Happy Hour
6/29	The Daily Record 2017 Harford County Growth Report Launch Party
6/30	Maryland Humanities Governance Committee

Marketing Report – July 2017

General

- Projects completed by designers: 182

- Summer Reading Challenge 2017, “Build a Better World,” officially began on Monday, June 19. Kick-off events with sponsors were held at Bel Air in the morning and Edgewood in the afternoon.
- Our Summer Reading-themed float participated in three Independence Day Parades. We won 1st place in Havre de Grace and Edgewood/Joppatowne along with 3rd place in Bel Air. Many thanks to the volunteers and staff who joined us!
- As part of Team HCPL’s participation in the 2017 Kiss a Pig fundraising competition, the Library sponsored the 1st 1K Bacon Stroll. This event was held in conjunction with the annual Catch a Pig 5K. Participants received commemorative “Powered by Pork” buttons upon completing the walk. “Pucker Up for Harford County Public Library” buttons were sold for \$1 to raise funds for Team HCPL. These buttons will also be sold at each branch through August 5. A Kiss a Pig Paint Night event was held on Monday, July 17, and was attended by 27 people. Plans are underway for an August 4th Kiss a Pig Bingo. Tickets are \$20 in advance or \$25 at the door. For more information or to purchase tickets or donate basket prizes, please contact Jennifer Button.
- The fall 2017 Headlines & Happenings just began layout this week and delivery to the branches is anticipated mid/to late August.
- With July 27 quickly approaching, the Literary Spelling Bee at the Harford County Farm Fair is almost here. We are still in need of judges for the event. Contact Megan Baker (baker@hcplonline.org) for additional information.

Marketing Campaigns

- 2017 Gala La La Library
- Kiss a Pig Paint Night
- Kiss a Pig Bingo
- 2017 Literary Spelling Bee
- Kiss a Pig 1K Bacon Stroll
- 2017 Parade Volunteers
- New Library Hours
- RB Digital
- NextReads

Outreach

- The July Ironbirds Community Movie Night was postponed due to weather. As a result, the July 8 event included an evening game prior to the movie. Our outreach table was in the concourse to promote Summer Reading and upcoming programs/events. HCPL sunglasses were distributed along with copies of the Summer H&H. Contact was made with approximately 275 people.
- Upcoming – August 4 & September 9, Ironbirds Community Movie Nights at Leidos Field.
- Upcoming – August 8 & 24, Aberdeen Ironbirds games for Summer Reading completers. We will have an outreach table at both games. Children who have completed Summer Reading will be invited to march on the field prior to the start of the game.
- Upcoming – September 30, Harford County Wine Festival at Rockfield Manor

Advertising

None

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 Announces 2017 Gala Theme – La La Library,” June 12
- “Harford County Public Library Foundation Elects New Board Member,” June 16
- “Harford County Public Library Extends Hours at 10 Branches,” June 22

Recent Articles and Mentions Received

- “Harford County Public Library Foundation Announces 2017 Gala Theme – La La Library,” *Harford County Living*, June 12
- “Tickets for the Harford County Public Library Foundation’s Annual Gala Go on Sale Aug. 14,” *Bel Air News & Views*, June 12
- “Harford County Public Library Foundation Announces 2017 Gala Theme – La La Library,” *Aberdeen Patch*, June 12
- “Harford County Public Library Foundation Announces 2017 Gala Theme – La La Library,” *Bel Air Patch*, June 12
- “Harford County Public Library Foundation Announces 2017 Gala Theme – La La Library,” *Havre de Grace Patch*, June 12
- “Harford County Public Library Foundation Announces 2017 Gala Theme – La La Library,” *Fallston Patch*, June 12
- “Harford County Public Library Kicks Off ‘Build a Better World’ Summer Reading Challenge,” *The Dagger*, June 14
- “HCPLF Announces 2017 Gala Theme: La La Library,” *The Bargaineer*, June 16
- “Build a Better World at the Library,” *The Aegis*, June 16
- “Harford County Public Library Foundation Elects New Board Member,” *Harford County Living*, June 16
- “Harford County Public Library Foundation Elects New Board Member,” *Aberdeen Patch*, June 16
- “Harford County Public Library Foundation Elects New Board Member,” *Bel Air Patch*, June 16
- “Harford County Public Library Foundation Elects New Board Member,” *Fallston Patch*, June 16
- “Harford County Public Library Foundation Elects New Board Member,” *Havre de Grace Patch*, June 16
- “Afternoon Insider – Jackie Siejack,” *The Daily Record*, June 16
- “Harford County Public Library Foundation Elects Jackie Siejack to Board,” *Citybizlist*, June 18
- “Harford County Public Library Foundation Elects Jackie Siejack to Board,” *The Dagger*, June 19
- “Insurance: Jackie Siejack,” *The Daily Record*, June 20
- “People on the Move – Jackie Siejack,” *Baltimoresunonline.com*, June 20
- “Harford County Public Library Extends Hours at 10 Branches,” *The Dagger*, June 22
- “New Hours for Harford Libraries Take Effect July 1,” *The Aegis*, June 23
- “Harford County Public Library Foundation Elects New Board Member,” *The Bargaineer*, June 23
- “Harford County Public Library Branches to Extend Their Hours Starting July 1,” *Bel Air News & Views*, June 23
- “New Hours at Harford Libraries Take Effect July 1,” *Baltimoresunonline.com*, June 23
- “Teen Room at Fallston Library Celebrates Memory of Kurt M. Chenowith,” *The Dagger*, June 27
- “Harford Libraries a Key Resource,” *The Aegis*, June 28
- “Ed Norris Attracts 200 to Abingdon Library,” *The Aegis*, June 30
- “Library 2017 Gala Theme is La La Library,” *The Aegis*, June 30

- “Harford Libraries Now and Then [Editorial],” *Baltimoresunonline.com*, June 30
- “HdG Independence Day Festivities a Hit,” *The Aegis*, July 5
- “Spectators of Multiple Generations Enjoy Bel Air Fourth of July Parade,” *The Aegis*, July 7
- “Harford Recognizes 23 Champions for Youth,” *The Aegis*, July 7
- “Voices of Maryland Women Forum to be Held at Abingdon Library,” *The Dagger*, July 10
- “Thank You for Donations to Veterans at Perry Point,” *The Aegis*, July 12
- “Bel Air July 4 Events, Parade Results,” *The Aegis*, July 12
- “Bel Air Independence Day Committee Announces Winners of its July 4th Parade and Competitions,” *Bel Air News & Views*, July 12
- “Jessop Named Executive Director of Havre de Grace Arts Collective,” *The Aegis*, July 19
- “Library Foundation Elects New Member,” *The Aegis*, July 19
- eNews
- Library Online Newsletter sent out weekly on Thursday morning.
- Foundation-related eNews sent out for 2017 Gala Save the Date and Tickets on Sale.
- Flat Screen Slides
- Slides for branch-specific programs were created for all branches.
- Webslides
- 2017 Parade Volunteers; NextReads; RB Digital; Kiss a Pig Happy Hour; 2017 Library Foundation Gala La La Library; Kiss a Pig 1K Bacon Stroll; Thank You Summer Reading Sponsors; Kiss a Pig Paint Night; County Music in Harford County: Eric Paslay Concert; Kiss a Pig Bingo.

Social Media NOW UP TO 5,486 LIKES!

Foundation Report – July 2017

The Gala Committee’s work has been underway and this year’s Gala should be spectacular. Sponsorships have exceeded expectations and tickets go on sale August 14, 2017, 11:04 a.m.

The Foundation Annual Meeting and “Picnic” was held on June 27th and Sharon Lipford, Executive Director of Healthy Harford, was voted as a new Foundation Board member.

Search for a new Foundation Director continues and interviews will be scheduled in the next week or two.

The Foundation auditors were onsite this week working on the FY 2017 Financial audit. Financials will be provided in the next Trustee report.

ACTION ITEMS

Personnel Changes

Ms. Hastler submitted for review and confirmation the following human resources changes for June:

NEW HIRES:

Matthew Lowing, Circulation Substitute, Home Branch – Bel Air, On-call hours per week. Effective Date: July 10, 2017.

Yvonne Robbins, Circulation Substitute, Home Branch – Havre de Grace, On-call hours per week. Effective Date: July 10, 2017.

PROMOTIONS:

Deidrah Reeves, Assistant Branch Manager, Whiteford Branch, 37.5 hours per week has been promoted to Branch Manager, Whiteford Branch, 37.5 hours per week. Effective Date: July 2, 2017.

James Finton, Page, Joppa Branch was accepted into the Circulation Substitute Class to be trained as a Circulation Substitute (on-call hours) in addition to his regularly scheduled position as a Page. Effective Date: July 10, 2017.

Mary Lou Geckle, Page, Joppa Branch was accepted into the Circulation Substitute Class to be trained as a Circulation Substitute (on-call hours) in addition to her regularly scheduled position as a Page. Effective Date: July 10, 2017.

OTHER CHANGES:

None

RETIREMENTS:

None

RESIGNATIONS/TERMINATIONS:

David Rule, Library Associate II, Edgewood Branch, 15 hours per week. Effective Date: June 24, 2017.

Teri Padilla, Library Associate II – Adult Services, Bel Air Branch, 15 hours per week. Effective Date: June 25, 2017.

Christine Pirog, Library Assistant III – Outreach, Rolling Reader, Edgewood Branch, 37.5 hours per week. Effective Date: July 7, 2017.

Linda Poe, Library Assistant I – Circulation, Norrisville Branch, 15 hours per week. Effective Date: July 10, 2017.

LEAVE OF ABSENCE REQUESTS:

A staff member has requested a medical leave of absence under the FMLA. Start Date: July 12, 2017. Estimated End Date: July 22, 2017.

A staff member has requested an intermittent medical leave of absence. Start Date: April 29 2017. Estimated End Date: June 7, 2017.

OPEN POSITIONS:

- **Library Associate I**, Abingdon Branch, 15 hours per week (2 positions). *Posted internally. Closed July 7, 2017. Reviewing applications.*
- **Library Associate I**, Adult Services, Bel Air Branch, 15 hours per week. *Posted internally. Closed July 7, 2017. Reviewing applications.*
- **Library Associate I**, Edgewood Branch, 15 hours per week. *Posted internally. Closed July 7, 2017. Reviewing applications.*
- **Library Assistant III – Outreach**, Rolling Reader, Edgewood Branch, 37.5 hours per week. *Posted internally. Closed July 7, 2017. Reviewing applications.*
- **Library Assistant II – Circulation**, Edgewood Branch, 37.5 hours per week. *Posted internally. Closed July 7, 2017. Reviewing applications.*
- **Library Assistant I – Circulation**, Norrisville Branch, 15 hours per week. *To be posted.*
- **Assistant Branch Manager I**, Whiteford Branch, 37.5 hours per week.

- **Administrative Assistant I**, 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 Services, 37.5 hours per week. *Assessing position.*
- **Specialist III – Human Resources**, Human Resources Department, Administrative Office, 37.5 hours per week. *Assessing position.*
- **Foundation Director**, Administrative Services, 37.5 hours per week. *Posted internally and externally using outside recruiting service.*
- **Human Resources Director**, Administrative Services, 37.5 hours per week. *Posted internally and externally using outside recruiting service.*

PAGE STAFF REPORT:

Open Positions (including Substitute Pages): 0

New Hires: 7

MOTION: Motion by Mr. Adams, seconded by Mr. Allen, and carried by unanimous vote to approve the personnel changes for July 2017 as presented.

OLD BUSINESS

There was no Old Business.

NEW BUSINESS

Mr. Allman requested that Board members send him an email with their nominations for Board Committees. Assignments will be announced at the September Board meeting.

BUSINESS FROM THE CHAIRPERSON

Mr. Allman again welcomed Alison Smith in her new role and encouraged her to share ideas and comments with the Board.

BUSINESS FROM BOARD MEMBERS

COMMENTS FROM THE PUBLIC

There were no comments from the Public.

ADJOURNMENT OF PUBLIC MEETING

There being no further comments or questions, the public meeting adjourned at 6:53PM.