

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

**MEETING MINUTES**

**July 18, 2019**

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**Present:** William B. Allen, Alex M. Allman, Kenneth R. Avery, Honorable Susan H. Hazlett, Taryn J. Martin, CEO Mary L. Hastler, and Jennifer Button

**Absent:** Trustees Dwayne Adams, Nancy Brown, Dominic C. Cottone, Durbin Vido, and County Councilman Chad R. Shrodes

**CALL TO ORDER**

Chairperson Alex Allman called the meeting of the Harford County Public Library Board of Trustees to order at 6:30 PM in the Bel Air Library.

**CHANGES TO THE AGENDA**

There was one change to the agenda. Ms. Hastler requested retroactive approval to open Aberdeen and Bel Air Libraries on Sunday this week, as a designated cooling center.

**MOTION: Motion by Mr. Avery, seconded by Dr. Allen and approved by unanimous vote to grant retroactive approval for the opening of Aberdeen Library and Bel Air Library on Sunday this week, as a designated cooling center.**

**PRESENTATIONS/RECOGNITIONS**

There were no Presentations/Recognitions.

**APPROVAL OF MINUTES**

**MOTION: Motion by Dr. Allen, seconded by Mr. Avery and approved by unanimous vote to accept the Minutes of the June 20, 2019 Board Meeting.**

**TREASURER'S REPORT**

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

Expenditures through the month ended June 2019 were within the FY19 budget. As of June 30, 2019, encumbrances totaled \$1,133,000 including:

Contracted Services	\$ 46,000
Supplies	\$ 33,000
Travel	\$ 5,000
Library Materials	\$ 215,000
Furniture and Equipment	\$ 834,000
	<u>\$ 1,133,000</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 – Ms. Hastler**

In June, circulation was at 218,622 and e-products at 49,171 with a total year to date circulation at 3,384,647. Online databases were 28,550, online classes at 5,715, PC sessions at 16,998, and WiFi usage at 21,450. Information reader assistance at 41,471. There were 545 programs with 52,904 attending. There were 123,6,840 walk-ins and 6,840 drive-thru customers.

Dr. Allen asked if programming attendance indicated repeat customers or if those statistics were counted separately. Ms. Parry explained that those statistics are separate. Dr. Allen was excited that our reach in the county is quite extensive!

**Branch Programming Report July 2019 –Ms. LaPenotiere**

The Summer Reading Challenge is off to a great start with over 13,000 children and teens registered. Participants were able to begin to submit their completion lists on Monday, July 8. Completion prizes consist of a selection of a book, an Aberdeen Ironbirds game voucher and a Wegmans gift card. We are very appreciative of the Library Foundation and all the sponsors who make SRC Challenge so special for our youth!

Customers of all ages participated in Chalk Our Walks this month at many of our branches. Everyone enjoyed drawing with chalk and enjoyed other's artwork. Mike Rose the magician wowed packed houses and was entertaining as always.

Bel Air held a space-themed yoga story time called Reach for the Sky. At the end of the program, the children got a chance to walk in the footsteps of an astronaut on the moon by using simulated footprints!

In Edgewood's Cosmic Crafts, their weekly kids craft program, kids dropped by to paint a sun catcher on week one and made alien spacecraft out of paper bowls and plastic cups on week two. The kids really enjoyed using their imagination to create unique spaceships and aliens out of pompoms, pipe cleaners, and googly eyes!

Havre de Grace had a great turnout to welcome summer at their Welcome to Summer Party! Families created summer bucket lists, chalked the walks, played summer games, explored summer themed Code-a-pillar and Botley, and took green screen pictures at the beach in the photo booth.

Pete the Cat is Out of this World Storytime at Jarrettsville had a captivated audience. Attendees listened to stories about Pete and got to make their own space ship to take home!

At Norrisville the Susquehannock Wildlife Society presented an interactive and informative program about local wildlife. Attendees enjoyed meeting a turtle and a snake, and they had fun learning about and identifying other wildlife that live in the Harford County area.

Whiteford's Father's Day craft to decorate a popsicle to tell dad how cool he is, was very popular. Roughly 80 crafts were completed during the course of the week. The Very Hungry Caterpillar and robot drop in crafts were also very popular this month. The find the rocket activity was fun for so many.

### **Teen Highlights July 2019 – Ms. LaPenotiere**

Teen librarians book talked at their local Middle and High Schools during the month of June. During this time, they promoted the Summer Reading Challenge and registered many students.

Teen SRC volunteers were trained and also helped to decorate the branches.

Whiteford teens weeded the branch garden which is flourishing. Teens at Fallston helped with green screen activities. Aberdeen conducted a Guerilla Kindness program where teens made book marks with kind words and then placed them in random books which were on hold.

### **Chief Executive Officer's Report – Ms. Hastler**

#### **Building Projects**

**Abingdon Window Replacement Project** – Meetings have been 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 Architects to provide design expertise. The County Executive has included \$1.259 million for the window replacement project in the Proposed Capital Budget Program in the County General budget for FY 2019. The Library applied for and received a Maryland State Library Capital Grant award in the amount of \$500,000. The bids came back higher than anticipated by \$500,000 for a total of \$1,697,500. The County reevaluated projects to provide the necessary funding and the Riverside renovation project funds will be redirected to the window project, delaying the Riverside renovation until FY 2020. The window replacement project start date was delayed until March 2019. A pre-construction meeting was held on December 5, 2018, with the county, contractors and library. The Library closed to the public on March 3<sup>rd</sup>. Packing of the materials began on March 4<sup>th</sup> and was completed by March 6<sup>th</sup>. The contractors began phase 1 on March 5<sup>th</sup> by removing the clerestory windows above the circulation staff area. We are in the final stages for the window replacement project. The contractor expected to be completed by June 24 but is still onsite as of July 17<sup>th</sup>. The good news is that there have been several rain showers/storms during the project with no leaks appearing. The integrity of the roof membrane and the existing HVAC equipment may be contributing to a small leak in the ceiling of the small conference room according to the county. They are working on testing the membrane and the equipment is scheduled for replacement this fiscal year. The interior refresh is well underway. All of the lighting has been retrofitted to LED. The circulation and Librarian workrooms have been painted and new carpet has been installed. Most items for the public area have been ordered with the exception of some soft seating. The project is now on target for reopening the end of September.

**Abingdon HVAC Replacement Project** – The Maryland State Library notified the library that our application for \$120,000 County Library Capital Grant Program for HVAC Replacement was approved for FY 2020. The County provides matching funds for the entire cost of the project.

**Jarrettsville – Gutters/Sidewalk Repair** – Gutters and downspouts have been installed. The next step of the project is to correct the pitch of the walkway at the main entrance to ensure proper drainage. The County is soliciting bids for re-sloping the front entrance, removing the pavers and replacing with stamped concrete to look like pavers. Repairs have been completed to the two concrete slabs in the rear of the building that settled causing low spots where water collects and freezes. The concrete is no longer a tripping hazard. We are waiting on the front entrance to be re-sloped.

**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. Planning continues to develop for a more efficient work space. The start date for this project has been pushed out to FY2020 (July 2019) so that funds could be used for the Abingdon Window Project. We are finalizing the floor layout and will start working on mechanical and electrical plans. The project has been placed on hold for the time being. The current drawings indicate the loss of our storage space.

**Aberdeen Children’s Area Refresh** - The Library is currently reviewing drawings to refresh the Aberdeen Children’s area. The refresh would include new shelving, furniture, and carpet. Also under consideration is upgrading the lighting for the space. The Library team met with the interior designer on September 12<sup>th</sup> and determined that the raised venting that runs the wall perimeter of both sides of the building could be removed and replaced with floor vents providing additional space for shelving and furniture. Aberdeen’s adult area received fresh paint, some new carpet and shelving. The public computers will be relocated along the perimeter wall once new tables are delivered. The Children’s Refresh will begin in the fall after summer reading has concluded.

**Various Small Projects:**

**Bel Air** – Estimates to refresh the large meeting room are pending. The refresh will include window blinds, wallpaper removal and fresh paint, bi-fold doors to the recessed areas, new ceiling tiles and ceiling fans, new LED lighting, and new carpet. On hold until the completion of Abingdon and Aberdeen.

**Joppa** – New LED exterior lighting has been installed. The lighting project included: soffit lights at the entrance, lighting on the sides of the building, and parking lot pole lights. The Library is receiving a \$1,500 rebate from BGE. The exterior is complete. Facilities is soliciting bids for retrofitting the interior lighting to LED for additional energy savings. Bids have been received. Waiting to schedule work after Abingdon and Aberdeen are closer to completion.

**Riverside** – The county repaired the storm drain and sinkhole in the corner of the parking lot. Repair is complete.

**Cooling Center** – The county asked if the library could be designated cooling sites this week, Wednesday through Sunday. As a result, we stocked the branches with bottled water and scheduled staff at the Bel Air Library and Aberdeen Library on Sunday, July 21, 2019, 12 noon to 5 p.m. A press release was distributed and the media alerted. In addition, the county has requested the costs associated with being a cooling site and an estimate of the number of people who came to the library to cool off during this time.

**FY 2019 Audit** – The Maryland State Library acknowledged our notification and approved our selection of the certified public accounting firm of CohnReznick, LLP to perform the Fiscal Year 2019 audit of the Harford County Public Library in accordance with the standards of COMAR 13A.05.04.07. The audit is underway and will be completed in September.

**Independence Day Parades** – The Library participated in the Darlington Parade on June 29, Bel Air Parade on July 4 and in the Havre de Grace and Edgewood/Joppatown Parades on July 6. Staff, adult volunteers, and children brought the “A Universe of Stories” theme to life! The Library was awarded 1<sup>st</sup> place in the Youth Group category in the Darlington Parade, 2<sup>nd</sup> place in the Float Category in the Havre de Grace Parade, and a Judge’s Award of Merit in the Bel Air Parade.

**Literary Spelling Bee** – The 2019 Literary Spelling Bee will take place on Thursday, July 25 as part of the annual Harford County Farm Fair. This event is open to children entering pre-K through grade 12 and adults,

and registration begins at 3PM. Board of Trustee and Foundation Board members have been invited to join the panel of judges for this exciting event.

### **Meetings & Presentations – June 2019**

- 6/4 WAMD Radio Show with MG Randy Taylor
- 6/6 HLA Class 2019 Graduation
- 6/7 HCPL Retirement Celebration
- 6/7 MACo OPEB Trust Conference Call Collaboration Meeting
- 6/10 Route 40 Revitalization Meeting
- 6/12 Greater Bel Air Community Foundation Meeting
- 6/12 SARC Meeting
- 6/13 Harford Chamber Executive Committee Meeting
- 6/14 Chamber Education & Scholarship Breakfast
- 6/14 MD Humanities Board Meeting
- 6/14 Carol Allen Retirement Party
- 6/17 SRC Kickoff
- 6/18 Greater Bel Air Community Foundation Meeting
- 6/19 Greater Bel Air Community Foundation Breakfast
- 6/19 MG Randy Taylor Farewell Party
- 6/20 APG Change of Command Ceremony
- 6/20 Chamber Annual Meeting & Gavel Exchange
- 6/21-24 ALA Annual Conference – Washington, DC
- 6/25 Foundation Board Annual Dinner
- 6/27 Harford County 15<sup>th</sup> Annual Addiction & Recovery Symposium
- 6/27 10 Years – Impact 2020

### **Marketing July 2019**

#### **General**

- Projects completed by designers: 136
- The HCPL Social Media audience & interaction continues to grow.
  - Facebook page now up to 6,126 likes!
  - Instagram has 271 followers.
  - Twitter 1,688 has followers.
- Following June’s successful kickoff, the 2019 Summer Reading Challenge, “A Universe of Stories,” continues to help Harford County children remain engaged in reading!
  - Sales of this year’s Summer Reading t-shirts have been very popular.
  - As of July 12, there are 13,086 children and teens registered.
  - Branches are beginning to run low on Summer Reading bags, requiring some shifting of inventory between locations.
  - The acceptance of completions began on July 8. As of July 12, there are 1,172 participants who have already finished the challenge.
  - Summer Reading Challenge completers receive a voucher for a free Aberdeen Ironbirds game ticket that can be redeemed for select dates. The first of these games took place on Tuesday, July 9. Remaining dates include July 26, August 4, and 30.
- Library staff and volunteers participated in four Independence Day parades, to celebrate the holiday and promote the 2019 Summer Reading Challenge. The Marketing Department designed and created an amazing float that was well received by the community.
  - Darlington Parade was June 29 and featured a group of staff and volunteers who carried our “Come In We’re Awesome” banner. HCPL was awarded first place in the Youth Group category.
  - This year’s float made its debut at the Bel Air Parade on July 4, with volunteers joining staff to celebrate the holiday. Despite some wet weather that moved through the area during the hours leading up to start time, it was dry by the time the parade began and our float received a Judge’s Award of Merit.

- The Havre de Grace Parade happened on the afternoon of July 6, with volunteers and staff participating. HCPL received second place in the Float category.
- And finally, the Edgewood/Joppatowne Parade helped close out this year's season. Held on the evening of July 6, our staff and volunteers represented HCPL well. As of July 15, parade results have not yet been made available.
- The 2019 Literary Spelling Bee is happening on Thursday, July 25, from 4-7pm, and we are still in need of a few judges. As part of the Harford County Farm Fair, this annual competition is open to school-age children, teens, and adults. Registration begins at 3pm. A detailed schedule can be found on our website. Please let Jennifer Button know if you are interested in being a judge.

### **Marketing Campaigns**

- 2019 Literary Spelling Bee at the Harford County Farm Fair
- Opening the Gift Recruitment
- Accepting Applications for Board of Trustees
- 50 Year Anniversary of Apollo 11
- Thank You to our Summer Reading Challenge Sponsors
- 2019 Gala Tickets on Sale August 2

### **Outreach**

- HCPL was a sponsor of the Upper Chesapeake Bay Pride Festival that was held on June 22 at Concord Point in Havre de Grace. Library staff distributed LGBTQ booklists geared towards, children, teens, and adults, HCPL sunglasses and promoted Choose Civility Harford County, along with other library programs and events.
- On June 29, HCPL staff attended the Mount Zion Baptist Church of Havre de Grace's Annual Chosen Conference. As a resource information table vendor, we provided information about services and upcoming programs to those in attendance as well as handed out HCPL promotional items, and Choose Civility Harford County items.
- The Aberdeen Ironbirds hosted the first of four Summer Reading Challenge completion games on July 9. Each participant who completes the 2019 Challenge will receive a voucher for a free ticket to select games. Tales Jr. attended, along with Library staff, who promoted Summer Reading as well as upcoming HCPL programs and events. HCPL sunglasses and pencils were distributed. The remaining Summer Reading games are July 26, August 4, and 30.
- Upcoming – 2019 Literary Spelling Bee at the Harford County Farm Fair on Thursday, July 25, 4-7pm
- Upcoming – Aberdeen Ironbirds Summer Reading Challenge Completion Game #2 on Friday, July 26
- Upcoming – Aberdeen Ironbirds Summer Reading Challenge Completion Game #3 on Sunday, August 4
- Upcoming – Aberdeen Ironbirds Summer Reading Challenge Completion Game #4 on Friday, August 30
- Marketing continues to receive requests from the branches for promotional items along with resources/program information to distribute at local outreach events. Items supplied included pencils, magnets, sunglasses, and weekly post-it note calendars.

### **Advertising**

#### Print

- "Literary Spelling Bee," *Harford County 2019 Farm Fair Guide (The Aegis)*
- "Come In We're Awesome," *SARC Balloon Glow Gala Program*, September

#### Radio

- Harford's Edge on WAMD; Show airs from 9-10 on Fridays and is repeated on Saturday. The Library is the program sponsor.
- Recent guests included:
  - 6/21 – replay of 6/14 show
  - 6/28 – Jordan Lally, The Ed Lally Foundation
  - 7/5 – replay of Jordan Lally, The Ed Lally Foundation show
  - 7/12 – Aimee O'Neill & Amy McClaskey, Harford County Farm Fair

#### Press Releases Distributed

- “Nature Backpacks,” June 18  
Recent Articles and Mentions Received
- “HCPS Summer Food Service Program,” *WBAL NewsRadio* (online), June 11; *The Bargaineer* (online), June 17; *The Aegis*, July 3
- “2019 Summer Reading Challenge,” *The Aegis* (online), *The Baltimore Sun* (online), June 13; *The Bargaineer* (online), June 14
- “Nature Backpacks,” *Patch – Aberdeen, Bel Air, Fallston & Havre de Grace*, June 18; *Bel Air News & Views*, June 19; *The Bargaineer* (online), June 26
- “Little Gunpowder Falls Wastewater Proposal,” *NottinghamMD.com* (online), June 23
- “MLA Excellence in Marketing Award,” *The Aegis*, June 26
- “Darlington July 4<sup>th</sup> Celebration,” *The Aegis* (online), July 3
- “Bel Air Independence Day Parade,” *Patch – Bel Air*, July 6; *The Aegis*, July 10
- “ALA Annual 2019 – Kelly Mills,” *Publisher’s Weekly*, July 9
- “Schooner Cove,” *SpinSheet-Chesapeake Bay Sailing*, July Issue

### **Foundation**

The Foundation Board held its annual dinner and meeting on June 25, 2019, at the Liriodendron. Carolyn Lambdin was elected as the incoming HCPL Foundation Board President along with Al Jackson (Klein’s Shoprite) as the Vice President, Andy Guckert (M&T Bank) as Treasurer and Robin Sommer (MidAtlantic Photographic) as Secretary. Mark DiBerardino will remain on the Executive Board for one year serving as Past President.

At the June 25<sup>th</sup> meeting, the Foundation Board approved a \$150,000 donation to the Harford County Public Library for the Abingdon renovation project that is currently underway. The Foundation audit will be completed at the end of August for approval by the Foundation in early September so that the financials will be available in time for the Library audit that is due to the County the second week in September.

The next meeting of the HCPL Foundation Board of Directors will be September 24, 2019.

### **Summer Reading Challenge**

The Summer Reading Challenge is in full swing and the Foundation is honored to be supporting literacy and reading for children throughout the county. Many thanks to all our sponsors who make this program so successful! Completion prizes consist of a selection of a book, an Aberdeen Ironbirds game voucher and a Wegmans gift card.

### **15<sup>th</sup> Annual HCPL Gala**

This year’s Gala will be hosted on Saturday, November 2 from 7pm – 11pm at the Abingdon Branch. Water’s Edge Event Center will be catering the event along with Matsuri Japanese Restaurant who will be providing two sushi bars and The Local Oyster who will provide the oyster bar. The Mood Swings will return as the entertainment for the evening. We will also be hosting an After Party at Pairings Bistro from 11pm – 2pm. Tickets for the After Party are \$25 and will include entertainment, food, soft drinks and a night cap. Sponsorships are still available and can be viewed here, <http://eveninginthestacks.org/sponsorship-opportunities/>. This year our sponsors will be receiving a limited edition pair of “Zilla” socks with their acknowledgement letters. It is just another way for us to thank the local businesses, organizations and individuals that support the Library. Our current sponsors to date are: Platinum Sponsor – Klein’s ShopRite, Anniversary Sponsor – Saxon’s Diamond Centers, Richardson’s Flowers & Gifts, Presenting Sponsor – Water’s Edge Catering, The Kelly Group, GFL Environmental, Headlining Sponsor – WebIXI, Rainbow International, Huether-McClelland Foundation, The Daily Record, Premier Sponsor – Frank Hajek & Associates P.A., Chesapeake Bank of MD, Freedom Federal Credit Union, Point Breeze Credit Union, PNC Bank, APG Federal Credit Union, WXCY 103.7FM, Harford Community College, Wegmans, Supporting Sponsor – Peabody Press, Jeff and Jean Foulk, Paige and Bill Cox, Bel Air Friends of HCPL, Lou and Linda Wienecke, Coffee, McDonnell Consulting Group, Weyrich, Cronin & Sorra, Greater Harford Committee, Baker & Taylor, Harford County Government, Library Interiors, Morgan Stanley, Contributing Sponsor – The Local Oyster, MidAtlantic Photographic, Forest Hill Health and Rehab,

MediaWise, Harford Bank, Armstrong, Sanctuary Title, Acer Exhibits & Events, Law Offices of Anthony J. DiPaula P.A., Dave and Colleen Patzer, Steve and Terry Troy, Howard Bank, Harford County Chamber of Commerce, Al & Gail Jackson, Sharon & Brian Lipford, Sun Trust Bank, Mark & Pam DiBerardino, Town of Bel Air. Gala Raffle tickets are available! The raffle items are a gorgeous 18 karat white gold open end baguette and round diamond bangle bracelet accompanied by an 18 karat white gold baguette and round diamond halo by pass ring. Total weight is over 2 karats of diamonds! Gala tickets will go on sale Friday, August 2 at 11:02 a.m. Tickets are \$175 per person and are expected to sell out quickly.

**Holiday Tea**

The Foundation will be hosting a Holiday Tea on Saturday, December 7 at the Abingdon Branch. There will be two time slots; one in the morning and one in the afternoon. The cost will be \$5 per person and registration is required. Families will enjoy light refreshments, a photo with Mr. and Mrs. Claus, a seasonal craft, musical entertainment and a few other surprises to get everyone in the holiday spirit.

**DRAFT Statement of Financial Position as of June 30, 2019**

<b>Assets:</b>	
.....	
Checking/Savings	\$ 760,994.528
Accounts Receivable	14,000.00
Other Current Assets	12,926.86
Total Current Assets:	<u>\$ 787,921.36</u>
<b>Liabilities &amp; Equity:</b>	
.....	
Accounts Payable	\$ 0.00
Other Current Liabilities	213,046.72
Total Current Liabilities:	<u>213,046.72</u>
<b>Equity:</b>	
.....	
Temporarily Restricted Net Assets	\$ 229,100.45
Board Designated Net Assets	3,506.49
Unrestricted Net Assets	251,088.69
Net Income	91,179.01
Total Equity:	<u>574,874.64</u>
<b>Total Liabilities &amp; Equity</b>	<b><u>\$ 787,921.36</u></b>

**Cultural Arts Board**

Harford County Cultural Arts Advisory Board is pleased to welcome the following new members: Renee Johnson, Christina McLoughlin, Heidi Neff Chuffo, Wendy Roberts.

Harford County Cultural Arts Advisory Board wishes well the following departing members: Larry Noto, Amelia Riley.

Harford County Cultural Arts Board has received twenty-four Community Arts Development grant applications for FY20 funding, made possible by \$100,000 from the Maryland State Arts Council. Nine applications are from Harford County arts organizations, seeking support for general operating expenses. Fifteen are from local non-profits, units of government, or religious institutions to support in-county community arts programming. Applications go through a comprehensive multi-stage review and evaluation process, performed by both Cultural Arts Board staff and also Cultural Arts Advisory Board members working as grant review panels, currently in progress. Grant decisions will be announced later this summer.

**ACTION ITEMS**



## Personnel Changes – July 2019

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

### **NEW HIRES:**

**None**

### **PROMOTIONS:**

**Rebecca Lloyd**, Library Associate II – Children’s Services, Abingdon Branch, 37.5 hours per week has been promoted to the position of Library Associate III – Rolling Reader, Edgewood Branch, 37.5 hours per week. Effective Date: June 30, 2019.

**Angela Pfeiffer**, Library Associate I, Edgewood Branch, 15 hours per week was promoted to Library Associate II, Edgewood Branch, 15 hours per week based upon successful completion of 9 hours of formal academic course work in library science from an ALA accredited institution as outlined in the requirements by the Maryland State Department of Education. Effective Date: July 14, 2019.

### **OTHER CHANGES:**

**None**

### **RETIREMENTS:**

**None**

### **RESIGNATIONS/TERMINATIONS:**

**None**

### **DISCIPLINARY ACTIONS:**

**None**

### **LEAVE OF ABSENCE REQUESTS:**

An employee has requested leave for self from August 4, 2019 to October 7, 2019.

An employee has requested intermittent leave from July 1, 2019 to June 30, 2020.

### **OPEN POSITIONS:**

- **Branch Manager II**, Jarrettsville Branch, 37.5 hours per week. *Posted internally/externally.*
- **Branch Manager I**, Havre de Grace Branch, 37.5 hours per week. *Posted internally/externally. Closing Date: June 23, 2019.*
- **Branch Manager II**, Edgewood Branch, 37.5 hours per week. *Posted internally/externally. Closing Date: June 23, 2019.*
- **Library Associate I/II – Children’s Services**, Abingdon Branch, 37.5 hours per week (2 Positions).
- **Library Associate I/II**, Aberdeen Branch, 20 hours per week.
- **Library Associate I/II – Children’s Services**, Havre de Grace Branch, 37.5 hours per week.
- **Library Associate I/II – Adult Services**, Havre de Grace Branch, 37.5 hours per week.
- **Library Associate I/II**, Havre de Grace, 15 hours per week.
- **Library Associate I/II**, Joppa Branch, 15 hours per week.
- **Library Associate I/II – Adult Services**, Whiteford Branch, 37.5 hours per week.
- **Library Associate I/II – Children’s Services**, Edgewood Branch, 37.5 hours per week.
- **Library Assistant I – Circulation**, Bel Air Branch, 15 hours per week (2 Positions).
- **Library Assistant II – Circulation**, Bel Air Branch, 37.5 hours per week.
- **Library Assistant I – Circulation**, Whiteford Branch, 15 hours per week.
- **Library Assistant II – Circulation**, Havre de Grace Branch, 37.5 hours per week.
- **Library Assistant II – Circulation**, Whiteford Branch, 20 hours per week.

- **Library Assistant I – Circulation**, Abingdon Branch, 15 hours per week.
- **Library Assistant I – Circulation**, Fallston Branch, 15 hours per week (2 Positions).
- **Business Analyst**, Administrative Office, 37.5 hours per week. *Search Extended. Posted internally/externally. Closing date: May 31, 2019.*
- **Library Assistant II – Circulation**, Norrisville Branch, 37.5 hours per week.
- **Library Associate II – Materials**, Materials Management Department, Administrative Offices, 37.5 hours per week.
- **F&O Assistant**, Abingdon Branch, 19 hours per week. *Assessing position.*
- **F&O Assistant**, Bel Air Branch, 37.5 hours per week. *Assessing position.*
- **F&O Assistant**, Administrative Offices, 19 hours per week. *Assessing position.*
- **Page II**, Bel Air Branch, 18 hours per week. *Assessing position.*
- **Receiving & Processing Manager**, Administrative Offices, 37.5 hours per week. *Assessing position.*
- **Coordinator – Children & Teen Services**, Administrative Offices, 37.5 hours per week. *Assessing position.*
- **Administrative Assistant I**, Administrative Office, 37.5 hours per week. *Assessing position.*
- **Programming Specialist**, Administrative Office, and 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.*

**MOTION: Motion by Judge Hazlett seconded by Mr. Avery and carried by unanimous vote to approve the personnel changes for July 2019 as presented.**

**Conflict of Interest Policy**

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.

All Board members present signed the annual policy.

**OLD BUSINESS**

None

**NEW BUSINESS**

None

**BUSINESS FROM THE CHAIRPERSON**

None

**BUSINESS FROM BOARD MEMBERS**

Dr. Allen asked where customers from Abingdon are going during the branch closure. Ms. Hastler noted that most customers seem to be using Bel Air Library, but Edgewood and Joppa Libraries have also absorbed some of those customers.

**COMMENTS FROM THE PUBLIC**

There were no Comments from the Public.

**ADJOURNMENT OF PUBLIC MEETING**

Mr. Allman requested the Board retire to an Executive Session to review the CEO Work Plan for FY19.

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 Dr. Allen, seconded by Judge Hazlett 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 6:50 PM.