

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

**MEETING MINUTES**

**June 8, 2017**

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**Present:** Dwayne Adams, Alex M. Allman, Nancy Brown, Dominic C. Cottone, Judge Susan H. Hazlett, Alex Louderback Student Liaison, Taryn J. Martin, Lydia R. Brennan, Legislative Aide to County Councilman Curtis Beulah, CEO Mary L. Hastler, and Jennifer Button

**Absent:** Trustees William B. Allen, Kenneth R. Avery, 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 6:35 PM in the Bel Air Library.

**CHANGES TO THE AGENDA**

There were no Changes to the Agenda.

**PRESENTATIONS/RECOGNITIONS**

Mr. Allman recognized this as Alex Louderback's last Board meeting. After graduation Mr. Louderback will be continuing on to college to pursue a Computer Science degree. Mr. Allman thanked Mr. Louderback for his service to the Board, stated that we've enjoyed having him as a Board member, and is certain that Mr. Louderback will do great things next year in college!

Mr. Allman also recognized Terri Schell, whose retirement begins on July 1<sup>st</sup>. It has been incredible to work with Ms. Schell, and Mr. Allman has been impressed with her professionalism, organization, and fantastic attitude, as it is clear she has loved working with the Library. Ms. Schell shared that she has worked with many great Board members and mentors throughout her tenure with the Library.

**APPROVAL OF MINUTES**

**MOTION: Motion by Mr. Adams seconded by Mr. Cottone and approved by unanimous vote to accept the Minutes of the May 18, 2017 Board Meeting.**

**TREASURER'S REPORT**

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

Expenditures through the month ended May 2017 were within the FY17 budget. As of May 31, 2017, encumbrances totaled \$383,000 including:

Contracted Services	\$ 4,000
Supplies/Travel	\$ 61,000
Library Materials	\$ 257,000

Furniture and Equipment	\$ 61,000
	<u>\$ 383,000</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 met. The Annual Meeting and Picnic has been scheduled for the end of June. In addition, the Board is planning the Gala and other activities.

**Statistics – Daria Parry**

In May, circulation was at 352,446 and information reader assistance at 39,302. There were 492 programs with 25,278 attending. There were 127,941 walk-ins and 8,027 drive thru visits. This was a very good May indeed! Mr. Cottone noted the large, positive difference in numbers compared to this time last year, and Ms. Parry confirmed this change was attributed to electronic resources.

**May 2017 Programming Highlights**

For some of our branches May was a month of big special events. Abingdon hosted the Ed Norris/Kevin Cowherd Pop Up Author Event which had a huge attendance.

The town of Bel Air was the site of the Celebration of Many Cultures on Saturday, May 6<sup>th</sup>. Bel Air’s Children’s department became Sherwood Forest, with crafts, indoor archery, green screen photo ops, and story times and dance parties every hour. In addition, an evening dance performance and the outdoor movie that had been planned for Shamrock Park were moved to the library because of the cold rainy weather.

In only a few days, Havre de Grace’s Story Walk in Tydings Park for the book, “Daniel Finds a Poem” had over 106 children read the story and participate in the activities. They had to take the story down due to windy weather conditions.

On May 18<sup>th</sup>, Jarrettsville hosted the North Bend Elementary Art Reception, which was attended by 475 people. They had realistic-looking baked goods made of clay in the North Bend Bakery, a performance by the band, a drama presentation, a “wax figure” museum, a scavenger hunt, and a very cool video created by the 5<sup>th</sup> grade students. Both children and adults had a great evening.

Kids were lining up at Edgewood’s door to get busy building during Family Night @ the Library: MakerSpace Creation! Many participants made complex and well thought out bird houses and feeders out of recycled materials. What a way to “Build a Better World.” Some of the attendees expressed sadness that they would be moving at the beginning of the summer and would miss all the cool upcoming SRC programs.

Finally, early registration for the Summer Reading Challenge began in May! We had a total of 583 early birds: 23 Babies, 42 toddlers, 36 Pre-K, 297 Juveniles and 185 Teens. SRC is off to a good start.

### **YA Highlights for May**

Teens all around the county began preparing for the Summer Reading Challenge! At Fallston High School, student volunteers assisted Librarian, Beth Heinlein, in signing students up early for SRC. Jake Hutton, the Teen Librarian in Aberdeen, visited 6<sup>th</sup> and 7<sup>th</sup> grade classes at Aberdeen Middle School and spoke to over 700 teens. After the book talk was over, several teens stopped into the library asking for titles Jake booktalked, some even asking for a printed copy of the whole list! In Havre de Grace, 6<sup>th</sup> graders came to the branch for Summer Reading booktalks and a tour of the branch.

At Teen After Hours programs, teens flexed their creativity skills. Whiteford teens had a blast at their after-hours fiesta. They made papier-mâché molds using balloons, which were turned into luchador wrestling masks. Meanwhile, in Joppa, teens splatter painted a new STEAM cart. They now use that cart to create art, which is displayed in the teen area.

Teens in Abingdon also enjoyed painting this May at their Teen Paint Night. The teens who attended got to put their own spin on painting a “Peace Out” sign on an 8x10 canvas. Abingdon’s TAG also got creative as they worked on decorations for the teen area during summer reading. TAG in Fallston, meanwhile, explored the new Osmo iPad games and offered ideas for how to use it with younger customers later that week.

Teens in both Edgewood and Abingdon enjoyed Anime and Manga in May. The Abingdon Anime/Manga Club met twice and enjoyed lively discussions about what they’ve been reading. In Edgewood, teens attended the Anime Extravaganza, where they participated in a number of anime themed activities such as drawing their own anime characters, watching and discussing anime, and playing video games based on anime.

Lastly, The Fallston Branch and their teens had reason to celebrate this May at the dedication ceremony for their Teen Room. The May 17<sup>th</sup> reception was attended by the Chenowith family, who sponsored the room in memory of their son.

### **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. Punch list items for the branch are being worked on by the contractor. 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 4<sup>th</sup>. Pella Windows will be out June 8<sup>th</sup> to replace the large stairwell window that has defective seals between the outer and inner glass panels. We will request the county to schedule a final walk through before the one year warranty extension on September 15<sup>th</sup> 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 purchaser 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 is submitting 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 settled 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 15<sup>th</sup>. The roof was substantially complete on December 22. A final walk through took place January 10<sup>th</sup>. A design meeting was held on January 18<sup>th</sup> 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 15<sup>th</sup>. Three contractors attended. I-Mark was awarded the contract for \$172,500. The project will go to the BOE on June 20<sup>th</sup> for approval. Once the contract is awarded work should begin in mid-July.

**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. The County and Library facilities staff are to meet with the contractor to layout the location of the concrete pad once the weather permits. The curb and gutter along the rear of the staff parking lot has been replaced and the parking lot has been resurfaced. The exterior free standing book drop has been installed.

**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 looking to possibly relocate 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. We are waiting for an install date.

**Abingdon Storm Water Management Pond and new Rain Garden** – The County contracted with Ecotone to begin work to upgrade the storm water management pond located just beyond the far end of the parking lot beginning on May 1th. In addition, they will be constructing a second rain garden between the building and the fountain pond close to the entry drive. This project is anticipated to be completed by June 5<sup>th</sup>.

**Auditors** – The Maryland State Department of Education (MSDE) officially acknowledged our notification and approves our selection of the certified public accounting firm of Cohn Reznick, LLP, to perform the Fiscal Year 2017 audit of Harford County Public Library in accordance with the standards of COMAR 13A.05.04.07.

**Student Representative for FY 2018** – The County Executive and the County Council have approved the appointment of Alison Smith to fill the Student Representative position on the Library Board of Trustees effective July 1, 2017 at the June 16<sup>th</sup> County Council meeting.

### **Meetings & Presentations – May 2017**

5/1	Advanced Radiology – Ribbon Cutting
5/1	ALA Hart Senate Reception
5/2	ALA National Library Legislation Day
5/4	United Way Meeting
5/4	County Council Public Hearing on FY18 Budget
5/5	Bow Wow Boogie
5/6	Barry Glassman 5K
5/6	Harford County Bar Foundation Run for the Roses
5/10-12	MLA Conference
5/11	The Daily Record's Leadership in Law Awards
5/12	MLA/DLA Presentation
5/15	Harford Family House Meeting
5/15	Ed Norris & Kevin Cowherd Author Discussion
5/16	Havre de Grace Bike to Work
5/17	SLRC Meeting
5/16	Peachy's Book Launch
5/17	ALA Grassroots Conference Call
5/17	Reception for Chenoweth Foundation
5/18	Harford County Chamber Military Appreciation Luncheon
5/19	Bel Air Bike to Work
5/19	Healthy Harford Board Meeting
5/19	Meeting with Sandi Linkous
5/19	Yappy Hour
5/20	APG Live Fire Demonstration
5/22	Women's Commission
5/23	Results Based Accountability Training
5/23	Narva Sister City Tour
5/31	APG Memorial Dedication Ceremony
5/31	ALA Conference Call

### **Marketing Report – June 2017**

#### **General**

- Projects completed by designers: 79
- A Pop-Up Author Event with Ed Norris and Kevin Cowherd was held at the Abingdon Library on Monday, May 15. Two hundred people attended the event that featured commentary regarding his new book, “Way Down in the Hole.”
- Integration of the new STEM logo continues. New HCPL business cards have arrived. The Library vehicles will be next to be updated and the goal is to have at least the pick-up truck ready for this year’s Independence Day parades.
- Early registration for this year’s Summer Reading Challenge, “Build a Better World,” continues on the Library website. With this being the final week of the school year for Harford County, visits to area schools to promote student participation and provide title suggestions are winding down. The Bel Air and Edgewood Libraries are busy preparing for the June 19 kick-off events.
- The summer 2017 Headlines & Happenings is now available in the branches and on the Library website.
- Invitations to potential judges for the July 27 Literary Spelling Bee are in production and will be going out soon to the Board of Trustees, Foundation Board, and local government officials.
- Theme for the 13<sup>th</sup> Annual Evening in the Stacks Gala was announced at the June 6 Happy Hour. This year’s celebration, La La Library, is inspired by the 2017 Academy winning film, “La La Land.” Tickets are scheduled to go on sale at 11:04 am on Monday, August 14. Sponsorship opportunities are available.
- The Aegis Facebook page currently features a photo from this year’s Romancing the Chrome Car Show.

### **Marketing Campaigns**

- Char Hope Foundation
- Meet the Author: Mark Millikin
- Summer 2017 Headlines & Happenings
- Art Without Boundaries
- Be a Part of the Parades!
- Gala Sponsorship Opportunities

### **Outreach**

- The Library had outreach tables at two Bike to Work Day “Pit Stops.” The first was in Havre de Grace on Tuesday, May 16, and the second in Bel Air on Friday, May 19. HCPL Sunglasses were handed out to participants.
- The IronBirds and GIANT held their first Community Movie Night at Leidos Field at Ripken Stadium on Friday, June 2. A Library table was in the outfield to promote Summer Reading and distribute sunglasses along with copies on the Summer H&H. There were approximately 100 people in attendance. We plan to participate at these for July and August as well.
- Four HCPL teams participated in the Harford County Chamber of Commerce Young Professionals Mini-Golf Tournament on Thursday, June 1. While the trophy for best score went to another organization, two of our teams were awarded “best costume.”

### **Advertising**

- Champions for Children and Youth Awards Ceremony – June 23, 2017; *Champions for Children and Youth Awards Ceremony Program*
- Harford County Growth Report Ad – Spring 2017; *Harford County Office of Economic Development Growth Report 2017*

### **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

- “Ed Norris, Kevin Cowherd Book Event Attracts 200 to Abingdon Library,” May 17
- “Build a Better World at the Library,” June 1
- “Teen Room at Fallston Library Celebrated,” June 7

Recent Articles and Mentions Received

- “Ed Norris, Kevin Cowherd Book Event Draws 200 to Abingdon Library,” *Bel Air News & Views*, May 18
- “Ed Norris, Kevin Cowherd Book Event Draws 200 to Abingdon Library,” *The Dagger*, May 19
- “Deadline for ‘Art Without Boundaries’ is June 10,” *The Aegis*, May 19
- “Narva, Estonia Mayor and Deputy Mayor Visit Sister City,” *The Aegis*, May 26
- “Ma & Pa ‘Gateway’ Arch Rededicated,” *The Aegis*, May 26
- “Romancing the Chrome – April 22nd,” *Car Show & Cruise Guide*, June/July 2017
- “Harford County Public Library’s Summer Reading Challenge for children ‘Build a Better World’ Starts June 19,” *Bel Air News & Views*, June 1
- “Build a Better World at the Library,” *Aberdeen Patch*, June 1
- “Build a Better World at the Library,” *Bel Air Patch*, June 1
- “Build a Better World at the Library,” *Fallston Patch*, June 1
- “Build a Better World at the Library,” *Havre de Grace Patch*, June 1
- “Ed Norris, Kevin Cowherd Book Event Attracts 200 to Abingdon Library,” *The Bargaineer*, June 2
- “Friends of Harford Annual Meeting June 10 at Abingdon Library,” *The Dagger*, June 5
- “Harford County Public Schools Participates in Summer Food Service Program,” *Aberdeen Patch*, June 6
- “Harford County Public Schools Participates in Summer Food Service Program,” *Bel Air Patch*, June 6
- “Harford County Public Schools Participates in Summer Food Service Program,” *Fallston Patch*, June 6
- “Harford County Public Schools Participates in Summer Food Service Program,” *Havre de Grace Patch*, June 6
- “Fallston Library Celebrates its New Teen Room in Memory of Kurt M. Chenowith,” *Bel Air News & Views*, June 7
- “Teen Room at Fallston Celebrated,” *Aberdeen Patch*, June 7
- “Teen Room at Fallston Celebrated,” *Bel Air Patch*, June 7
- “Teen Room at Fallston Celebrated,” *Fallston Patch*, June 7
- “Teen Room at Fallston Celebrated,” *Havre de Grace Patch*, June 7
- “Death Notices – Velma F. Jackson,” *The Aegis*, June 7

eNews

- Library Online Newsletter sent out weekly on Thursday morning.
- Foundation-related eNews sent out for Gala 2017 Happy Hour.

Flat Screen Slides

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

Webslides

- Meet the Author: Mark Millikin; Summer Reading IronBirds/Orioles; Summer Reading Maryland Science Center; Char Hope Foundation; Perry Point VA Collection; Art Without Boundaries: Call for Artists; Be a Part of the Parades; Voices of MD Women.

Social Media NOW UP TO 5,420 LIKES!

**Foundation Report – June 2017**

The next meeting of the HCPL Foundation Board of Directors meeting and annual “picnic” is scheduled for Tuesday, June 27<sup>th</sup>, at the Liriodendron.

### **2017 Gala Update**

A well-attended happy hour was held on Tuesday, June 6, 5-7 pm at Liberatore’s to unveil this year’s theme, La La Library. It was an opportunity to thank the generous sponsors and to begin building excitement for the annual event.

Sponsor solicitation is on target with \$79,000 raised to date. We offered 2016 sponsor rates through May 31. This year’s Gala honorary co-chairs are Bryan and Katherine Kelly – Frank and Rosemary Hajak are serving as past honorary co-chairs.

### **Summer Reading Challenge**

The Summer Reading Challenge kick-off will take place Monday, June 19 at the Bel Air Library (10 a.m.-Noon) and Edgewood Library (2:30-5 p.m.). We invite HCPL Board of Trustees to join us in recognizing our sponsors and to join families in the excitement of signing up for this year’s program!

2017 Summer Reading Challenge sponsors include Huether-McClelland Foundation, Rosedale Federal Savings & Loan, Bel Air Friends, Darlington Friends, Growing Smiles, Berardino Family Trust, APGFCU, Jarrettsville Federal, M&T Bank, HARCO Credit Union, Harford Day School, Maryland 529Advanced Eye Care, Harford Community College, and the Aberdeen Rotary. The Aberdeen Ironbirds and Wegmans are in-kind sponsors.

### **Fallston Teen Room**

On May 17, the HCPL Foundation and the Fallston Friends hosted a reception to celebrate the new Teen Room at the Fallston Library and to honor the Chenowith Family. The Kurt M. Chenowith Memorial Foundation, sponsored the newly renovated Teen Room at the Fallston Library which opened last year. Kurt was a 2003 graduate of Fallston High School and a volunteer firefighter with the Fallston Fire Dept. and Baltimore County Fire Dept.

### **Board Activity**

At the May meeting, Jackie Siejack was elected as a new board member to serve a three year term. Jackie Siejack is a Territorial Account Executive at Chesapeake Employer’s Insurance Company in Towson, MD. She has been employed with Maryland’s largest provider of workers’ compensation insurance for 17 years. During this time, she has established herself as a leader and a talented insurance and marketing professional. Linda Van Deusen, Mary McClelland, and Lou Wienecke have completed their three, three year terms and rotating off the board. They have graciously accepted the invitation to be a Director Emeritus along with Dave Patzer, Terry Troy, and Mark Welsh.

### **ACTION ITEMS**

#### **Personnel Changes**

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

#### **NEW HIRES:**

**Erika Martin**, Library Assistant I – Circulation, Fallston Branch, 15 hours per week. Effective Date: June 19, 2017.



**Raymond Juhasz**, Library Assistant I – Circulation, Edgewood Branch, 15 hours per week.  
Effective Date: June 19, 2017.

**Amy Darling**, Library Assistant I – Circulation, Whiteford Branch, 15 hours per week. Effective  
Date: June 19, 2017.

**Meghan Haines**, Library Assistant I – Circulation, Havre de Grace Branch, 15 hours per week.  
Effective Date: June 19, 2017.

**Gwendolyn Welch**, Library Assistant I – Circulation, Havre de Grace Branch, 15 hours per  
week. Effective Date: June 19, 2017.

**Lynn Spivey**, Library Assistant I – Circulation, Bel Air Branch, 15 hours per week. Effective Date:  
June 19, 2017.

**Jamie Reilly**, Assistant Branch Manager II – Adult Services, Bel Air Branch, 37.5 hours per week.  
Effective Date: July 3, 2017.

**Melissa Hepler**, Assistant Branch Manager II – Adult Services, Abingdon Branch, 37.5 hours per  
week. Effective Date: July 3, 2017.

**PROMOTIONS:**

**Krista Wilcox**, Page, Bel Air Branch, has accepted a promotion to Library Assistant I –  
Circulation, Bel Air Branch, 15 hours per week. Effective Date: June 19, 2017.

**Zachary Krebs**, Page, Abingdon Branch, has accepted a promotion to Library Assistant I –  
Circulation, Abingdon Branch, 15 hours per week. Effective Date: June 19, 2017.

**Jessica Edwards-Smith**, Library Associate I – Teen Services, Joppa Branch, 37.5 hours per  
week was promoted to Library Associate II – Teen Services, Joppa Branch, 37.5 hours per week  
based on the completion of the Maryland Library Associate Training Institute. Effective Date: May  
22, 2017.

**Linda Bartkowski**, Library Associate I, Abingdon Branch, 15 hours per week was promoted to  
Library Associate II, Abingdon Branch, 15 hours per week based on the completion of the Maryland  
Library Associate Training Institute. Effective Date: May 22, 2017.

**OTHER CHANGES:**

**Susan Berg**, Library Assistant I – Circulation, Havre de Grace Branch, 15 hours per week has  
accepted a lateral transfer to the Abingdon Branch, 15 hours per week. Effective Date: June 26,  
2017.

**RETIREMENTS:**

**None**

**RESIGNATIONS/TERMINATIONS:**

**None**

**LEAVE OF ABSENCE REQUESTS:**

An employee has requested a medical leave of absence under the FMLA. Start Date: May 30, 2017.  
Estimated End Date: June 15, 2017.

An employee has requested a medical leave of absence. Start Date: June 1, 2017. Estimated End Date: June 15, 2017.

**OPEN POSITIONS:**

- **Library Associate I**, Abingdon Branch, 15 hours per week (2 positions). Currently this position is 30 hours per week, but upon a staff retirement on July 1, 2017, will be split into 2- 15 hour per week. *To be posted internally.*
- **Library Assistant II – Circulation**, Edgewood Branch, 37.5 hours per week. *To be filled internally - vacant due to retirement July 1, 2017.*
- **Administrative Assistant I**, Administrative Office, 37.5 hours per week. *Assessing position upon staff retirement on July 1, 2017.*
- **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.*
- **Branch Manager I**, Whiteford Branch, 37.5 hours per week. *Posted internally; closed June 7, 2017. Interviews to be scheduled.*
- **Foundation Director**, Administrative Services, 37.5 hours per week. *To be posted internally and externally using outside recruiting service.*
- **Senior Administrator – Human Resources**, Administrative Services, 37.5 hours per week. *To be posted internally and externally using outside recruiting service.*

**PAGE STAFF REPORT:**

Open Positions (including Substitute Pages):

- Bel Air – 3
- Edgewood – 1
- Darlington – 1
- Fallston – 1

New Hires: 0

**MOTION: Motion by Mr. Cottone, seconded by Judge Hazlett, and carried by unanimous vote to approve the personnel changes for June 2017 as presented.**

**Approve Implementation of FY18 4% Salary Increase for Eligible Employees**

Ms. Hastler requested the Board to approve the FY18 4% salary increase for eligible employees. The proposed FY18 budget includes funds for a 4% salary increase. The salary increase would be effective the first pay in fiscal year 2018.

**MOTION: Motion by Mr. Adams seconded by Judge Hazlett and approved by unanimous vote to approve the Implementation of FY18 4% Salary Increase for Eligible Employees as presented.**

**Approve Salary Scale Adjustment**

Ms. Schell referred to the proposed Salary Scale Adjustment in the Board packet showing an adjustment to increase both minimum and maximum salary ranges by 4% and a new minimum wage for grade 1 in FY18. Mr. Allman requested clarification on the need to approve the salary range chart. Ms. Schell explained that adjustment of the salary ranges does not automatically occur

when a salary increase is implemented. The salary scale is adjusted when it is deemed necessary and appropriate and the board approves the adjustment as recommended. Mr. Allman requested clarification on whether employees could still cap out at the new maximum salary, and Ms. Schell confirmed that this might happen.

**MOTION: Motion by Mr. Adams seconded by Mr. Cottone and approved by unanimous vote to approve the Salary Scale Adjustment as presented.**

**Approve FY18 Operating Budget**

Ms. Hastler referred to the proposed FY18 Operating Budget in the Board packet, adjusted after County review to include the 4% salary increase for eligible employees. Ms. Hastler explained that the Library will receive a slight increase in County appropriations and State aid this year, with Library revenue remaining at approximately 4%. A 3.93% increase in salaries and benefits for FY18 is partially offset by a 5.48% decrease in contracted services, resulting in a 2.79% increase over FY17. Additional details are presented on page 3 of the proposed budget.

Mr. Adams requested additional information about the -%55.86 change in Telecommunications. Ms. Hastler explained that this cost savings resulted in the switch from Verizon to HMAN. Mr. Allman requested clarification on why some categories have 0% change from FY17, and questioned whether costs are consistently the same each year. Ms. Cogar confirmed that materials remain consistent at approximately \$2.5 million total each year. Ms. Hastler explained that actual details are shared in the fall and throughout the year as specific items are identified. She further explained that department heads are aware of and asked to stay within their budget allocations, although individual items might be higher or lower than in previous years. Mr. Allman asked in which category is Marketing reflected, and Ms. Cogar shared that Marketing is included in “Other” operating expenditures.

**MOTION: Motion by Mr. Adams seconded by Judge Hazlett and approved by unanimous vote to approve the FY18 Operating Budget as presented.**

**Approve FY18 Capital Budget**

Ms. Hastler referred to the proposed FY18 Capital Budget in the Board packet. There are three requests totaling \$387,000 including technology (\$237,000), Bel Air renovation of adult area – design (\$75,000) and Administrative Office renovation – design (\$75,000). Ms. Hastler explained that the Library is receiving \$200,000 for technology minus the money left over from the Aberdeen branch expansion (\$9,640). Other items, such as the Administrative renovation, are in the County’s Capital Budget.

**MOTION: Motion by Mr. Cottone seconded by Mr. Adams and approved by unanimous vote to approve the FY18 Capital Budget as presented.**

**Approve Closure of Abingdon Library for Gala on November 4 & 5, 2017**

Mr. Allman proposed the Closure of Abingdon Library for the Gala on November 4 & 5, 2017. Ms. Hastler added that the drive thru will remain open a portion of the day on Saturday to allow customer service to continue while setup occurs.

**MOTION: Motion by Mr. Cottone seconded by Judge Hazlett and approved by unanimous vote to approve the Closure of Abingdon Library for Gala on November 4 & 5, 2017 as presented.**

**OLD BUSINESS**

There was no Old Business.

**NEW BUSINESS**

Mr. Allman was pleased to announce the nominations for FY18 Board Officers: Alex Allman for Chair, Susan Hazlett for Vice-Chair, and Durbin Vido for Treasurer. All nominees expressed that they were honored for the nomination and happy to continue in their position.

**MOTION: Motion by Mr. Adams seconded by Mr. Cottone and approved by unanimous vote to approve the Slate of Officers for FY18 as presented.**

**BUSINESS FROM THE CHAIRPERSON**

Mr. Allman congratulated Mr. Louderback on his pending high school graduation, shared that it has been great to have him on the Board, and wished him good luck in college!

Mr. Allman also wished Ms. Schell good luck in retirement and shared that it has been great to get to know her!

**BUSINESS FROM BOARD MEMBERS**

Judge Hazlett and Mr. Cottone congratulated both Mr. Louderback and Ms. Schell, and wished them all the best!

**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 7:09 PM.