

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

MEETING MINUTES

November 17, 2016

Present: Trustees William B. Allen, Alex M. Allman, Dominic C. Cottone, Judge Susan H. Hazlett, Alex Louderback Student Liaison, Taryn J. Martin, Durbin Vido, CEO Mary L. Hastler, Lydia R. Brennan, Legislative Aide to County Councilman Curtis Beulah and Kitty Duggan

Absent: Dwayne Adams, Kenneth R. Avery and Nancy Brown

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 were no Changes to the Agenda.

PRESENTATIONS/RECOGNITIONS

Mr. Allman recognized the four recipients of the Roenna Fahrney Award: Beth LaPenotiere, Linda Darling, Kim Grimsley, and Mark Gregory.

After introducing Beth LaPenotiere he noted that she was awarded the 2016 Roenna Fahrney Recognition Award for her leadership and demonstrated excellence in external and internal customer service throughout the renovation project for the Early Literacy Center at the Bel Air Branch. Her emphasis on minimizing inconvenience on customers and limiting disruption to core library services, allowed Bel Air to maintain stronger than expected circulation during the renovation.

Her no-nonsense, “let’s get the work done” attitude and willingness to speak up when she feels a decision does not fit the best interests of our customers, makes her a valuable asset to the branch and system. Beth’s attention to detail within the branch and with staff, along with her emphasis on service and high expectations of staff, inspires the rest of us to take better care of the branch, our staff, and our customers. Beth greets all 70+ employees and volunteers of the Bel Air Branch by name, and holds each and every person accountable for providing customers a positive experience from the moment they pull into the parking lot until they walk out the door.

Most importantly, Beth takes care of her own and somehow manages to balance the needs and demands of the library system with the needs of her branch and individual staff members. She will also drag us branch workaholics out the door after a long day and make sure we take time for ourselves and our families. Her guidance when making decisions, willingness to allow us to try and fail in order to grow and learn, and her strong relationships within the community, inspires us to become better leaders ourselves.

We are honored to work with Beth each and every day, and know that those of you on the committee and throughout the system will agree that the Bel Air Branch and HCPL would not be able to achieve excellence in public service without Beth's example.

The next honoree is Linda Darling who received the 2016 Roenna Fahrney Recognition Award in recognition of her many contributions in providing a safe and pleasant work environment enjoyed by both staff and customers. She is always on the go. As part of the Bel Air's Early Literacy Team, in addition to her daily tasks, Linda worked with the staff to box and transport materials, arranged for the dumpsters to be emptied, and worked with contractors, often arriving early to open the building so the workers could have access to the building.

Linda observes what needs to be done and reports it to F&O for further service; keeping branch management apprised of larger issues. Linda was the first to notice leaks in the Silver Reader book storage room and custodian's closet. She not only prevented materials from being damaged, she marked the floor as to where the flooding stopped and worked with the county maintenance to seal off and repair the area.

For a few months, Linda worked by herself or with an F&O substitute. She took time to acquaint any new F&O staff with the building and the assignments needing to be completed. While Bel Air is fortunate to have two F&O staff members, Linda's peers feel just as fortunate to have Linda as their mentor and trainer. In addition to training F&O staff, Linda trains new Bel Air Management Team members on F&O building specifics.

Nothing better demonstrates Linda's dedication to HCPL staff and public than the comments submitted by co-workers and the public, including a special recognition received from the Bel Air Friends. Linda understands that a customer's experience begins as soon as they step foot on library grounds and part of what keeps the public coming back is a safe and pleasant environment. Linda is the face behind the well-maintained and organized meeting rooms you see when attending Admin Council, Board Meetings, and system wide trainings. Linda lights up our lives – and not just because she replaces the light bulbs.

Mr. Allman then welcomed and congratulated Kim Grimsley who was awarded the 2016 Fahrney Recognition Award because of her exemplary customer service with colleagues and customers alike.

Kim has consistently gone the extra mile in a variety of ways. She regularly volunteers to work additional desk hours, sets up for programs for others, withdraws books for all librarians, shelves without being asked and displays the books in an attractive manner, is a resource for staff on fiction readers' advisory, works with the Friends on book sales, and most recently, has taken on the supervision of our volunteers. Kim often takes on the "dirty" jobs, from helping the UPS man carry out his boxes to cleaning up a bathroom or sick child incident. Kim has received a number of written kudos for her comprehensive "service at the point of need" by warmly greeting customers and insuring the customer receives all of the information needed including the correct title and in the correct format. Kim has delivered books to a long-time volunteer who became shut-in after a series of operations and setbacks.

Kim was instrumental as we moved from the old building to the temporary branch and then back to the new building. She worked with much of the collection - weeding, separating and reorganizing - to get the best use of the smaller temporary space. When it was time to move back, she again organized the collection so unpacking was easier. Kim worked long hours to assist in the getting the new building ready, coming in on a Sunday and making several trips to retrieve items that were needed or hunt down things we were missing.

Whenever there is a special outreach event such as the 4th of July parade or sitting in a booth on a hot day, Kim will volunteer to be there. Her love for our library is infectious and her positive attitude is a talisman to all who work with her or who are served by her. Kim does not look for admiration or the spotlight, but is always working toward making the library a better place to work and visit.

Mr. Allman congratulated Mark Gregory who received the 2016 Roenna Fahrney Recognition Award in recognition of his many contributions in the oversight and completion of the new Havre de Grace Branch and the Early Literacy Center in the Bel Air Branch. Mark exemplifies the characteristics of the Roenna Fahrney Award through his dedication and commitment to excellent customer service.

With two major projects Mark's energy and priorities were stretched beyond compare. The Havre de Grace Library construction project was a capstone of Mark's work this past year and encompassed many long days, evenings and weekends throughout the process. However, Mark's oversight began long before the actual build took place as he was involved in the design phase of the project and ensured that deadlines and decisions were made. Mark was instrumental in preparing the temporary location for use and he coordinated the move from the "old" library into the temporary location and back again to the new library.

During the construction, Mark was often onsite working with the Contractor, subcontractor and major vendors to coordinate the use of the building, answer questions and ensure that any necessary special work or equipment requests were taken care of. His most critical and difficult challenge with the Havre de Grace project was representing HCPL's best interests, which wasn't always easy. Mark's

construction background allowed him to be proactive in identifying any missteps and potential building hazards prior to the work being completed.

Mark and his amazing department have addressed over 800 service calls, determining which service requests HCPL staff could do and which were the responsibility of the County. Mark is often the face of the Library, and represents the Library's interest at the many meetings he attends. Vendors and county staff alike have commented that Mark is great to work with because of his positive attitude. Mark is a skilled administrator committed to providing excellent library services and resources through his areas of responsibilities. Harford County residents are fortunate to have Mark looking out for their best public library interests.

Mr. Allman congratulated the award recipients and told them they should be proud of their accomplishments and their award. This portion of the meeting concluded with a photo of the award-winners with the Board of Trustees.

APPROVAL OF MINUTES

MOTION: Motion by Mr. Cottone, seconded by Judge Hazlett, and approved by unanimous vote to accept the Minutes of the October 20, 2016 Board Meeting.

TREASURER'S REPORT - Mr. Vido

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

Expenditures through the month ended September 2016 were within the FY17 budget. As of October 31, 2016, encumbrances totaled \$340,000 including:

Contracted Services	\$ 8,000
Supplies/Travel	\$ 47,000
Library Materials	\$ 205,000
Furniture and Equipment	\$ 80,000

There were no questions or comments regarding the Treasurer's Report.

COMMITTEE REPORTS

Budget & Finance Committee - Mr. Vido

The Budget & Finance Committee did meet and reviewed the proposed FY2018 Operating and Capital Budgets.

Executive Committee – Mr. Allman

The Executive Committee did not meet.

Capital Improvements Committee – Mr. Cottone

The Capital Improvements Committee met to review the current status of Capital projects and the proposed FY 2018 Capital budget. The Library team has done an excellent job of monitoring the expenditures for the capital that has been allocated in previous years and also in preparing the priorities for FY 2018.

Human Resources Committee – Judge Hazlett

The Human Resources Committee did not meet.

Foundation – Ms. Martin

Ms. Martin stated that the Foundation will meet next week. She noted that the Gala was very successful and those involved with the planning and production of the event did a wonderful job.

Statistics – Ms. Parry

In reporting the statistics, Ms. Parry stated the following. Circulation is at 341,572; 42,361 questions were answered by our library staff. We had 512 programs with 25,306 attending those programs; 142,679 people walked through our doors and 7,443 folks used our Drive Thru. The rest of the statistics were noted with the volunteer hours and the Virtual Library broken out.

Mr. Allman stated that over the past few months there has been an uptick in the book circulation.

Ms. Parry stated that the circulation number now includes e-products. The State has provided clarification and guidance on reporting eProducts.

Mr. Allman asked if there were any comments or questions. There were none.

September Programming Highlights – Ms. LaPenotiere

Star Wars Reads Day was October 8th, and celebrations occurred in several of our branches! Aberdeen's young customers, for example, completed a scavenger hunt and enjoyed making BB8 out of paper plates, identifying Star Wars masks and coloring a variety of themed coloring sheets. At Abingdon, kids enjoyed creating Yoda and Darth Vader stick puppets. Norrisville also celebrated with a scavenger hunt and craft activities. A good time was had by all.

In the spirit of the Halloween season, several spooky programs occurred in October. Jarrettsville held Maryland is Still Weird! with Matt Lake. Mr. Lake was very engaging and had audience members pull weird folklore items from a real coffin he bought on eBay. Our own Deb Ruth, from Finance, attended the program and she got to hold a real human skull. The program was spooky not overtly scary. In his inimitable style, Ed Okonowicz gave his usual stellar presentation, “Tales Tombstones Tell” at Norrisville. Audience members learned about local lore and the history of tombstones. Ed always ends the program with a raffle and some of the attendees come away with free copies of his fun books.

Norrisville is jumping on the Canvas and Wine bandwagon but with a twist. Their Canvas and Coffee program was a success. Librarian Amelia Gossman put on her artist smock and led the group through the steps to paint a seasonal white pumpkin picture. Participants were so happy with their results that a group picture was taken and posted on Facebook.

Finally, it was our pleasure host a pop-up author program with former County Executive, David Craig, as he shared his book “Greetings from Gettysburg” showcasing the history of the iconic National Military Park. We were pleased to see a crowd of 20 history enthusiasts attend this engaging program.

YA Highlights for October – Mr. Louderback

Comic Con and Teen Read Week were the highlights of October Teen programming. Throughout the county, branches held programs to celebrate the two events. From an Augmented Reality Scavenger hunt in Bel Air, to a Comics Drawing Workshop in Norrisville, to a Villain Voting Bracket in Joppa, to movie nights celebrating all things Ghosts, Cryptids, and Aliens, the entire county had a blast.

Friday marked the official day of Comic Con at the Aberdeen branch. Leading up to the big day, customers and staff shared excitement as they talked about what costumes they would be wearing and which activities they looked forward to the most. On Friday, staff dressed as the Riddle, Harley Quinn, a creepy jester, Scully from the X-Files, and Molly Weasley. Over 50 teens came to enjoy the festivities, including a green screen photo booth, game tables hosted by Critical Hit Games and Xpanding Universe, a monster makeup station, facepainting, comics drawing lessons, and a costume shop. Teens also tested their knowledge on aliens, ghosts, comics, and cryptids (mythical creatures) with trivia throughout the day.

All week long, participants were able to earn digital badges for participating in programs throughout the county. Those badges earned them opportunities to win prizes – the more badges they earned, the better the prizes they could win! Prizes were donated by local game stores – Xpanding Universe and Critical Hit Games – as well as Mantic Games.

The Teen Advisory Group in Fallston celebrated Fall by creating an interactive pumpkin patch bulletin board, where young children were able to color a pumpkin cut-out and display it on the board throughout October. In Havre de Grace, the Teen After Hours program continues to grow. In October 25 teens attend!

School partnerships are going strong for the Teen group. Joppa's Teen Librarian, Melissa Foley-King, visited North Harford Middle School's PTA to discuss online resources; they loved the visit so much, they asked for a follow up! Suzy Vogtman from the Whiteford branch has started a partnership with the media specialist at North Harford High School, supporting their month Book Café - a once a month book discussion group for teens. In Havre de Grace, the high school sent 88 freshmen for a tour and pop-up book talking.

Mr. Louderback reported that last week his Astronomy teacher told his class about a LEAP kit that the Library has - the telescope LEAP kit. Alex requested the kit. He said it got him thinking how teachers could use the LEAP kits in class or recommend them to students as his Astronomy teacher did for him. He thinks it would be good to get the teachers educated about the LEAP kits.

Mr. Allman agreed about getting the word out about the LEAP kits and thinks we should be able to do that. It seems we have so much to offer, our customers forget everything that is available to them.

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 and Schooner Cove are being worked on by the various contractors. The countertop replacement installation was completed on October 19th. The flooring for Lafayette's Landing finally arrived at the installers. We are in the process of scheduling installation for a weekend after Thanksgiving.

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. As of the end of October, 30% of the predesign work is done.

Abingdon Parking Lot Lighting Upgrade - New energy efficient LED pole light heads have been installed. Contract was awarded to Benfield Electric and BGE approved a rebate of \$3,100 under the BGE Smart Energy Savers Program.

Abingdon Cooling Compressor- The meeting room of the branch has two cooling compressors, one of which is not operating. The compressor is scheduled to be delivered and installed on Friday, November 18th. A crane will be on the property to hoist the new one to the roof and lower the broken one to the ground.

Jarrettsville Gutters/Sidewalk Repair - Gutters and downspouts have been installed. The next step in the project is to correct the pitch of the sidewalks to ensure proper drainage. The County - Park and Rec has the sidewalk component on their project list. No scheduled date at this time.

Aberdeen Roof and Window Replacement- the County has included \$388,000 in the County Capital Fund for a new Aberdeen roof and replacement windows. To offset part of the cost, the Library applied for and received a State Library Capital Grant for \$194,000 or 50 percent of the total cost of the roof. The County awarded the contract to Flynn Mid-Atlantic LP and the roof replacement project began on Tuesday, November 15. Materials were delivered to the site. The asphalt shingles will be removed and replaced first then the flat roof portion will be done. The project is expected to be completed before Christmas, weather permitting. The window replacement will begin in the spring.

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 the back lot of the Aberdeen branch extended so that an exit on to Rogers Avenue would allow for a drive thru book drop. The design was completed by the County and storm drain placement reviewed. The County decided not to move forward with extending the back parking lot of the branch to Rogers Avenue because of the additional expense to rework the existing storm drain. The parking lot will be resurfaced and the City of Aberdeen is purchasing the book drop. The County expects to have the project completed by calendar year end

Board Meeting Attendance –Maryland Public Library law requires Trustees to attend at least half of the scheduled Board meetings during a calendar year or it is considered that the Trustee has resigned. For 2016, we scheduled 9 meetings (no meetings held in July, August and December) and all Trustees attended at least four meetings and are in good standing.

New Collections – On November 19th, International Game Day, the Library is launching a pilot Board Game collection at the Aberdeen, Abingdon, Bel Air, Edgewood, Havre de Grace and Whiteford libraries. The Special Collections page on the library website has a Board Game landing page and it will go live on November 19th. In the meantime, you may preview it at <http://hcplonline.org/boardgames.php>.

There are many benefits associated with playing board games. They are not just a lot of fun! Board games provide people of all ages with the opportunity to engage without being

connected to a mobile device. Board games provide experiences which engage imaginations, spur critical thought and problem-solving skills. They promote a culture of positive interaction and player cooperation, and foster deeper strategic and tactical decision-making skills. Playing board games reinforces critical social and life skills, and encourages face-to-face conversation in an increasingly digital world.

Just in time for the holidays in late December, the library will launch a **Binge Box** collection throughout the system. Each Binge Box will hold 4-6 DVDs featuring themes, actors, genres and more including Antonio Banderas collection, Gangster Films, Chick Flicks, Japanese Cinema, Gene Wilder collection, Car Racing, Disney, Hemingway: Books into Films, Vampire Collection, Abbott and Costello, Clint Eastwood, Classic Comedies with Leading Ladies and more.

Marketing Report – November 2016

General

- Projects completed by designers: 85
- The vacant Graphic Designer and Administrator- Marketing & Communications positions have been posted by Human Resources. Amelia Gossman (NOR) continues to assist the Marketing Department as a temporary graphic designer and will be with the department through December.
- The Winter Headlines & Happenings (Dec/Jan/Feb) will be arriving at the branches by the end of the week.
- The 2015/16 Annual Report is being finalized and prepared to be sent to the printer.
- Winter Reading 2017 mugs have been ordered and marketing materials are being created. This year's theme, "A Good Book Is Music To My Ears," features a Winter Hare illustration that was created by Amelia Gossman.
- Development of materials for the 2017 Summer Reading Challenge is in the very early stages. This year's theme is "Build a Better World."

Marketing Campaigns

- Maryland STEM Festival
- Foodie Week 2016
- New Library App
- Niche Academy
- New Board Game Collection/International Games Day
- I Love Havre de Grace Community Art Quilt
- Giving Tuesday
- Holiday Open Houses

Outreach

- None this month

Advertising

- Gala 16 Sponsors – November 2 & 16; *The Aegis*
- Gala 16 Sponsors – November 8 & 15; *The Baltimore Sun*
- Gala 16 Sponsor Thank You – November 11; *The Daily Record*

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.
 - Dr. Leonard Sax – Practical Parenting series
 - Linda Zuckerman – Foodie & Farmers Fair
 - A.L. Herbert – Meet the Author/Foodie Week

Press Releases Distributed

- “Harford County Public Library Hosts Foodie Week 2016,” October 24

Recent Articles and Mentions Received

- “Harford County Public Library Hosts Foodie Week 2016 in November,” *Bel Air News & Views*, October 24
- “Early Voting to Begin in Harford County,” *The Aegis*, October 26
- “The Capitol Steps to Perform in Bel Air,” *The Bargaineer*, October 26
- “Where to Vote Early for 2016 Election,” *Bel Air Patch*, October 26
- “Where to Vote Early for 2016 Election,” *Aberdeen Patch*, October 26
- “Where to Vote Early for 2016 Election,” *Fallston Patch*, October 26
- “Where to Vote Early for 2016 Election,” *Havre de Grace Patch*, October 26
- “Harford County Public Library to Host Foodie Week in November,” *Baltimore Sun (Baltimore Diner blog)*, October 26
- “Harford County Public Library Hosts Foodie Week 2016,” *Bel Air Patch*, October 26
- “Harford County Public Library Hosts Foodie Week 2016,” *Aberdeen Patch*, October 26
- “Harford County Public Library Hosts Foodie Week 2016,” *Havre de Grace Patch*, October 26
- “Harford County Public Library Hosts Foodie Week 2016,” *Fallston Patch*, October 26
- “Steady Harford Turnout as Early Voting Begins,” *The Aegis*, October 28
- “26,000 Cast Early Votes,” *The Aegis*, November 2
- “Greater Bel Air Community Foundation Raises More Than \$55,000 at Golf Tournament,” *The Bargaineer*, November 10
- “Drugs, Alcohol Topics Tonight,” *The Aegis*, November 16
- “Traveling Exhibit Salute's Maryland's Vietnam Vets,” *The Aegis*, November 16
- “2016 Harford Award Recipients Celebrated,” *The Aegis*, November 16
- “Harford County ‘SOCKtober’ Donation Drive Nets 3,500 Warm Socks, Hats & Gloves for Neighbors in Need this Winter,” *Harford County Living*, November 16

eNews Library Online Newsletter

- Sent out weekly on Thursday morning

Flat Screen Slides

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

Webslides

- Maryland STEM Festival; Foodie Week 2016; Meet the Author: A.L. Herbert; Meet the Author: Becky Diamond; Practical Parenting: Dr. Leonard Sax; International Games Day; Science Café; NaNoWriMo; Niche Academy; Sensory Time.

Social Media NOW UP TO 5,207 LIKES!

Foundation Report

The next meeting of the HCPL Foundation Board of Directors will be November 22, 2016.

2016 Gala

This year's Gala was a great success. We raised \$103,048 – a record amount!

#GivingTuesday

The HCPL Foundation is participating in #GivingTuesday this year on November 29.

#GivingTuesday is a global day of giving that harnesses the collective power of individuals, communities and organizations to encourage philanthropy and to celebrate generosity worldwide. This will allow us to generate donations online and appeal to the younger demographic in Harford County. Promotion for #GivingTuesday will begin on November 16 and run through November 29. All funds raised will be unrestricted unless otherwise noted.

Annual Giving Campaign

The annual appeal will mail December 1. This year the campaign will broadly promote all the services and programs the Library offers, not just Summer Reading as we have done the past few years. All funds raised will be unrestricted unless otherwise noted.

DRAFT Statement of Financial Position as of October 31, 2016

Assets:	
.....	
Checking/Savings	\$ 239,933.18
Accounts Receivable	94,000.00
Total Current Assets:	\$ <u>333,933.18</u>
Liabilities & Equity:	
.....	
Accounts Payable	\$ 1,350.00
Other Liabilities	<u>1,273.97</u>
Total Current Liabilities:	<u>2,623.97</u>
Equity:	
.....	
Temporarily Restricted Net Assets	191,527.74
Board Designated Net Assets	18,749.07
Unrestricted Net Assets	19,512.61

Net Income	<u>101,519.79</u>
Total Equity:	<u>331,309.21</u>
Total Liabilities & Equity	\$ <u>333,933.18</u>

Meetings & Presentations – October 2016

- 10/1 Upper Chesapeake Gala
- 10/4 GBCF
- 10/4 Community Foundation of Harford County Advisory Council
- 10/4 Health Consortium
- 10/5 MAPLA
- 10/5 Maryland Humanities – Pre-Board Meeting Briefing
- 10/5 Women to Watch (Baltimore Museum of Art)
- 10/6 MAPLA
- 10/7 MAPLA
- 10/7 COL Fall Retreat
- 10/7 Maryland Humanities Board Meeting – St Michael’s.
- 10/11 CPWN Fashion Show
- 10/12 EDAB
- 10/12 PAB Review of FY18Capital Improvement Program & Requests
- 10/12 Greetings from Gettysburg with David Craig
- 10/13 Chamber Executive Committee
- 10/17 GBCF Golf Fundraiser
- 10/19 Rotary
- 10/20 Harford Chamber Board Meeting
- 10/20 Chamber Luncheon
- 10/21 WAMD
- 10/25 Foundation Board Executive Committee
- 10/25 Foundation Board
- 10/26 Rotary
- 10/27 Library of Congress Literacy Awards Celebration
- 10/27 Ann Gilligan’s Retirement Celebration
- 10/29 Heather Herd 5K Run

ACTION ITEMS

Personnel Changes - Terri Schell

The following Human Resources changes are submitted for review and confirmation:

NEW HIRES:

None

PROMOTIONS:

None

OTHER CHANGES:

Carly Bastiansen, Library Associate II – Children’s Services (Learning & Sharing/ Sharing the Gift), Bel Air Branch increased her hours from 28 hours per week to 37.5 hours per week in support of the renovated Bel Air Branch Children’s/Streamworks Area. Effective Date: November 6, 2016.

PJ Butler, Library Assistant II – Circulation, Abingdon Branch, 37.5 hours per week was transferred to the Bel Air Branch to replace the Circulation Supervisor position, 37.5 hours per week, which was moved to the Abingdon Branch. Effective Date: November 6, 2016.

Terri Shields, Library Assistant I – Circulation, Bel Air Branch, 15 hours per week increased her hours to 19 hours per week. Effective Date: November 13, 2016.

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

The Manager I – Marketing position, Grade 13, 37.5 hours per week, Administration, was changed to Administrator – Marketing & Communications, Grade 15, 37.5 hours per week based on expanded responsibilities.

RESIGNATIONS/TERMINATIONS:

None

RETIREMENTS:

None

LEAVE OF ABSENCE REQUESTS:

Kathe Blake, Manager II – Jarrettsville Branch, 37.5 hours per week has requested a medical leave of absence under the FMLA. Start Date: October 18, 2016. Estimated End Date: November 30, 2016; however this will change to an intermittent leave of absence at that time.

Terri Shields, Library Assistant I – Circulation, Bel Air Branch, 19 hours per week has requested a medical leave of absence. Start Date: November 15, 2016. Estimated End Date: November 28, 2016.

Jennifer Ralston, Administrator – Materials Management, Administration, 37.5 hours per week has requested a medical leave of absence under the FMLA. Estimated Start Date: December 7, 2016. Estimated End Date: December 21, 2016.

OPEN POSITIONS:

- **Assistant Branch Manager II – Adult Services**, Bel Air Branch, 37.5 hours per week. *Interviews to be scheduled; posted internally only.*
- **Branch Manager II**, Bel Air Branch, 37.5 hours per week. *To be posted internally and externally.*

- **Circulation Manager**, Fallston Branch, 37.5 hours per week. *Reviewing applications.*
- **Executive Assistant to the CEO**, Administrative Office, 37.5 hours per week. *Posted internally and externally. Best consideration date: 11.18.2016*
- **Finance Administrator**, Administrative Offices, 37.5 hours per week. *Posted internally and externally. Best consideration date: 11.16.2016*
- **F&O Assistant** – Havre de Grace Branch (New Position), 19 hours per week. *Posted internally and externally.*
- **Graphic Designer**, Marketing Department, 37.5 hours per week. *Reviewing applications.*
- **Library Assistant I – Circulation**, Bel Air Branch, 15 hours per week. *To be posted.*
- **Library Assistant I – Circulation**, Fallston Branch, 15 hours per week. *To be posted.*
- **Library Assistant I – Circulation**, Whiteford Branch, 15 hours per week. *Interviews conducted. Recommendation to be forwarded.*
- **Library Associate I/II – Children’s Services** – Bel Air Branch, 37.5 hours per week. *To be posted internally and externally.*
- **Library Associate I/II – Children’s Services – Special Needs**, Bel Air Branch, 37.5 hours per week. *Posted internally and externally. Best consideration date: 11.22.2016*
- **Library Associate I/II – Teen Services**, Joppa Branch, 37.5 hours per week. *To be posted.*
- **Marketing & Communications Administrator**, Marketing Department, Administrative Office, 37.5 hours per week. *Posted internally and externally. Best consideration date: 11.22.2016*
- **Computer Network Technician**, CSC Department, Administrative Office, 37.5 hours per week. *Assessing position.*
- **Manager I – Computer Network**, CSC Department, Administrative Office, 37.5 hours per week. *Assessing position.*
- **Specialist III – Web Services**, Administrative Services, 37.5 hours per week. *Assessing position.*
- **Specialist III – Human Resources**, Human Resources Department, Administrative Office, 37.5 hours per week.

PAGE STAFF REPORT:

Open Positions (including Substitute Pages):

Bel Air Branch – 2 Regular

New Hires:

- Abingdon Branch – 2 Regular
- Edgewood Branch – 1 Regular

Dr. Allen noted that there is a long list of vacant positions and it was similar last month. He asked for an update on the process. Ms. Schell stated that there is a number of positions being held and assessed for budgetary reasons as well as the fact that when we have an open position, we like to look at it to see if we want to

fill it the same way. We get input from the department, determine if we have internal people that may be interested, and determine if we want to post it internally and externally. We are still down a position in Human Resources as well, which you'll notice has been on there a long time.

Dr. Allen then asked if they are active searches. Many of them are. Ms. Schell said she tried to give some detail to the open positions and note what's been posted, where we are. So the ones at the bottom where it says "Assessing the Position" are being reviewed to see how exactly we want to fill them.

For some of the computer positions we were waiting for the Administrator to provide a proposal which has recently been received for review. Some positions can be filled relatively quickly if we have internal people who are interested. Others we take a longer look at to make sure we want to fill them in the same way or change the responsibilities.

"Best consideration date" is when the applications start being reviewed and yet allows the position to remain open until it is filled (no closing date.)

MOTION: Motion by Dr. Allen, seconded by Judge Hazlett, and carried by unanimous vote to approve the personnel changes for October 2016 as presented.

FY2018 Operating and Capital Budgets

Ms. Hastler explained that the Budget and Finance Committee went over the proposed budget. In terms of the process, the budget will be reviewed tonight, approved in concept and then be sent to the County Executive by December 1. The County Executive and his team will review, make their recommendations and then send it to the County Council by April 1. We may or may not see their recommendations before that date.

A new format is planned for submission of this year's budget. The current one is an Excel working document. Many public library systems present their budgets in a graphical format that is easier to review. It will be the same information presented in a different way. A budget narrative letter is always included with the budget submission to the county. The Library will once again request wage parity with county employees. Wage parity is requested so that any salary increase for county employees is also provided for library employees.

The adjustment for the FLSA is not affecting this budget. The Library paid out the comp time that is no longer offered. We had budgeted \$20,000 for that and it came in just under \$18,000—a little less than had been projected.

Operating Budget

We worked on the County appropriations and requested an additional \$902,000 from them and it is outlined in the pages of the Budget. We do anticipate our

library revenue - and this is a very conservative budget - continuing to decrease a due to two factors: 1) fines and fees continue to go down because we don't collect fines or fees on eBooks; and 2) we were very successful in passport processing. So successful that everybody has copied us. Neighboring public library systems have opened up passport processing in several locations. We are anticipating that will affect us some but we won't really know until we get through the year.

Mr. Allman said the Budget is conservative in terms of the revenue projections. It's realistic, very realistic. Ms. Hastler noted on Page 1 for the Detailed Budget under Line Item 1104 Pages, a \$14,000 increase to cover the minimum wage increase. The Library has requested \$361,000 to cover the cost for Health Insurance as forecasted by the county. The health increase is 10% base on the County number that they provide to us. Other increases - Havre de Grace is open now, so more for electricity, telecommunications is being decreased because HMAN is up and running. We have a new phone system so that's changed a little bit.

You can see where the differences are. Under 2609 Bibliographic Services - A few years ago Jennifer and her team recommended that we move to Sky River and move away from OCLC which was wonderful because it was half the price and it seemed to be an excellent product. Sky River was bought out by another company a year or two ago and is no longer providing much support and there have been major problems in our cataloging area. Our only choice now is to go back to OCLC which means we have to put money back in that Line Item. Software Maintenance and Support - we're requesting an increase in that because as we get more and more into sophisticated software for our StreamWorks, Innovation Lab, for our staff, the Foundation, all our other departments, our computer department is taking on more and more responsibility for that.

Then our security services need increasing. We have a terrific partnership with the Sheriff's Office and pay for the deputies to provide services. Pre-processing - as we add collections that are a bit more challenging to process, those supplies keep going up too. Jennifer Ralston, Materials Administrator, does a great job outlining the Materials budget every year. She is detailed and thorough. You can see where she is requesting increases over the shifting of funds for the collection. It's a reasonable budget.

Capital Budget - The Board Capital Improvement Committee held a very good discussion on the priorities for FY 2018. The Capital Improvement Committee is recommending moving the request for a third outreach vehicle to number 5 in priority following Technology. Also included in the Capital Budget request is renovation for the Bel Air Library (2nd and third floors). It's our busiest branch and needs to be refreshed. The Capital Budget includes funds to redesign the Administrative Office. The restroom facilities are inadequate for the number of people who work and visit the building. The building was designed in the early '80s, redesigned about 10 to 15 years ago and now it lacks in good functionality for business. In addition, the capital budget requests funding for new carpeting

in the Abingdon Library (the design has disappeared; it's faded and stained and the branch is the 2nd busiest location in the system).

Aberdeen and Darlington – We are waiting for direction from the County Executive on the Darlington and Aberdeen projects. The Capital Budget has placeholders for both projects in out years.

MOTION: Motion by Mr. Vido, seconded by Dr. Allen, and carried by unanimous vote to approve the FY18 Operating and Capital Budgets as presented and to be forwarded to the County Executive by December 1, 2016.

OLD BUSINESS

There was no Old Business.

NEW BUSINESS

There was no New Business.

BUSINESS FROM THE CHAIRPERSON

Mr. Allman commented that it was very nice to have the Roenna Fahrney Award winners here tonight. The summaries are just a small part of what we know they do for the Library. Happy Thanksgiving!

BUSINESS FROM BOARD MEMBERS

Terri Schell mentioned that the “Socktober” collections exceeded our expectations and it was a nice partnership with the County and other agencies. No-Shave November is underway and shaving supplies and toiletries for both men and women are being collected at all branches and Riverside. As a reminder, the Library staff knits/crochets hand-knitted scarves, hats, gloves and mittens to donate to the Homeless Shelter in Riverside. In addition, the library staff encourages folks in the community to create hand-made items to donate. This has been a wonderful effort and we are able to provide beautiful items to the shelter during the holidays.

COMMENTS FROM THE PUBLIC

There were no comments.

ADJOURNMENT OF PUBLIC MEETING

There being no further comments or questions, the public meeting was adjourned at 7:20 PM.