

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

MEETING MINUTES

November 21, 2019

Present: Dwayne Adams, William B. Allen, Alex M. Allman, Taryn J. Martin, Durbin Vido, Carol Wright, Student Liaison David C. Oguh, CEO Mary L. Hastler, and Jennifer Button

Absent: Trustees Kenneth R. Avery, Nancy Brown, Honorable Susan H. Hazlett 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 6:29 PM in the Bel Air Library.

CHANGES TO THE AGENDA

There was one change to the agenda. Mr. Allman requested that a closed Executive Session be added to the end of the Agenda to discuss a personnel matter.

PRESENTATIONS/RECOGNITIONS

Roenna Fahrney Award Recipients

Mr. Allman congratulated the recipients of the Roenna Fahrney Award and expressed appreciation on behalf of the entire Board of Trustees. A photo was taken with Board members and the winners present at tonight's meeting.

In October 1994, the Library Board of Trustees established *The Roenna Fahrney Award*. This award is presented to an individual or team, who has been nominated by peers, who embody the "service to the community" spirit demonstrated by Ms. Fahrney throughout her 21 years of service to the citizens of Harford County. Ms. Fahrney's "service to the community" philosophy continues today by:

- Demonstrating excellence in external or internal customer service that significantly contributes to the library's mission, either for consistent superior performance or for an outstanding project or endeavor;
- Making a significant contribution to the improvement of library service;
- Identifying and implementing a more economical or efficient use of staff or resources;
- Developing an innovative idea that significantly contributes to the library's mission; or
- Bringing recognition to the library or the community.

Emmaleigh Dever, Page at Bel Air, demonstrates the highest level of professionalism, works tirelessly to ensure that each HCPL customer receives an AWESOME experience, and shares her talents with the rest of her department and the staff. Before being hired as a Page at the Bel Air Branch, she was a member of the Teen Advisory Group and a volunteer for the Summer Reading Program.

Emmaleigh has helped train new Page volunteers and is learning American Sign Language to improve her communication skills. In addition, she prepares carts for several special needs Pages and Volunteers. As a guest at *Growing Up Wild* she shared her monarchs with the children. On another occasion, she shared tadpoles and frogs and gave each participant their very own origami frog. Emmaleigh is a true leader, making sure that others feel respected, comfortable, and valued.

Emmaleigh was part of an *Aegis* article titled "Migratory butterflies born in the north head south through Harford" and was nominated for 2019 Women of Tomorrow Awards, sponsored by Harford County Commission for Women.

Annie Kovach, Bel Air Branch Manager sums it up with this statement. *“Emmaleigh is an exemplary employee and a natural leader, who balances initiative and hard work with conscientiousness and caring for her job and for the people she works with.”*

Beth Palardy, Circulation Supervisor at Abingdon, consistently demonstrates excellent internal and external customer service that contributes to the Library’s mission. While working with a customer, Beth discovered an Envisionware/Polaris system error wherein the two systems were failing to communicate and synchronize information. After working with the Finance department, the systems issues were addressed and the customer issue was resolved.

She is adept with emerging trends and technologies, prioritizes public service expectations, and takes initiatives on a branch and system level. She has championed transition to Polaris LEAP and helped establish step-by-step procedures for employees to use. Beth also contributed to updating the public service responsibilities incorporating an emphasis on assisting customers at the point of contact, helped create training modules and role playing scenarios to provide team members with talking points and an increased comfort level when assisting customers while using an iPad.

Beth represented the Library at the Contaminated Materials Training, hosted by SLRC which provided information on general pest services and how to recognize and address infestations. This information was shared with her supervisor to help improve our policies and procedures for addressing potential infestations.

Carly Reighard, Assistant Branch Manager at Bel Air, was nominated for her impact and ability to support her staff while providing exceptional internal and external customer service, especially evident this year.

This year, Carly accepted the duties of the Summer Reading Committee chair as well as many of the Youth and Teen Services Coordinator’s responsibilities. She handled this with grace and professionalism. With the introduction of Read Squared, Carly facilitated multiple trainings and helped to provide a smooth transition system wide without neglecting her departmental duties. She spent countless hours figuring out how to make it the most seamless experience for customers and staff. The system benefited greatly from her ability to respond to problems and communicate changes throughout the summer.

While seeming to be a mild-mannered person, she is powerful in her commitment to providing excellent customer service whether internally or externally. Her level of enthusiasm is contagious, and she allows staff members to showcase their talents.

Letters of Appreciation - Ms. Hastler shared that the following staff members had received letters of thanks from community members:

- Cindy Narup, Payroll Specialist, received a letter from Honorable Kevin J. Mahoney thanking her for all of her hard work on behalf of a volunteer.
- Ms. Lydia Brennan sent a note of thanks on behalf of her children, who were invited to participate in a Fox 45 taping at Abingdon Library in advance of the grand re-opening.

APPROVAL OF MINUTES

MOTION: Motion by Mr. Adams, seconded by Mr. Vido and approved by unanimous vote to accept the Minutes of the October 17, 2019 Board Meeting.

TREASURER’S REPORT

Mr. Vido reviewed the new Treasurer’s Report as prepared by Kathy Cogar, Chief Financial Officer. In response to a previous request by Board members, Ms. Cogar developed a more robust monthly report as well as a new quarterly report.

Mr. Allman summarized that the previous Treasurer’s Report provided a high line report but no detail comparing actual revenue and expenses to the budget. The Budget & Finance Sub-committee requested that a more detailed report be provided to the Board. The new monthly report demonstrates how the budget is being tracked, as well as the status at any given time during the year. The new quarterly report provides a high level analysis on a quarterly basis.

The monthly report provided a one-page format for three months ending September 30, 2019 with Year to Date Budget, Actual and Variance for both Revenue and Expenditures, as well as grant information including the Cultural Arts Board Maryland grant, and purchase orders. An entry for Unspent prior year funds was included in the Revenue report and was also reflected in the expenditures. This report was based on the operating budget and will be reviewed monthly.

The quarterly report contained graphs and included a Revenue Summary (Approved FY budget, YTD FY Revenue, YTD Variance, % of Total); Expenditure Summary (Approved FY Annual Budget, YTD Budget, YTD Expenditures, Open Purchase Orders, and Variance); Expenditure Line Items for Salaries & Benefits, Circulating Collection, Contracted Services, Utilities, and Operating Expenditures. This report will be provided quarterly.

Mr. Vido commented that the new, detailed report provides additional information for the Board to review on a regular basis.

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

COMMITTEE REPORTS

Budget & Finance Committee - Mr. Avery

The Budget & Finance Committee met on November 5 to discuss the proposed changes to the Treasurer’s Report. The Committee also reviewed and discussed the proposed preliminary FY 2021 budget. The preliminary overall operating budget proposed for FY 2021 reflects an increase of \$1,246,241. The request for capital is in the amount of \$13,905,297 and includes the Bel Air renovation, technology, Darlington Library, and Mobile Service Vehicles. The Committee also reviewed the PEHP 8% Contribution Calculation. The proposed PEHP Annual Contribution 8% is \$3,980.84.

Executive Committee – Mr. Allman

The Executive Committee met to discuss a personnel issue. Further information will be shared in Executive Session.

Capital Improvements Committee – Mr. Allman

The Capital Improvements Committee did not meet.

Human Resources Committee – Judge Hazlett

The Human Resources Committee met via conference call on November 15 to review the PEHP policy and procedures. Information has been sent to the County legal department for review. Since there is a new county attorney, their response may take some time.

Foundation – Ms. Martin

The Foundation Board did meet, and discussed the 15th Annual Gala. Everyone had an amazing time, and Ms. Hastler noted that the food was wonderful, guests enjoyed karaoke, and the newly reopened branch looks great! A brief report was included in the Board packet for review.

Statistics – Ms. Parry

In October, physical circulation was at 212,902 and e-products at 53,191 with a total year to date circulation at 1,105,550. Online databases were 98,821, online classes at 5,960, PC sessions at 18,496, and WiFi usage at 23,653. Information reader assistance was 45,966. There were 775 programs with 25,865 attending. There were 123,108 walk-ins and 7,269 drive-thru customers.

Mr. Allman asked whether the trend of physical vs. eProduct circulation is consistent with the national average. Ms. Parry confirmed that in libraries, nationally, electronic circulation is increasing while physical circulation is decreasing, but also noted that consumers are purchasing less electronic products.

Branch Programming – Ms. LaPenotiere

Bel Air, Jarrettsville and Aberdeen hosted the Garfield Cyber Safety Adventures program. Children enjoyed learning about cyber security through Garfield videos, comics, and discussion. This program was a collaboration with the Maryland State Library and the Center for Cyber Safety and Education, with funding made possible by the Institute of Museum and Library Services.

A rainy forecast for Halloween made for big crowds at Bel Air and Joppa for their Halloween Dance Party programs. Children enjoyed dancing to traditional Halloween favorites like the Monster Mash and the Itsy Bitsy Spider plus new songs including a Halloween version of Baby Shark. Following the dancing, participants showed off their costumes and paraded through the library.

Another Halloween program was Norrisville’s Film Discussion Group which viewed Mel Brook’s Young Frankenstein. A great discussion followed on the topic of humor in the 1970s vs. today’s humor, how vaudeville and slapstick comedy may be a thing of the past not widely appreciated today, though participants laughed and laughed!

Finally, a variety of programs were held throughout the branches to support MD STEM Festival 2019. For example: Growing Up Wild, Sew 4 Someone, Explore our Solar System and Galaxies, A Night at the Planetarium: Mission to Mars, Sphero Fun and 3D Design classes.

Teen Highlights – Mr. Oguh

The Harford Astronomical Society came out to host ABG’s “Scope It Out” program. Twelve enthusiastic attendees included several teen and a few families. Everyone enjoyed learning about stars and planets! The teens were excited to receive the MD STEM festival swag.

In Edgewood’s Star Wars Reads! Program middle and high school kids celebrated Star Wars by becoming Jedis! They learned to “use the force” through a static electricity STEM activity, sought out the ancient Jedi texts by doing a scavenger hunt throughout the branch, and made pool noodle light sabers. High school boys, in particular, enjoyed the program.

Havre de Grace teens kicked off the month with a zombie special effect makeup program. Ten teens made scream-worthy wounds worthy of *The Walking Dead*. They even asked to use up some of the leftover supplies at a Thursday teen time to keep refining their skills.

And lastly, the TAG group at Whiteford worked very hard on cleaning out their garden and getting it ready for winter. Next spring they hope to plant another beautiful native plant garden.

CEO Report – Ms. Hastler

Building Projects

Aberdeen Children’s Area Refresh - The Library is currently in the design phase to refresh the Aberdeen Children’s area. The refresh would include demolition of the floor bulkhead that runs the perimeter of the department, new shelving, furniture, paint and carpet. In addition, a special feature to the entrance of the Children’s Department has been planned. Also planned is an outdoor Story Garden area for holding story times and STREAM activities. A new book drop room is also in the plans. Also under consideration is upgrading the lighting for the space. The team is working on a timeline/sequence of events for work to begin. The details of the story garden fencing are being finalized.

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 remaining cost of the project. The library is working with the County to see if the HVAC replacement can take place sooner because of the recurring leaks. The County has reported that the units will be replaced with minimum interruption to the branch being open to the public. It will take place by zone over a period of several weeks and there are five zones in the Abingdon Library. The County held its first meeting with a design vendor during the first week of October. Once the design is complete, the County will advertise the bid with a closing date near the end of January. The bid should be awarded in early March. Installation will soon follow, to be completed by June or July.

Bel Air Passport Office – Although the County installed a new sump pump, water is still penetrating the exterior wall, as observed on October 27. The County is working with a vendor to waterproof the Passport Office’s outside wall.

Edgewood HCC Classrooms – The Library is working with several vendors to refresh the three classrooms attached to the Edgewood branch. The Library will coordinate ceiling tiles, paint and carpet with the college reimbursing. We are in the process of getting estimates for this work. After meeting with the leadership of HCC, the work has been tentatively scheduled for the month of January 2020. The Edgewood meeting room will be closed to the public during this time so the college can temporarily use the space for storage.

Various Small Projects:

Abingdon – The County’s Parks & Recreation department cleared the storm water outfall that had been blocked for several years, causing ponding below the staff parking area.

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. In addition, the library will be requesting design funds in FY 2021 in anticipation of renovating the building.

Edgewood – The County installed a new fire alarm panel for the building. The current one was obsolete.

Joppa Library - 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.

Administrative offices – Installation of cameras to view snow conditions for the front and rear parking lots is in progress. The cameras will be tested to see if installation should be expanded to the branches.

F&O staff are planning training sessions for Jarrettsville and Havre de Grace to review all of the building's mechanical, life safety and emergency shut off valve locations with the new management teams.

Compensation and Benefits Study – At the October 2019 Board meeting, the final recommendations prepared by the consultant, CBIZ Talent and Compensation Solutions, were reviewed and approved and included the following components: Titling recommendations; Position Titles to be created; Pay Grades; Salary Ranges; Compensation Changes; Benefit Cost Implications; Employees with salaries above the salary range maximum; Update Pay Grades as Appropriate; and Market Review.

The total cost to implement the new salary ranges is estimated to be \$125,000 annually in salary and \$13,000 in benefits. No employee has been negatively affected in terms of salary. The salary ranges reflect the new minimum wage going into effect January 1, 2020. The recommendation included increasing employee pay so that no one falls below the minimum of the new pay grades. There will be some employees who have been with the library for many years who attain the top of the paygrade and remain at that salary/pay until future salary scale assessments take place and adjustments made and approved by the Board. These employees receive a one-time amount if the rest of the staff receive an annual percentage increase assuming they continue to meet expectations in their performance review. Meetings have been held with staff to review the new salary scale and as with any comp and class study implementation, some employees are satisfied with the results while others are not. All staff participated in the study and completed position surveys. These surveys were reviewed by their supervisor for input and the input used as part of the study process along with market comparison, etc.

PEHP Funding for Employees FY 20 – The PEHP Contribution Calculation as of June 30, 2019, is as follows: Total salaries for benefit eligible staff \$7,663,312.62; Average Salary \$49,761.77; PEHP Annual Contribution 8% \$3,980.94; Monthly Contribution Per Employee \$331.75. (Tier Count 154)

FY 20 State Contributions for the Teachers' Retirement and Pension System Revised – We received the following information from Irene Padilla, Maryland State Librarian. In accordance with Section 21-308 of the State Personnel and Pensions Article of the Annotated Code of Maryland, State contributions for the teachers' Retirement System and the teachers' Pension System on behalf of the Libraries for fiscal year 2020 are \$17,974,104. For Harford, the State Public Library Appropriation for FY 20 is \$1,229,061, plus Reinvestment of Savings FY 20 \$55,974 for Total Public Library Appropriation FY 20 for Harford of \$1,285,035.

American Library Association – Ms. Hastler attended the Fall ALA Philanthropy Advisory Group meetings in Chicago on November 18-20. ALA arranged for committee members to participate in 2 days of meetings discussing the development and fundraising arm of the association. ALA paid for all expenses for the committee members including Ms. Hastler.

Tours – The County Administrator, Billy Boniface, and Director of Facilities and Operations, Erin Schaefer, visited the Edgewood, Joppa, and Fallston Branches with Ms. Hastler on November 21, 2019. Mr. Boniface is interested in developing a good understanding of the branch needs in terms of capital improvements in preparation for budget preparation. He has also recently visited the Aberdeen, Darlington, and Abingdon libraries in addition to earlier visits. The Library Facilities Master Plan (available on the library website) has been an excellent resource for establishing priorities.

Meetings & Presentations – October 2019

- 10/1 Harford Family House Partnership Meeting
- 10/2 Harford County Educational Foundation Meeting
- 10/2-10/4 MAPLA Meeting
- 10/4 Women of the Turf Exhibit, Reception, and Awards
- 10/7 MAPLA Conference Call
- 10/8 MLS Student Shadowing Day
- 10/9 EDAB Bus Tour
- 10/9 Library FY21 Capital Budget Presentation to Planning Advisory Board

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10/10 Harford Chamber Executive Committee Meeting
10/10 Phone Interview with WBAL Radio
10/10 Harford Most Beautiful Awards
10/11 Fox 45 Interview at Abingdon Library
10/11 Abingdon Library Grand Re-Opening Preview
10/15 Abingdon Library Grand Re-Opening
10/16 Harford County Commission on Disabilities Luncheon
10/17 Harford Community Action Agency Partnership Meeting
10/17 HCPS Customer Service Task Force Meeting
10/18 Maryland Humanities Board Meeting
10/21 GBCF Meeting
10/21 Harford Consortium Meeting
10/21 MAPLA Conference Call
10/23 Meeting with Mark Ring
10/23 BGE Telephone Interview for the Green Grant Article
10/24 Harford County Bar Foundation Meeting
10/26 CML Meeting
10/26-30 MASIE Conference

Marketing

General

- 100 projects completed by department.
- The HCPL social media audience & interaction continues to grow.
 - HCPL Main Facebook – 6,528 followers
 - Branch Facebook combined - 11,765 followers
 - HCPL Main Instagram - 458 followers
 - Branch Instagram combined - 2,534 followers
 - HCPL Main Twitter - 1,723 followers

Outreach & Events

- October 10... Book Talk at the Liriodendron
26 guests enjoyed an intimate HCPL staff-lead book discussion of recent best sellers, classic reads, and children's books. Participants were able to check out books after the event had concluded.
- October 11... Fox 45 Hometown Hotspot
Fox 45 broadcast live four times in the morning from the Abingdon Library. County Executive Glassman joined us for one of the spots and children with their parents also joined us for the shots of the Activity Room and Children's Area.
- October 11... Abingdon Library Grand Re-opening Private Event
By invitation only, over 80 guests enjoyed a private preview of the newly renovated Abingdon Library. Food by Water's Edge Catering, cocktails by Jim's Bottleworks and the opportunity put a personalized commemorative book plate in their favorite book delighted the guests.
- October 15... Abingdon Library Grand Re-opening Public Event
The newly renovated Abingdon Library re-opened with great fan fair. The community turned out to help with the "countdown" to the final minutes before the doors opened at 10 a.m. The morning featured the Emmorton Elementary School's fifth grade chorus, cheerleaders from Patterson Mill High School who were joined by "cheerleaders" from Brightview Avondell, Tales Jr., a scavenger hunt to win a commemorative Abingdon Library metal book mark. Over the course of the day, more than 3,330 customers visited Abingdon Library.
- October 16... Harford Community College & Harford Public School-College & Career Fair
Over 182 adult & teens visited the HCPL table to learn about careers at the Library.
- October 19... Harford County Inclusive Trick or Treat Event at Ripken Stadium
Nearly 500 children, teens, and adults stopped by the HCPL table to get their treats and learn more about the Library.

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- HCPL has partnered again with Harford County Government to support their annual Socktober Campaign by collecting socks, mittens, hats, and gloves to benefit Harford County homeless and veterans. Donations are being accepted at each branch and at Riverside through October 31.
- Branches participated in three community outreach events. Promotional items, along with resources/program information and Choose Civility Harford County items were distributed.

Press Releases Distributed

- October 2... “Summer Reading Challenge Completion Trophy Awards”
- October 8... “Abingdon Library Reopens October 15”
- October 11... “In Pursuit: The Hunt for the Beltway Snipers by Author David Reichenbaugh event”
- October 22... “The Stealing of the Wyeth Paintings by Author Bruce Mowday event”

Recent Articles and Mentions Received

- “One Maryland One Book Author Visit” – *Bel Air News & Views* – October 1 – *Harford County Living* – October 2 – *The Bargaineer* (online) – October 14 – *The Aegis*; *The Bargaineer* – October 18 – *Bel Air & Aberdeen Patch* – October 28
- “Summer Reading Challenge Winning Schools” – *Bel Air News & Views* – October 2
- “Summer Reading Challenge Completions” – *Aberdeen, Bel Air, Fallston & Havre de Grace Patch* – October 2 – *Harford County Living* – October 3 – *The Bargaineer* – October 11
- “SOCKtober Collection” – *The Bargaineer* (online) – October 7
- “Abingdon Library Reopens” – *The Daily Record* (online); *The Daily Record Afternoon Insider*; *Aberdeen, Bel Air, Fallston & Havre de Grace Patch* – October 8 – *The Daily Record*; *Harford County Living* – October 9 – *Bel Air News & Views*; *WBAL Radio* – October 10 – *The Bargaineer* ; *The Aegis*; *The Bargaineer* (online); *Fox 45/Hometown Hotspot* – October 11 – *The Aegis* (online) – October 15– *The Baltimore Sun* – October 16 – *The Aegis* – October 16
- “Author David Reichenbaugh Visit” – *Aberdeen, Bel Air, Fallston & Havre de Grace Patch* – October 11 – *Harford County Living* – October 14 – *Bel Air News & Views* – October 15 – *The Bargaineer* – October 18 – *The Aegis* – October 23 – *The Aegis* (online); *The Bargaineer* (online) – October 25– *Weekender* – October 24
- “New Sensory Room at Abingdon Library” – *The Bargaineer* (online) – October 17
- “Harford County Veterans Resource Fair” – *Aberdeen, Bel Air, Fallston & Havre de Grace Patch* – October 24
- “Harford Celebrates Employment of Citizens with Disabilities” – *Bel Air Patch* – October 24 – *The Bargaineer* (online) – October 25
- “Harford Community College Classes at Edgewood Library” – *The Aegis* (online) – October 25
- Police Blotter – *The Aegis* – October 16

Advertising

Print

- Resources to Support Children, Adults, and Families Ad – for Harford County Trauma Institute Annual Conference
- Winter Reading & Holiday Tea Ad – for Harford’s Heart

Radio

- Harford’s Edge on WAMD 970 AM – Show airs from 9-10 am on Fridays and is repeated on Saturday. The Library is the program sponsor and recent guests included:
 - 10/4... Author David Reichenbaugh - “In Pursuit: The Hunt for the Beltway Snipers”
 - 10/11... Harford Community College staff Lanell Patrick, Assistant Director for Development, Harford Community College; Jordan Williams, Event Coordinator & Gift Officer, HCC; Adam Fornwalt, Manager for Sports Information and Game Operations, HCC; Dimitrios Jelen-Joy, Head Men's Basketball Coach and Manager for Athletic, Compliance and Student Success - Fighting Owl Celebration Week
 - 10/18... replay of 10/11
 - 10/25... Bob Brown - Harford County Commission on Veteran’s Affairs and Veteran’s Resource Fair

Foundation

The next meeting of the HCPL Foundation Board of Directors will be November 26, 2019.

15th Annual HCPL Gala

This year's sold out Gala was hosted on Saturday, November 2 at the Abingdon Library. Over 700 guests were in attendance. Attendees enjoyed entertainment by the Mood Swings, karaoke by Iceman Entertainment, a Koto player from the Washington Koto Toho Society, virtual reality games compliments of HCPL, a Sake and Bourbon Bar sponsored by Beard's Hill Liquors, food stations by Water's Edge Catering, Sushi Bars by Matsuri Japanese Restaurant, decadent desserts by Klein's Shoprite, an assortment of coffee and tea by Coffee and tasty beverages by Jim's Bottleworks. The Foundation's fundraising efforts raised over \$100,000 which will support STREAM programming and other Library initiatives. We are grateful to our sponsors and community partners for their continuous and generous support! A special thank you to the 15th Annual Library Gala sponsors: 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, BGE, Headlining Sponsor – WebIXI, Rainbow International, Huether-McClelland Foundation, The Daily Record, Revolution, M&T Bank, 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, Harford Mutual, Keene Dodge, WSMT, Mark and Mary Hastler, Lockheed Martin, Comcast, Chesapeake Environmental, Absolute Investigative Services, Inc., 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, Upper Chesapeake Health System, Dex Imaging, Chesapeake Employers Insurance, Howard Bank, 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, Harford County Chamber of Commerce, Al & Gail Jackson, Sharon & Brian Lipford, SunTrust Bank, Mark & Pam DiBerardino, Town of Bel Air, Ivy Hill, Insurance Force, Homecoming Project, Inc., Frederick Ward Associates, Advanced Eye Care, Oak Contracting, Jessica Brockmeyer & James Sheehy, Crabby Axe Throwing, Wells Fargo Financial, Boyle Buick, RSM US LLP, Debbie's Main Concern, Boyle & Kahoe Real Estate, True Cycling Studio, Party Event Rentals, Inc., MNS Group.

Next year's Gala, *South Beach: An Evening in the Stacks* will be hosted on Saturday, November 7, 2020 at the Abingdon Library.

Holiday Tea

The Foundation will be hosting a Holiday Tea on Saturday, December 7 at the Abingdon Library. There will be two time slots; one in the morning from 10-11:30am (Sold Out) and one in the afternoon from 1:30-3pm (Space is limited). The cost will be \$5 per child and \$10 per adult. Registration is required and opened on November 7 and has been sold out. Families will enjoy ice skating on an indoor synthetic ice rink, a virtual trip to the North Pole, 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.

Statement of Financial Position as of September 30, 2019

Assets:	
.....	
Checking/Savings	\$ 703,054.28
Accounts Receivable	14,000.00
Total Current Assets:	\$ <u>717,054.28</u>
Liabilities & Equity:	
.....	
Accounts Payable	\$ 1,350.00
Other Liabilities	<u>24,550.52</u>

Total Current Liabilities: 25,900.52

Equity:

Temporarily Restricted Net Assets	240,905.69
Board Designated Net Assets	3,506.49
Unrestricted Net Assets	330,462.46
Net Income	<u>116,279.12</u>
Total Equity:	<u>691,153.76</u>

Total Liabilities & Equity \$ **717,054.28**

Cultural Arts Board

On October 7, 2019, Harford County Cultural Arts Board met and voted upon a number of recommendations. They included the following:

- Board officers for 2019-2020 for a one-year term of office:
 - Chuck Bowden, chairperson
 - Angie Sokolov, vice chairperson
 - Peter McCallum, recording secretary
- Three additional FY 20 Community Arts Development Grants applications were approved for grants, bringing the total number of grants to 24, for a total of \$99,465 in grants offered to the community.
 - General Operating Grant \$1,000.00 Aberdeen Room Archives and Museum, Inc.
 - General Operating Grant \$10,250.00 Havre de Grace Arts Collective
 - General Operating Grant \$1,000.00 Havre de Grace Maritime Museum, Inc.
 - General Operating Grant \$1,800.00 Linking All So Others Succeed (LASOS)
 - General Operating Grant \$1,000.00 The Arc Northern Chesapeake Region
 - General Operating Grant \$1,360.00 The SUCCESS Project
 - General Operating Grant \$6,000.00 The Trustees of Ladew Topiary Gardens
 - General Operating Grant \$4,330.00 Upper Chesapeake Chorus
 - Arts Programming Grant \$1,480.00 Bach Concert Series, Inc.
 - Arts Programming Grant \$5,500.00 Bel Air Recreation Committee
 - Arts Programming Grant \$10,560.00 Deer Creek Chorale, Inc.
 - Arts Programming Grant \$1,370.00 Friends of Jerusalem Mill, Inc.
 - Arts Programming Grant \$3,425.00 Harford Artists' Association
 - Arts Programming Grant \$3,770.00 Harford Ballet Company
 - Arts Programming Grant \$7,170.00 Harford Choral Society, Inc.
 - Arts Programming Grant \$6,370.00 Harford Community College
 - Arts Programming Grant \$2,050.00 Harford County MD Chapter of the Barbershop Harmony Society
 - Arts Programming Grant \$2,450.00 Joppatowne Recreation Council
 - Arts Programming Grant \$6,050.00 Maryland Center for the Visual and Performing Arts, Inc
 - Arts Programming Grant \$9,150.00 The Liriodendron Foundation, Inc.
 - Arts Programming Grant \$3,360.00 The Vestry of Deer Creek Parish
 - Arts Programming Grant \$6,700.00 Theatreworks Live Inc
 - Arts Programming Grant \$3,320.00 Town of Bel Air
- The following ten Harford Living Treasure nominations were presented and voted upon favorably to be forwarded to the Harford County Council (also included in October Board minutes):
 - Charles B. Anderson
 - Carol Bruce
 - Norma A. Lunsford Fickens
 - G. Edward Fielder

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- James Galbreath
- Thomas Wilson Galbreath, Jr. and Betsy Ann (Harkins) Galbreath
- Harry and Shirley Graves
- Cynthia P. Laurie
- Jesse Jerry Shank
- Joseph F. Snee Sr

ACTION ITEMS

Personnel Changes – November 2019

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

NEW HIRES:

None

PROMOTIONS:

None

OTHER CHANGES:

None

RETIREMENTS:

None

RESIGNATIONS/TERMINATIONS:

None

DISCIPLINARY ACTIONS:

None

LEAVE OF ABSENCE REQUESTS:

An employee has requested FMLA for self, from December 9, 2019 to March 9, 2020.

OPEN POSITIONS:

- **Assistant Branch Manager II – Adult Services**, Abingdon Branch, 37.5 hours per week. Posted internally/externally. Closing Date: September 29, 2019. Scheduling phone interviews.
- **Assistant Branch Manager II – Adult Services**, Bel Air Branch, 37.5 hours per week. Posted internally/externally. Closing Date: September 29, 2019. Scheduling phone interviews.
- **Assistant Branch Manager**, Edgewood Branch, 37.5 hours per week. Posted internally/externally. Closing Date: September 29, 2019. Scheduling phone interviews.
- **F&O Assistant**, Abingdon Branch, 28 hours per week. Posted internally/externally. Closing Date: September 12, 2019. Note – this position was originally 19 hours per week, Senior Staff approved to add 9 hours due to F&O staffing needs. Interviews held November 5, 2019. Conducting reference checks.
- **F&O Assistant**, Administrative Offices, 28 hours per week. Posted internally/externally. Closing Date: September 12, 2019. Note – this position was originally 19 hours per week, Senior Staff approved to add 9 hours due to F&O staffing needs. Interviews held November 5, 2019. Conducting reference checks.
- **F&O Assistant**, Bel Air Branch, 37.5 hours per week. Posted internally/externally. Closing Date: September 12, 2019. Interviews held November 5, 2019. Conducting reference checks.
 - **Human Resources Generalist**, Human Resources Department, Administrative Office, 37.5 hours per week. Posted internally/externally. Closing Date: September 29, 2019. Reviewing applications.
 - **Library Associate I/II – Adult Services**, Havre de Grace Branch, 37.5 hours per week. Posted internally/externally. Closing Date: November 12, 2019.

- **Library Associate I/II – Adult Services**, Whiteford Branch, 37.5 hours per week. Posted internally/externally. Closing Date: November 12, 2019.
- **Library Associate I/II – Children’s Services**, Edgewood Branch, 37.5 hours per week. Assessing position.
- **Library Associate I/II – Children’s Services**, Havre de Grace Branch, 37.5 hours per week. Assessing position.
- **Library Associate I/II – Teen Services**, Jarrettsville Branch, 37.5 hours per week. Posted internally/externally. Note – this position was previously designated as a Librarian, Senior Staff approved to change to Library Associate to expand applicant pool. Scheduling interviews.
- **Library Associate I/II**, Aberdeen Branch, 20 hours per week. Posted internally/externally. Closing Date: November 15, 2019.
- **Library Associate I/II**, Abingdon Branch, 15 hours per week.
- **Library Associate I/II**, Edgewood Branch, 15 hours per week.
- **Library Associate I/II**, Havre de Grace, 15 hours per week (2 Positions). Posted internally/externally. Closing Date: November 15, 2019.
- **Library Associate I/II**, Joppa Branch, 15 hours per week. Posted internally/externally. Closing Date: November 15, 2019.
- **Library Assistant II – Circulation**, Bel Air Branch, 37.5 hours per week. Posted internally/externally. Closing Date: September 29, 2019. Reviewing applications.
- **Library Assistant II – Circulation**, Havre de Grace Branch, 37.5 hours per week. Posted internally/externally. Closing Date: September 29, 2019. Reviewing applications.
- **Library Assistant II – Circulation**, Norrisville Branch, 37.5 hours per week. Posted internally/externally. Closing Date: September 29, 2019. Reviewing applications.
- **Library Assistant II – Circulation**, Whiteford Branch, 20 hours per week. Posted internally/externally. Closing Date: November 15, 2019.
- **Library Assistant I – Circulation**, Abingdon Branch, 15 hours per week. Posted internally/externally. Closing Date: November 22, 2019.
- **Library Assistant I – Circulation**, Fallston Branch, 15 hours per week (2 Positions). Posted internally/externally. Closing Date: November 22, 2019.
- **Library Assistant I – Circulation**, Bel Air Branch, 15 hours per week. Posted internally/externally. Closing Date: November 15, 2019.
- **Library Assistant I – Circulation**, Joppa Branch, 15 hours per week. Posted internally/externally. Closing Date: November 15, 2019.
- **Library Assistant I – Circulation**, Whiteford Branch, 15 hours per week. Posted internally/externally. Closing Date: November 22, 2019.
- **Purchasing Manager**, Administrative Office, 37.5 hours per week. Posted internally/externally. Closing Date: November 15, 2019.
- **Library Associate II – Materials**, Materials Management Department, Administrative Office, 37.5 hours per week. Assessing position.
- **Library Assistant II – Technical Services**, Technical Services Department, Administrative Office, 30 hours per week. Assessing position.
- **Page II**, Bel Air Branch, 18 hours per week. Assessing position.
- **Receiving & Processing Manager**, Administrative Office, 37.5 hours per week. Assessing position.
- **Coordinator – Children & Teen Services**, Administrative Office, 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 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.

MOTION: Motion by Mr. Adams seconded by Mr. Vido and carried by unanimous vote to approve the personnel changes for November 2019 as presented.

OLD BUSINESS

None

NEW BUSINESS

Approve Proposed FY2021 Operating Budget

Ms. Hastler provided an overview of the budget preparation process for the proposed FY2021 budgets. The proposed operating and capital budgets, are reviewed by the Board of Trustees Budget & Finance Committee, Board of Trustees Capital Improvement Committee and Board of Trustees HR Committee. Recommended adjustments are made, then the proposed budget is presented to the full Board for approval before being submitted to the County Executive and County Administration. HCPL submits the proposed budget with a cover letter to the County Executive. The County Executive's team may follow up with questions and additional information and then the County Executive announces the funding allocation that will be made to the library for the upcoming fiscal year. Ms. Hastler also noted that the preliminary budget request may change before March, since the plan is to request additional funding to address salary compression. If there are any changes to the proposed budget, it will again be presented to the Board for review and approval before the revised budget is sent to the County Executive.

Ms. Cogar reviewed the FY2021 proposed Operating and Capital Budgets, noting the 7% increase in County Appropriations, the majority of which would fund healthcare costs. The County estimates a 10% increase in healthcare costs in the upcoming fiscal year. HCPL is also requesting an increase for materials and for additional software support. The operating budget also reflects budget shifts to align the budget annual as usual.

Ms. Hastler reported that the library will be requesting wage parity from the county for salary increases. If the County allocates a salary increase to county employees, then library employees receive the same increase.

Mr. Allman noted that the first page of the proposed operating budget is the revenue request, the second page drills down on those requests, and the third page further expands on those budget categories. The Board would be voting on the first draft of the proposed budget at tonight's meeting as recommended by the Budget & Finance Sub-Committee.

Ms. Hastler further clarified that the County does not propose or determine line items in our budget and only approves the total local funding that we receive. It is under the Board's responsibilities to determine how that funding is allotted. Occasionally, a County Councilmember will request that HCPL use funding for a special purpose. We try to honor that request if possible, but we are not required to do so.

MOTION: Motion by Mr. Vido, seconded by Mr. Adams, and carried by unanimous vote to approve the FY21 Operating Budget as presented.

Approve Proposed FY2021 Capital Budget

Ms. Hastler provided a brief explanation of the process for the proposed FY2021 Capital Budget. Most of this funding now falls under the County's Capital Budget, so HCPL submits a list, mostly maintenance items. The County prioritizes the list based on the Library's Facilities Master Plan (available on the library website). This year, HCPL has requested additional funding to redesign Bel Air Library, build a new library in Darlington (has been requested in prior years), as well as increased funding for technology. Also on the list is funding for the mobile service vehicles. We are requesting funding to add a third vehicle to the fleet so it can be utilized when

the Rolling or Silver Readers are out of commission. We continue to request funding until we are able to make these updates.

Mr. Allman expressed curiosity on the process for soliciting bids for the redesign of Bel Air Library. Ms. Hastler shared that these are preliminary estimates based on conversations with the County, who advise the HCPL team on square footage and the cost of inflation (the cost of design for HAV plus the cost of inflation).

Mr. Allman noted that capital funding has typically been flat for as long as he could remember, so the possibility of receiving funding in the next fiscal year is exciting news.

MOTION: Motion by Mr. Vido, seconded by Ms. Martin, and carried by unanimous vote to approve the FY21 Capital Budget as presented.

BUSINESS FROM THE CHAIRPERSON

None

BUSINESS FROM BOARD MEMBERS

Dr. Allen recently attended a viewing of the new movie *Harriett*, and would like to recommend that HCPL add that to the list of possible programming at branches.

COMMENTS FROM THE PUBLIC

There were 25 members of the public that requested time to address the Board including current and former HCPL staff members, as well as a few community members. The speakers expressed concerns about the recent Compensation & Classification study and the proposed salary scale approved at the October 17 Board meeting. Each speaker was allowed to speak as long as needed, and Board members were given the opportunity to ask clarifying questions following each speaker. Several Board members asked for clarifying information about how the changes to specific salary grades impacted individual employees present at the meeting.

Mr. Allman noted he would ensure that Judge Hazlett, Chair of the Board’s Human Resources Committee, would have a chance to review all public comments since she was absent from tonight’s meeting. Mr. Allman also requested that speakers leave copies of their comments or supporting documentation with him, so they could be shared with all Board members.

Ms. Karen Hagerman, Library retiree, shared her concerns about the recent study and specifically its impact on the Library Associate position. She noted her belief that Library Associates were the staff group hardest hit by the results of the study, and that they are professionals not the equivalent of retail clerks. She also stated that it’s unconscionable for the study to demote Library Associates by grade and by title. Ms. Hagerman expressed that, in her opinion, the salaries of staff at the higher end of the salary scale were set to receive a disproportionately large salary increase in comparison to the staff on the lower end of the scale, given that this is a nonprofit organization. She asked whether the library had to contractually accept the results of the study or if they could tweak the results for the organization. She stated that the results of the study weren’t a “mandate from God” and felt certain that it could be changed. Ms. Hagerman asked whether the Board would reconsider their previous approval of the study and its implementation, to review the results of the study and adjust it for this organization. Ms. Hagerman noted that she was not “in cahoots with anyone,” not at the meeting representing anyone, and was asking this question for herself.

Ms. Michele Louderback, current staff member, addressed the Board from a prepared speech. She thanked the Board for being here and giving their time and talents to the library. She noted that she received a fair adjustment to her salary based on her own individual market research, and was not adversely affected. Ms. Louderback spoke about low staff morale in response to Judge Hazlett’s comments at the recent Staff Day. She noted that some staff felt reprimanded and also heard the invitation extended by Judge Hazlett on behalf of the Board, for staff

to address the Board at an upcoming meeting. She also stated that some staff “are fearful of the consequences” of speaking at a Board meeting. Ms. Louderback spoke about a specific position that had been vacant for some time. She asked the Board to consider the length of time positions are vacant as a possible reason for low staff morale. She also noted that several valuable HR programs were cut several years ago, including mentoring, the wellness program, and basic and experienced supervisory training. Ms. Louderback noted these programs help employees feel valued and have an impact on staff morale, and that during times of budget constraints, “where raises are minimal or non-existent,” it’s crucial staff feel valued in non-monetary ways. Ms. Louderback noted there were other examples of how “morale has been negatively impacted over the past few years,” and invited Board members to meet with staff. Mr. Allman thanked Ms. Louderback and shared that Judge Hazlett was absent from the meeting due to a teaching obligation. He also noted that the Executive Committee has had lots of conversations and are glad that staff attended the meeting tonight to share their thoughts. Mr. Allman noted that he will ensure Board members absent from tonight’s meeting have an opportunity to review staff comments.

Ms. Andrea Pentz, current staff member, noted that she was speaking both for herself and on behalf of some staff about the growing concerns with morale, raises, the recent compensation and classification study, and more. She also thanked the Board for taking time to be here, and senior management for listening to staff concerns. Ms. Pentz noted that she spoke on behalf of the Facilities Department. Ms. Pentz shared her concerns about salary increases, wage parity, healthcare costs, morale, and the process used to complete the recent salary study. She stated that “staff have gone years without raises which comes to about a 20% loss of salary for those of us that have been here a while.” She shared her concerns about changes to the salary grade and titles for Facilities Department positions as well as changes to her own position. She stated that the new salary range had been posted but job descriptions had not, and that staff were invited to attend a presentation by the study consultants to address the changes made and provide an opportunity to ask questions. She expressed her belief that the session led to an impression that a large variety of staff are not cared for or viewed as important in the eyes of senior management. She also noted that staff spent time completing a Job Analysis Questionnaire and that she believed that would lead to staff being moved into “correct” pay grades. Ms. Pentz noted that the Facilities & Operations Assistant position was given a new title of Custodian, which she believed to be a “first strike in the confidence of staff members by changing their title.” She noted that those positions, along with other positions, were lowered by two salary grades, although she did not mention that two salary grades were actually eliminated from the salary scale itself. Ms. Pentz also noted her belief that the results of the study would only benefit the positions at the upper end of the salary range, allowing only those positions to acquire the right people, increase the ability of current staff to be flexible and responsive, and enhance development and growth, as identified in the new HCPL strategic plan. Ms. Pentz shared her belief that these issues impact staff overall wellbeing and morale. She stated that “we don’t know what is being asked of us which means we can’t even work together to accomplish our library goals.” She also noted that staff work together very well and stated that “we get the job done despite less staff and more work being asked of us.” Ms. Pentz asked that the Board and senior management show authentic appreciation of staff by providing accurate salaries, benefits, good communication, and make the staff a priority.

Ms. Irene Whalen, current staff member, shared her concerns about the morale of staff. She noted that the title Library Assistant meant a lot to her since that tells the world she works for the library system, and changing the position title to Customer Service is demeaning.

Ms. Brenda Kinzinger, a Havre de Grace resident and employee of the Baltimore County Public Library (BCPL), shared her concern that several salaries appeared to be higher than in the Baltimore County Public Library system in which she works, including the CEO and COO, although HCPL is a smaller library system. She stated “that makes no sense at all to me. I mean, I live in Harford County. I know it’s a smaller county and it just bothers me, this is a nonprofit.” Ms. Kinzinger expressed concern about the disproportionate increase in salaries between the lower and higher end of the pay scale. She requested an explanation to justify salary increases to taxpayers. She asked “is that explained in the survey or when it’s submitted to the County Council, we have an opportunity to actually hear why that would be an increase?” Ms. Hastler asked if the BCPL salary scale included the range for COO and CEO and if that was on what she was basing the comparison. Ms. Kinzinger said that BCPL did not include a salary range for either the COO or CEO on the salary scale.

Ms. Deborah Nakayama, current staff member, shared her concern that the mid-point of the salary range seemed unreachable regardless of tenure, and that staff hadn't received raises recently. When asked by Mr. Allman, Ms. Hastler confirmed that staff received an increase in this fiscal year as part of the wage parity agreement with the County. Additional increases in this fiscal year were not possible since funding did not support them.

Ms. Jennifer Fesche, current staff member, noted that she has been with the library system for 17 years and that her department has gone from 6 full-time positions to 3 full-time positions during that time. She shared a list of some of the duties completed by those positions, including the type of books she selects for purchase. She expressed concern that similar positions are paid at different levels within the same department. Ms. Hastler clarified that certain positions have additional educational requirements, such as Librarian, which require a Master of Library and Information Services (MLIS) degree. Ms. Hastler further explained that as a learning institution and a public library, we respect those that have the MLIS/MLS degree. Ms. Hastler also noted that the library provides opportunities for professional development, including tuition reimbursement, and that staff are encouraged to pursue those opportunities.

Ms. Suzy Vogtman, current staff member, spent some time sharing her personal history and reasons for pursuing employment at the library. She stated that she is "living the dream," loves her job, the staff, and library customers. Ms. Vogtman also shared that seeing coworkers leave the system was heartbreaking and a concern regarding staff morale. Mr. Allman stated that, on behalf of the entire Board, they acknowledge the concerns expressed regarding the dissatisfaction of some staff members.

Ms. Margaret Polischeck, current staff member, shared that an increase in job responsibilities has contributed to a decline in staff morale. She listed several of her job duties, stating that some staff become overburdened when others are doing outreach. She shared that some staff "feel disrespected, now things are micromanaged, they are sort of cut off when they're trying to contribute in meetings and so forth. We have this campaign of Choose Civility and yet it isn't always practiced." She also noted that staff working together in branches practice civility and stated that "we're all in this together," requesting that the Board "take time to hear what we're saying."

Ms. Chris Depkin, current staff member, suggested that an email account be setup for employees to submit their comments, questions, and concerns, since there were so many comments being shared. Mr. Allman noted that as a public body the Board conducts its business in a public forum under the Maryland Open Meetings Law, and discussion of these types of issues are discussed in an open session.

Ms. Megan Baker, current staff member, read from a prepared speech. She shared her dissatisfaction and disappointment with the recent study. Ms. Baker stated that "the manner in which these updates were communicated was handled very poorly." She also shared that several positions have been vacant, and that some staff in her department had taken on additional responsibilities, including her supervisor. She noted that her position, which assists with those extra duties, had been moved down a grade and that she didn't understand why. She noted that, although no staff member's salary had been negatively affected, earning potential for certain positions had been limited. Ms. Baker also expressed concern about the number of vacant positions within several departments. She requested the Board delay implementation of the previously approved salary scale to allow for further discussion and consideration.

Ms. Kelly Mills, current staff member, provided the Board with a chart she made highlighting the differences between the current salary scale and the salary scale approved at the October Board meeting. She spent several minutes highlighting some of the differences with regard to her position. Ms. Mills also expressed concern about the length of time needed for staff to reach the mid-point of each salary grade, noting that the salary increase provided annually was the only way to move through the salary grade. She stated that "we have not seen the study, we had a summary presented to us and I think that it's possible that there are some flaws in the study. That the business world understands the value of the words executive and senior and manager, and associate and assistant don't hold a lot of value."

Ms. Mitzi Jackson, current staff member, expressed her unhappiness with the results of the study and the change in her position title. She shared that she has reached the top of her salary grade and can't go any higher. She also

stated that “to be called a Customer Service Representative is like a slap in the face. I’m sorry, I work for the library.”

Ms. Gail Isenock, current staff member, noted that salary increases are always given as a percentage increase. She suggested that providing a flat amount of money to each staff member would be an alternative to consider in the future, and may help build morale “to feel like we were all in it together.”

Ms. Loretta Staal, current staff member, shared her concern about the placement of several positions on the new salary scale, specifically, those of the staff members she supervises as well as her own position. She spent some time highlighting some of the duties of those positions and the reason she felt that similar positions should be paid at the same rate regardless of the higher educational requirement of the Librarian position she created three years ago. She also expressed her frustration regarding the decisions involved in identifying which staff members are eligible to receive annual salary increases. Ms. Staal requested the Board review the results of the study with regard to her department. She stated that “it’s just unconscionable and I really think that the cataloging staff as a whole should be stepped up because of what we do.”

Ms. Shannon McElroy, current staff member, shared her concern that several positions have had their earning potential decreased. She stated that “the majority of your employees have had their earning potential decreased, not any negative to the bottom line today, but the overall earning potential.” She expressed curiosity about the information provided to the Board when they made the decision to approve its results, and requested the Board review the information again and make other recommendations.

Mr. Ron Holland, current staff member, asked whether the Board legally had to accept the recommendations of the consultants used in the study. Mr. Allman noted that the recommendations had been presented, discussed, and approved at the October Board meeting. He noted that after all public comments had been heard, the Board would have some discussion about the comments heard tonight and how to move forward.

An unidentified audience member thanked the Board for listening to the public comments this evening, and requested that the Board consider pay compression when reviewing the salary scale.

Mr. Allman noted that the minutes from the October Board meeting were posted on the website if anyone would like to review the consideration put into the issue thus far. The proposed salary scale was thoroughly reviewed by both the Board HR Committee and approved for full Board approval. Mr. Allman expressed his appreciation for the quality of meeting minutes completed by Ms. Button. He noted that the minutes thoroughly captured the discussion following the HR committee and Board meetings. Mr. Allman also noted that Judge Hazlett was instrumental in working on this project, many questions were answered about how and why this study was completed, and the recommendations of the consultants thoroughly reviewed. Ms. Martin thanked each member of the public for attending tonight’s meeting and for sharing their concerns. Dr. Allen noted that he wasn’t present at last month’s meeting and missed the discussion regarding the study. He asked whether the results were presented to staff before being presented to the Board for a vote. Ms. Hastler explained that the process began when all staff completed individual job analysis questionnaires about a year and a half ago, which were submitted to the consultants. Having received the results of the study, the process requires Board approval before implementation and presentation to staff. Ms. Hastler noted that an update on the status of the study was presented at the most recent Administrative Council meeting in October, attended by supervisors and managers. Ms. Button shared, from the October 22, 2019 meeting agenda, that staff were updated on the structure of the scale, the total cost to implement it, the salary range, effective date, and the recommendation to increase salaries of staff that fell below the minimum. Seventy-five employees were due to receive an increase in mid-December under the approved salary scale that the Board approved in October. Dr. Allen recommended that this be referred back to the Board HR Committee before moving forward. Mr. Allman asked what impact that would have on the processes that have been put into place to implement the current plan on December 15. Mr. Ross noted that it would impact those staff (75) that were scheduled to receive a salary increase on December 15 to bring them up to the new minimum for their grade. Mr. Vido expressed his thanks for those who spoke this evening.

Mr. Allman recognized several members of the public that wanted an additional opportunity to speak.

Ms. Michele Louderback, a staff member, asked whether staff members would be allowed to review some of the documentation provided to and received from the consultants. She noted that “there’s the question of could we see what was actually submitted to the company,” and noted a concern that perhaps supervisors had changed the content of the job analysis questionnaires completed by all staff and reviewed by supervisors. Ms. Jennifer Perdomo, staff member, echoed this request and noted that this information should be available to staff. She stated “we are being told that this is a fair wage. If this is a fair wage there is no reason we can’t see that information because that should support what is being said.”

Ms. Shelley Dolan, staff member, requested clarification on an element of the process involved in the study. She expressed her surprise that no member of the consultant’s team had requested clarification on any job analysis questionnaires submitted by her department.

Ms. Jennifer Ralston, staff member, noted that some job responsibilities have changed since the job analysis questionnaire was originally completed, and expressed her belief that it was impacting staff morale.

Mr. Allman thanked the additional staff members for the comments. He also noted that several members of the public recorded tonight’s meeting and asked that they use discretion in whatever they intended for its use. He clarified that the recordings not be shared on social media. When asked by a member of the public, Mr. Allman explained that audio recordings of all Board meetings are used for creation of meeting minutes.

MOTION: Motion by Mr. Adams, seconded by Dr. Allen and approved by unanimous vote to suspend the approval of the compensation and classification study for now, delay its implementation, and refer it back to the Human Resources Committee for further discussion before bringing it back to the Board at the January meeting.

ADJOURNMENT OF PUBLIC MEETING

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

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

Maryland Open Meetings Act § 3-305

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

(1) discuss:

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

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

MOTION: Motion by Ms. Martin, seconded by Mr. Adams 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 8:56 PM.