

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

VIRTUAL MEETING MINUTES

September 17, 2020

Present: Dwayne Adams, William B. Allen, Alex M. Allman, Kenneth R. Avery, Honorable Susan H. Hazlett, Taryn J. Martin, Durbin Vido, Carol Wright, and CEO Mary L. Hastler, and Jennifer Button

Absent: Trustee Nancy Brown and County Councilman Chad R. Shrodes

CALL TO ORDER

Chairperson Alex Allman called the virtual meeting of the Harford County Public Library Board of Trustees to order at 6:35 PM.

CHANGES TO THE AGENDA

There were no changes to the agenda.

PRESENTATIONS/RECOGNITIONS

There were no presentations/recognitions.

APPROVAL OF CONSENT AGENDA

Mr. Allman read the list of items included in the Consent Agenda for the record, including:

- Approval of July 16, 2020 Board Meeting Minutes
- Statistical Report – July through August 2020
- Programming Report – July through August 2020

All voting Board members had the opportunity to review Consent Agenda items in advance of this evening's Board meeting.

MOTION: Motion by Dr. Allen, seconded by Mr. Vido and approved by unanimous vote to approve the Consent Agenda as presented.

COMMITTEE REPORTS

OPEB Trust Committee – Mr. Allman

The committee did not meet.

Budget & Finance Committee - Mr. Vido

The committee did not meet.

Mr. Vido read the Treasurer's Report. The Treasurer's Report was prepared by Kathy Cogar, Chief Financial Officer. Operating expenditures for the two months ending August 31, 2020 were within the annual FY2021 budget. Revenues are \$3.36 million and expenditures are \$3.31 million. Revenue from operations is under budget as the Library has temporarily suspended the collection of fines and the branches have not allowed

customers inside to print, make copies, or get passports. A detailed budget was submitted for review. There were no questions or comments regarding the Treasurer's Report.

Executive Committee - Mr. Allman

The committee did not meet.

Capital Improvements Committee - Mr. Allman

The committee did not meet.

Human Resources Committee – Judge Hazlett

The committee did not meet.

Foundation Committee – Ms. Martin

The committee did not meet. The Foundation Audit for FY 2020 was completed and submitted on time to the Library for inclusion in the Library Annual Audit for FY 2020.

CEO REPORT

Building Projects

Abingdon HVAC Replacement Project – The Maryland State Library notified the library that the application for \$120,000 County Library Capital Grant Program for HVAC Replacement was approved for FY 2020 and extended into fiscal year 2021. The County provides matching funds for the remaining cost of the project. The County held its first meeting with a design vendor during the first week of October 2019, the bid was advertised and closed on June 3, 2020. The bid was submitted to the Board of Estimates for approval on June 16th. The BOE approved the County Department of Public Works request for the procurement of five rooftop units for the library estimated for \$862,250. The contract was awarded to RF Warder of White Marsh, MD, in the amount of \$681,082. Completion is estimated to take 120 days after delivery which is expected to be late November/December 2020.

Bel Air – The branch is the busiest branch in the system with approximately 27% of total activity (circulation, walk-ins, programming and attendance). It was last renovated/built in the mid-1990 and overdue for a refresh. The library is working with the county on a space assessment and also exploring the possibility of incorporating some of the Administrative functions in the building. Library space is designed with flexibility and adaptability for future technology and needs. During this time of exploring options, the library will continue to maintain the appearance and functionality of the building to include small refresh projects in the meeting room, stairwells, and more. A meeting was held in February 202 with the County to begin preliminary planning for future space use. A consultant was interviewed and selected by both the County and Library on May 28th and we will be working with Colimore/HBM to design the space. The County issued a P.O. in the amount of \$28,839 for the project. Colimore recently completed the Abingdon window project and HBM completed the Library Facilities Master Plan.

In the meantime, Bel Air's meeting room is getting a small facelift – new paint and doors added to the storage areas. The hand rails for the stairs throughout the building are also being replaced.

Darlington Library – The County settled on the new property located at 3535 Conowingo Road in April 2020 and the consultants Colimore/HBM will be leading the renovation and overall improvements to this facility. Purchase price was \$812,000 and the Library Foundation contributed \$300,000. We are working with the County on the future of the existing modular and historic building.

Edgewood – The parking lot fixtures have been re-lamped with LED fixtures. New outdoor benches just arrived and will be installed in the coming week.

Fallston – We are waiting on confirmation from the County for a start date to resurface the parking lot. The projected start date is the week of September 21st. The branch will need to close for approximately 3-5 days for the work to be done pending weather conditions.

Havre de Grace – The installation of the sound attenuating panels was delayed until the ceiling issue was resolved and is now moving forward under the County’s direction. The bids were due to the County on September 9th and the bid opening held on September 10th at 1:30PM. The bids came in higher than anticipated.

Jarrettsville – The moisture at the front entrance is causing the deterioration of the threshold. The County is in the process of getting bids for the project and will oversee the repair once a vendor is selected. The parking lot fixtures have been re-lamped with LED fixtures.

Joppa – We are waiting on confirmation from the County for a start date to resurface the parking lot. The projected start date is the week of September 21st. The branch will need to close for approximately two-three days for the work to be done pending weather conditions.

Small Facility Projects:

Abingdon – Permanent signage for the branch collection is underway. We are also working to replace the left-hand side of the curtain blind motor and replace one defective bollard. An electrical short in the wires to the bollards was also recently repaired.

Service Delivery Update – The Library launched Grab and Go service on June 8th. Customers make appointments to pick up their materials at either a drive thru window or front door. It is contactless and all materials are packaged in brown paper bags. In addition, the library brought back live reference service, or as we call it Retro Chic reference service. Monday through Friday, 10 a.m., to 6 p.m., customers may call any library branch and a live reference person will answer. Our wonderful library staff will browse the shelves for customers, answer reference questions and more. We are continuing to expand services offered as we work through the service model.

The library launched contactless printing in August and customers may request 20 pages free for pickup at any of the 11 branches. This has been heavily used by teachers and local businesses. In addition, we are continuing to waive overdue fines until the end of the calendar year and will assess as our new business model continues.

We are preparing for the next stage of reentry with customers entering the buildings. The Harford County Public library is under the Senior Center directives for COVID and the Governor continues to mandate closure. In spite of that, we have made every effort to provide the same level of service and access to resources through contactless delivery. Staff continue to have staggered scheduling and we have implemented many safety and wellness measures to do our best to minimize risk. In preparation for allowing visitors inside the buildings, we are planning safe physical distancing, limited time spent in the building, and exploring the possibility of scheduling appointments to manage capacity levels. Programming will continue virtually and no group events or activities permitted. The Library is in planning adding contactless service hours on Saturday beginning October 3, 10 a.m., to 3 p.m.

Food Pantry - The Library is partnering with the Harford Community Action Agency to provide a mobile food pantry this fall at several locations: Aberdeen Library, Edgewood Library, Joppa Library and Havre de Grace. The vans provide 100 bags of non-perishable items in a backpack at each location on Mondays beginning September 14 through December at alternate locations.

Wi-Fi Expansion – The Library completed the expansion of Wi-Fi beyond the borders of our parking lots. This enables a much broader range and strong signal for our customers. The county Department of Parks & Rec provided three picnic tables for each location for the duration of the summer to provide outdoor seating while practicing safe physical distancing.

In addition, we have been awarded a \$30,589 competitive grant from the Maryland State Library, Maryland LSTA Grant (IMLS) for FY 2021 to implement our project, Islands of Connectivity—Creating Equitable Internet Access in Harford County. This grant enables the library to purchase five remote broadband kits consisting of Ubifi internet gateways, an external LTE-antenna, Meraki MR86 external access points, two pairs of Meraki long-range antennas, cabling and mounting brackets. We will also purchase five years of Ubifi LTE-based internet service and five years of Meraki service and support for each site. We will coordinate with our vendors to install, configure, and maintain the equipment at the five partner locations. We are piloting the first install of the equipment at the new Darlington location on Conowingo Road and then moving forward with five permanent locations, working closely with Councilman Chad Shrodes on identifying partner sites in the northern part of the county internet deserts.

Board of Trustee Search Update – The Executive Committee of the Board interviewed candidates to fill two Trustee openings and a Student Representative. The first set of interviews were held on Tuesday, July 14, 2020, and a second set of interviews were held on Thursday, July 23rd. One candidate was recommended for a Trustee opening and one candidate selected for Student Representative. Both names were forwarded to the County Executive for consideration. If approved, the names will be presented at an upcoming County Council meeting for confirmation.

Subpoena

The Sheriff's Department submitted a subpoena on September 9, 2020, for specific information on Wifi usage at one of our branches on a specific date for a specific time period (4 a.m., to 5 p.m.). The library complied with the subpoena and informed the Board Chair and County Library attorney.

Back to School Support – We created a team to discuss current educational resources offered by HCPL and identify additional ways we can support our community of learners, birth through adult education. A pop-up survey was posted on our website and social media outlets beginning August 18 through September 4, to collect information on the type of resources, services and support that our students, families and educators need to be successful in the new learning environment. The information collected will be used to help identify gaps in library resources and services, guidance for new initiatives, and more. It aligns with our Strategic Plan. In addition, we are launching a marketing campaign to spread the word of our available resources and services including our learning kits that support STREAM for pre-k through middle school.

Ms. Hastler also noted that HCPL is currently working in partnership with Harford County Public Schools to allow student ID numbers to be used in lieu of library cards to access HCPL's digital virtual resources remotely. Dr. Allen asked whether there were any privacy concerns involved with the school system providing HCPL with that information. Ms. Hastler assured Dr. Allen that the Memo of Understanding required would be reviewed by the legal department of both entities, and that HCPL would uphold the privacy of our customers as is our policy.

Graphic Design USA Inhouse Design Award – The Library is thrilled to be a recipient of the Graphic Design USA (GDUSA) Inhouse Design Award for the 2020 Winter Reading Program, We Love to Read a Latte. It is the second GDUSA Inhouse Design award that we have received and the first was in 2018 for the system wide branding campaign, Come In, We're Awesome! The Award honors the work of in-house creative departments in businesses across the country. More than 6,000 entries were received, and the top 10 percent were selected as winners. It is the premier national showcase for in-house graphic design and provides a unique opportunity for design teams to be recognized for the special challenges they face and the value they bring to the institutions they serve. Congratulations to our Marketing Team!

CQI Renewal – The Library is in the process of renewing our agreement with CQI Associates, LLC Energy & Sustainability Management Consultants who go out to the market to acquire competitive rates for our utilities. This is a benefit offered through our Harford County Chamber membership and we realize true savings by being one of their clients.

Programming and Events

Board Meeting Minutes – September 17, 2020

It was a very exciting summer for our Living History Series. The three programs included talks by Elizabeth Cady Stanton, Jane Austen and a performance by George Harry's Son with Gavin Pring (George Harrison). They were very well received. Our Virtual Story Times continue to be popular. They cover topics from A to Z: All Sorts of Animals to the Zoo. Storyteller Donna Washington provided us with two special performances of Folklore and Scary Tales. Through seven episodes, Chesapeake Therapeutic Riding introduced our customers to their world of horses and the work they accomplish for the community.

FilmThis 2020 went virtual this year. Everyone appreciated viewing the film clips, voting for the People's Choice and congratulating the winners through the comfort of their homes. Our first Dungeons and Dragons occurred to the delight of teens.

Virtual Book Discussions are being held on a regular schedule.

Though not virtual, the Take and Make activities distributed by all branches are extremely popular. Activities included Children's Clothespin Shark and Jellyfish Craft, Teen Friendship Bracelets and Pipe Cleaner Coasters, and Adult Beaded Necklaces. We had something for everyone.

Both staff and customers have become accustomed to the virtual world.

September is Recovery Month and we are partnering with Harford County Government and other agencies to promote services and resources available throughout the county. The Abingdon Library and Bel Air Library are lit up in purple for the month.

Meetings & Presentations

August 2020

- 8/5 Weekly Pandemic Update Conference Call
- 8/5 MD Libraries Learning from Home Virtual Meeting
- 8/5 Golden Apple Virtual Award Celebration
- 8/5 Harford County Public Library Weekly Implementation Conference Call Retiree Benefits UHC
- 8/5 HCPL Virtual Program: Jane Austen
- 8/6 Foundation Gala Meeting
- 8/6 Harford Chamber Virtual Military Appreciation
- 8/6 Lincoln Financial Quarterly Retirement Plan Review
- 8/6 Virtual Fundraising Gala and Auction Webinar
- 8/7 RUMP Virtual Meeting
- 8/11 MD Humanities D&G Committee Virtual Meeting
- 8/11 Bel Air Library Project Discussion
- 8/11 HCPL Virtual Program: Elizabeth Cady Stanton
- 8/12 Harford County Education Foundation Virtual Board Meeting
- 8/12 Abingdon Library HVAC Pre-Construction Virtual Meeting
- 8/12 ALA Philanthropy Advisory Group PPP Committee Virtual Meeting
- 8/12 Harford County Public Library Weekly Implementation Call Retiree Health Benefits UHC
- 8/13 CapiraReady OCLC Webinar
- 8/14 HCPL Virtual Programming: Film This!
- 8/18 The Daily Record Virtual Women's Summit
- 8/19 Weekly Pandemic Update Conference Call
- 8/19 MD Humanities Virtual Meeting
- 8/19 Harford County Public Library Weekly Implementation Call Retiree Benefits UHC
- 8/24 PLA Budget & Finance Committee Virtual Meeting
- 8/25 Harford County Investment Committee Meeting
- 8/26 Maryland Women's Commission, Women's Centennial Summit

July 2020

Board Meeting Minutes – September 17, 2020

- 7/1 MSL Competitive Grant Discussion
- 7/2 Foundation Gala Meeting
- 7/6 Compass Meeting with State Comptroller Peter Franchot
- 7/7 Weekly Expanded Administrative Council Meeting
- 7/8 Harford County Education Foundation Board
- 7/8 Harford County bi-weekly COVID-19 Conference Call
- 7/10 Healthy Harford Board
- 7/13 Presentation on Choose Civility and the Library – Boys to Men Summer Work Program
- 7/13 Baltimore Sun Interview
- 7/14 HCPL OPEB Trust Annual Meeting
- 7/14 Foundation Gala Sponsorship Meeting
- 7/14 Weekly Expanded Administrative Council Meeting
- 7/14 Trustee Interviews for Board of Trustees
- 7/15 Economic Development Advisory Board
- 7/15 MPT PSA Taping/Interview
- 7/15 United Healthcare Weekly Implementation Conference Call
- 7/16 Southern Rotary Meeting with Councilman Andrea Johnson
- 7/16 Board of Trustees
- 7/16 HCPS Parent Academy Virtual Town Hall
- 7/17 Masie Empathy Webinar
- 7/20 Library Foundation Executive Committee
- 7/20 American Library Association Development Office Staff Virtual Retreat – Presentation
- 7/20 Ibram X. Kendi on “How to Be an Antiracist” Event
- 7/22 Harford County bi-Weekly Pandemic Update Conference Call
- 7/22 HCPL Retiree Health Benefits Weekly Implementation Conference Call
- 7/23 ALA Philanthropy Advisory Group Conference Call
- 7/27 Harford County Chamber Chat Interview on WHGM
- 7/27 The Daily Record Top 100 Women 25th Anniversary Awards
- 7/27 Women’s Commission Virtual Meeting
- 7/28 HCC Community Think Tank Session
- 7/28 De-escalating Difficult COVID-19 Customer Behavior Webinar
- 7/28 eBook Consortium Meeting
- 7/28 Library Live Performance – George Harry’s Son – Introduction
- 7/29 State Stats Check-in Meeting
- 7/29 HCPL Retiree Health Benefits Implementation Conference Call
- 7/30 Maryland Women’s Commission Discussion on the Current State of Child Care
- 7/30 Southern Harford County Rotary Virtual Meeting

Marketing

General

- 92 projects completed by department.
- The HCPL social media audience & interaction continues to grow.
 - HCPL Main Facebook – 7,320 followers
 - Branch Facebook combined – 13,622 followers
 - HCPL Main Instagram – 1,031 followers
 - Branch Instagram combined – 3,796 followers
 - HCPL Main Twitter – 1,810 followers
 - HCPL Main LinkedIn – 437 followers
 - HCPL Weekly Newsletter – 38,797 contacts/31,782 subscribers

July 20 – Author Event: Ibram X. Kendi, *How to be an Antiracist*

- Harford County Public Library, along with public libraries throughout Maryland, brought this program to our customers.
- This was a partnership with Prince George's County Memorial Library.

Board Meeting Minutes – September 17, 2020

- Aired *live* via Crowdcast, streamed live on PGCML YouTube, Twitter, Facebook channels.
- Over 228,000 live views from across the world with over 440 Harford County Public Library customers registered for this event.

July 28 - Living History: George Harry's Son Concert

- Aired *live* via Zoom, streamed live via Restream to YouTube, Twitter, and Facebook.
- Video available on HCPLonline.org for two weeks after initial airing of the show.
- Total views of both live and two weeks after was 657.
- Gavin Pring, a Liverpool native, and current member of the well-known California Beatles Tribute band The Fab Four presented a live concert and Q&A afterwards.

August 5 - Living History: Jane Austen

- Aired *live* via Zoom, streamed live via Restream to YouTube, Twitter, and Facebook.
- Video available on HCPLonline.org for two weeks after initial airing of the show.
- Total views of both live and two weeks after was 246.
- Playwright and actress Laura Rocklyn portrayed Jane Austen, with discussion and Q&A about Regency deportment and etiquette.

August 11 - Living History: Elizabeth Cady Stanton

- Aired *live* via Zoom, streamed live via Restream to YouTube, Twitter, and Facebook.
- Video available on HCPLonline.org for 24 hours after initial airing of the show.
- Total views of both live and two weeks after was 162.
- Award-winning actress and Smithsonian scholar Mary Ann Jung appeared as Stanton in this fun historical show about this largely forgotten woman with Q & A.

August 14 - Virtual Film This!

- Aired *taped* via Zoom, streamed simultaneously on YouTube, Twitter, and Facebook.
- Video has been available on HCPLonline.org for viewing.
- Total views of 189.
- We rolled out the virtual red carpet for a screening of the Top 15 HCPL "Film This" student book trailer contest entries. The top three winners were announced as well as the People's Choice Award winner.

August 20 and August 27 - Booked For Lunch: A Virtual Book Discussion Group

- Both aired *live* via Zoom with more planned for September and beyond.
- 18 attendees at both events combined.

August 27 - Virtual D&D - High School Introductory Session

- Held *live* via Discord.
- 5 team participants.

June 8 – September 7 - Summer Reading Virtual Adventure 2020 for all Ages

- We saw over 3,300 participants.
- Adults were added to this summer's age group and they comprised a little over 1,000 of the participants with K-5 comprising over 1,300 registrants.
- In the face of COVID, the SRC program became completely virtual this year.
- This included everything from registration to reading logs, to missions, to goals, to programs, to presenters, to certificates of completion.
- A new page was created on HCPLonline.org; *HCLP Universe* and this is where all SRC programs and presenters were found.
- All registration took place on the ReadSquared platform either directly by the customer or with the assistance of HCPL staff (if no Wi-Fi is available to them).

Other programming and presenters for 2020 Summer Reading Challenge:

- (32) HCPL Original Story Times *taped* presentations: over 7,000 views
- (7) Chesapeake Therapeutic Riding *taped* learning on the farm presentations: nearly 800 views
- (3) Virtual Concerts *taped* with HCPL's Mr. John: over 320 views
- (2) Donna Washington Storyteller *taped* presentations: over 1,000 views
- (1) ScienceTellers *taped* presentation: nearly 600 views

Press Releases Distributed

- *Erica Gross Joins Harford County Public Library's Human Resources Team* July 7, 2020

Recent Media Hits and Press Mentions

Television, Radio and Awards:

Mary Hastler, discusses HCPL's services and resources on *My Community* TV segment. July 24, 2020 – *Maryland Public Television*

Harford County Public Library was recognized by Graphic Design USA and received an American Inhouse Design Award for the HCPL 2020 Winter Reading Campaign, *I love to Read A 'Latte!*

Print:

- “Restart: Mary Hastler” – *Baltimore Style Magazine* – July 2020
- “Summer Reading Challenge” – *The Weekender* – July 2
- “Post-Reopening” – *APG News* – July 2, 9, 16, 23, 30, August 6, 13
- “Erica Gross Joins HCPL” – *Harford County Living*, *I95 Business* (online), *The Daily Record* (online), *The Patch – Aberdeen, Bel Air, Fallston & Havre de Grace* – July 7, *The Daily Record/Afternoon Insider* – July 7, 8, 9, 21, *The Daily Record* – July 14, 21, *The Aegis* – July 22, *Women Who Lead Newsletter* – July 23, *Women Who Lead Magazine* – August 2020
- “25 Years Ago...Bel Air Library Adds Drive Thru Window” – *The Aegis* – July 10
- “A Virtual Visit to Aberdeen Library” – *The Aberdeen Advocate* – July 27
- “Women of Tomorrow 2020 Honorees Announced” – *The Aegis* (online) – August 26
- “Calvert Library Announces September Events” – *The Southern Maryland Chronicle* – August 28

Advertising

Print

- “Grab N’ Go By Appointment” – *Harford County Chamber Chronicle* – July 14
- “Summer Reading Challenge 2020” – *Harford County Chamber Chronicle* – July 21

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. We have had no live shows to report but have been running relevant re-plays of past shows each Friday & Saturday since March 6.

Foundation

The next meeting of the HCPL Foundation Board of Directors will be September 22, 2020.

16th Annual HCPL Gala

The 16th Annual HCPL Gala, *South Beach: An Evening in the Stacks* will be hosted on Saturday, April 10, 2021 at the Abingdon Library from 6:00 PM – 11 PM. The VIP reception will begin at 5 PM and conclude at 6 PM. This year's proceeds will support the new Darlington Library and STREAM (STEM plus Reading and Art!) programs and initiatives. Guests will enjoy delicious food and drink from Water's Edge Events Catering, Matsuri Japanese Restaurant and the Local Oyster. Musical entertainment will be provided by the Mood Swings beginning with a Latin ensemble followed by the full 23-piece band. This year's gala will be hosted outdoors under the stars in the Abingdon Library parking lot. Tickets will go on sale in February. Private cabanas will be available for purchase this year for \$500. Cabanas will accommodate up to 10 guests and have bottle service available for purchase via bidder number. The Foundation is planning on taking the necessary precautions to keep our staff, vendors, volunteers and guests safe during the event. A *Corona Courtesies: Health and Disinfectant Plan* will be implemented to ensure guests of our expectations and the precautions our staff, volunteers and vendors will be taking to keep everyone safe while still providing an enjoyable experience. Some safety measures will include: thermal temperature scans upon arrival at the parking lots, contactless check-in, a wellness and travel questionnaire, continual sanitizing of all hard surfaces throughout the evening, handwashing and hand sanitizing stations, contactless food and beverage service throughout the evening. To view the entire plan, please visit <http://eveninginthestacks.org/corona-courtesies/>. Sponsorships are still available and several organizations have already committed to sponsoring. Thank you to our current sponsors: Presenting Sponsor – Saxon's Diamond Centers, The Kelly Group, Richardson's Florists, Headlining Sponsors-WebIXI, Rainbow International, Freedom Federal Credit Union, The Daily Record, Premier Sponsors-Coffee Coffee, Chesapeake Bank of Maryland, Harford Mutual Insurance, Keene Dodge, Mary & Mark Hastler, Comcast, Supporting

Sponsor-Jeff and Jean Foulk, Harford Retirement Planners, Harford County Government, Howard Bank, Paige & Bill Cox, Bel Air Friends of HCPL, Lou & Linda Wienecke, Towson University in Northeastern Maryland, Harford Community College, APG Federal Credit Union, Abingdon Friends of HCPL, Visit Harford!, Greater Harford Committee, MELOS Inc., Dex Imaging, Contributing Sponsors-Harford County Chamber of Commerce, MediaWise, Mid-Atlantic Photographic LLC, DiPaula Law, The John Carroll School, Mark & Pam DiBerardino, Al & Gail Jackson, Sharon & Brian Lipford, Dave & Colleen Patzer, Steve & Terry Troy, Oak Contracting, Town of Bel Air, MNS Group, Dr William & Carol Allen, True Cycle Fitness Studio, United Way of Central Maryland, The Local Oyster, Sanctuary Title. The next Gala Committee meeting will be held on Thursday, October 1 at 9:30 AM via Zoom.

Once Upon a Rodeo

The 1st Annual Once Upon a Rodeo was postponed until June 19, 2021 from 12 noon – 8:00 PM at the Harford County Equestrian Center. The Foundation will be hosting a professionally sanctioned rodeo supported by the ProRodeo Association from 1:00 PM – 4:00 PM. Contestants will participate in 7 pro-rodeo events consisting of barrel racing, bull riding, calf roping, team roping, saddle bronc riding, steer wrestling, bareback riding and tie down roping. The rodeo will be followed by a music concert featuring new country artist Jimmie Allen with special guest, Frank Solivan & Dirty Kitchen (2016 International Bluegrass Music Award winner for Instrumental Group of the Year) and an appearance by Harford County’s own Ed and Rick. This family friendly festival will be free to veterans, active military, first responders and children 10 and under. Teens will also have free admission upon presenting their YA HCPL card at the gate. All spectators under the age of 18 must be accompanied by an adult. Tickets will go on sale in April 2021 through Eventbrite. General Admission tickets are \$30 at the gate. A \$5 discount coupon will be available at all 11 branches beginning in April but are only available while supplies last. VIP tickets will also be available for \$100. The VIP ticket includes Andy Nelson’s BBQ, soft drinks, beer and wine, moonshine and bourbon tastings, onsite parking, VIP seating at the rodeo, and VIP seating for the concert. Sponsorships and vendor spaces are available.

Cultural Arts Board

Harford County Cultural Arts Board has been approved for an additional \$50,000 from Maryland State Arts Council, made possible by CARES Act funding. The Board requested this grant with the express intent to re-grant the entirety to our ten Harford County arts organizations (who are existing grantees), to help with Covid-19-related needs. HCPL can expect to receive these grant funds sometime this fall.

ACTION ITEMS

Personnel Changes – September 2020

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

NEW HIRES:

Steve Friedman, Procurement Agent, Administrative Offices. Effective Date August 20, 2020.

PROMOTIONS:

Theresa Stephens, Librarian – Children’s Services, Bel Air Branch, 37.5 hours per week has been promoted to the position of Senior Assistant Branch Manager – Children’s Services, Bel Air Branch, 37.5 hours per week. Effective Date: July 12, 2020.

Katie Richardson, Librarian – Adult Services, Edgewood Branch, 37.5 hours per week has been promoted to the position of Assistant Branch Manager, Havre de Grace Branch, 37.5 hours per week. Effective Date: July 12, 2020.

Sierra Soper, Library Assistant I – Circulation, Havre de Grace Branch, 15 hours per week has been promoted to the position of Library Assistant II - Circulation, Havre de Grace Branch, 37.5 hours per week. Effective Date: July 26, 2020.

Julie Carr, – Library Assistant II – Circulation, Havre de Grace Branch, 37.5 hours per week has been promoted to the position of Library Associate I – Children’s Services, Havre De Grace Branch, 37.5 hours per week. Effective Date: August 23, 2020.

OTHER CHANGES:

Chris Depkin, Partners in Reading Specialist (PIR), Human Resources Department, Administrative Office, 8 hours per week. This position has been eliminated. Due to the on-going Coronavirus pandemic, the PIR program in conjunction with Harford County Public Schools has been discontinued for the FY20/21 school year. Effective: August 21, 2020.

Laura Dudzinski, Library Associate II, Children’s Services, Bel Air Branch, 15 hours per week has been awarded the position of Library Associate II – Children’s, Joppa Branch, 37.5 hours per week. Effective Date: September 6, 2020.

Katherine Ellis, Library Associate II, Norrisville Branch, 15 hours per week has been awarded the position of Library Associate II – Teen Services, Jarrettsville Branch, 37.5 hours per week. Effective Date: September 6, 2020.

Linda Bartkowski, Library Associate II, Abingdon Branch, 15 hours per week has been awarded the position of Library Associate II – Adult Services, Havre de Grace Branch, 37.5 hours per week. Effective Date: September 20, 2020.

RETIREMENTS:

Dolores Jefferson, Circulation Supervisor, Aberdeen Branch, 37.5 hours per week. Effective Date: January 1, 2021.

Jennifer Ralston, Materials Management & Technical Services Director, Administrative Offices, 37.5 hours per week. Effective Date: January 1, 2021.

RESIGNATIONS/TERMINATIONS:

Abigail du Pont, Library Associate II – Special Needs, Bel Air Branch, 37.5 hours per week. Effective Date: August 14, 2020.

Lorrie Rodgers, Library Assistant I – Circulation, Abingdon Branch, 15 hours per week. Effective Date: August 28, 2020.

Jodie Abruscato, Assistant Branch Manager, Fallston Branch, 37.5 hours per week. Effective Date: September 16, 2020.

DISCIPLINARY ACTIONS:

An employee was disciplined with a one day suspension without pay.

LEAVE OF ABSENCE REQUESTS:

An employee has requested leave for self from September 8, 2020 for up to three (3) months.

OPEN POSITIONS:

- **Library Associate I/II**, Aberdeen Branch, 20 hours per week. On hold.
- **Library Associate I/II**, Abingdon Branch, 15 hours per week. On hold.
- **Library Assistant I – Circulation**, Abingdon Branch, 15 hours per week (3 Positions). On hold.
- **Special Collections Processor**, Administrative Office, 37.5 hours per week. On hold.
- **Web Content Specialist**, Administrative Office, 37.5 hours per week. On hold.
- **Librarian – Children’s Services**, Bel Air Branch, 37.5 hours per week. On hold.
- **Library Associate II - Special Needs**, Bel Air Branch, 37.5 hours per week. Posted internally/externally.
- **Library Associate I/II – Children’s Services**, Bel Air Branch, 15 hours per week. On hold.
- **Library Assistant I – Circulation**, Bel Air Branch, 15 hours per week (2 Positions). On hold.
- **Librarian – Adult Services**, Edgewood Branch, 37.5 hours per week. Posted internally/externally. Closing Date: September 30, 2020.
- **Library Associate I/II – Children’s Services**, Edgewood Branch, 37.5 hours per week. Posted internally/externally. Interviews conducted.
- **Library Associate I/II**, Edgewood Branch, 15 hours per week. On hold.
- **Assistant Branch Manager**, Fallston Branch, 37.5 hours per week. To be posted.
- **Library Assistant I – Circulation**, Fallston Branch, 15 hours per week. On hold.

- **Librarian – Children’s Services**, Havre de Grace, 37.5 hours per week. On hold.
- **Library Associate I/II – Adult Services**, Havre de Grace Branch, 37.5 hours per week. Posted internally/externally.
- **Library Associate I/II**, Havre de Grace, 15 hours per week. On hold.
- **Library Assistant II - Circulation**, Havre de Grace Branch, 37.5 hours per week. On hold.
- **Library Assistant I - Circulation**, Havre de Grace Branch, 15 hours per week. On hold.
- **Library Assistant I – Circulation**, Jarrettsville Branch, 15 hours per week. On hold.
- **Library Associate I/II**, Joppa Branch, 15 hours per week. On hold.
- **Library Assistant I – Circulation**, Whiteford Branch, 15 hours per week. On hold.
- **Library Associate I/II**, Norrisville Branch, 15 hours per week. On hold.

FUTURE VACANCY DUE TO RETIREMENTS:

- **Circulation Supervisor**, Aberdeen Branch, 37.5 hours per week. Assessing position.
- **Materials Management & Technical Services Director**, Administrative Office, 37.5 hours per week. Assessing position.

ELIMINATED POSITION:

- **Partners in Reading Specialist**, Human Resources Department, Administrative Office, 8 hours per week. Effective Date: August 21, 2020.

ROENNA FAHRNEY AWARD FINALIST NOMINATIONS

Ms. Hastler noted that the list of names for individual/group nominations for the Roenna Fahrney Award would be presented during this evening’s closed Executive Session to ensure that the award recipients are surprised at the upcoming awards ceremony held during the Staff Day celebration. Many thanks to the selection committee for providing a thoughtful review and recommendation. The committee is made up of previous Fahrney Award honorees.

MOTION: Motion by Dr. Allen seconded by Mr. Avery and carried by unanimous vote to approve the personnel changes for September 2020 as presented.

Approve Closure of Fallston and Joppa Libraries for Parking Lot Repaving

Ms. Hastler shared that parking lots at the Fallston and Joppa Libraries are scheduled for repaving by the County. She requested that both branches be closed for 1-5 days each to allow for completion of this work. The work is anticipated to occur this month, although specific dates will be determined by the availability of the contractor and weather permitting.

MOTION: Motion by Judge Hazlett seconded by Mr. Avery and carried by unanimous vote to approve the closure of Fallston Library and Joppa Library, on dates to be determined by the contractor’s schedule, for no more than three days, to allow the parking lots to be repaved, as presented.

BUSINESS FROM THE CHAIRPERSON

Mr. Allman noted that he is looking forward to a new Trustee and Student Representative joining the Board soon.

BUSINESS FROM BOARD MEMBERS

There was no business from Board members

PUBLIC COMMENTS

There were no comments from the public.

ADJOURNMENT OF PUBLIC MEETING

Mr. Allman requested the Board retire to an Executive Session to review the FY2021 CEO Work Plan.

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

Maryland Open Meetings Act § 3-305

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

(1) discuss:

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

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

MOTION: Motion by Dr. Allen, seconded by Judge Hazlett and approved by unanimous vote to approve the closing of the Public Meeting and go into a closed session.

There being no further comments or questions, the public meeting adjourned at 7:06 PM.