

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

MEETING MINUTES

September 22, 2016

Present: Trustees William B. Allen, Alex M. Allman, Nancy Brown, Dominic C. Cottone, Judge Susan H. Hazlett, Taryn J. Martin, Durbin Vido, CEO Mary L. Hastler; Alex Louderback the new FY17 Student Liaison

Absent: Dwayne R. Adams, Kenneth R. Avery, and County Council Representative Curtis Beulah

CALL TO ORDER

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

CHANGES TO THE AGENDA

There were no Changes to the Agenda.

PRESENTATIONS

The Board of Trustees presented trophies to the three county schools with the highest completion rates for Summer Reading Challenge 2016: Norrisville Elementary; Fallston Middle, and Patterson Mill High. The presentation was attended by principals and school media specialists from each school. Thanks to all of the Friends of Libraries, the HCPL Foundation, and the sponsors for supporting summer reading for the youth of Harford County.

Ms. Hastler recognized and welcomed HCPL Library Associates Training Institute (LATI) students - Bethany Barnett, Rebecca Addington, and Kori Hoene. LATI is a terrific state library training program that provides educational support for new reference staff that hold undergraduate degrees.

Mr. Allman added that it is part of the learning process and will help to advance their careers. He also encouraged the group to ask the Board any questions they may have during the course of the meeting and welcomed them to the meeting.

APPROVAL OF MINUTES

MOTION: Motion by Mr. Cottone, seconded by Judge Hazlett, and approved unanimously to accept the Minutes of the June 16, 2016 Board Meeting.

TREASURER’S REPORT – Mr. Vido

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

Expenditures through the month ended August 2016 were within the FY17 budget. As of August 31, 2016, encumbrances totaled \$510,031 including:

Contracted Services	\$ 18,043
Supplies/Travel	\$ 9,830
Library Materials	\$ 237,002
Furniture & Equipment	\$ 245,157
	<u>\$ 510,031</u>

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

COMMITTEE REPORTS

Budget & Finance Committee - Mr. Vido

The State of Maryland increased the amount of funding for HCPL for 2017 fiscal year by \$51,963. After reviewing the approved FY2017 budget, a recommendation was made to place \$49,963 into the Materials Collection and \$2,000 in the Copier Lease line for the new Havre de Grace Library.

A vote to approve the proposed budget revision to the FY2017 Operating Budget will be taken later this evening.

Executive Committee – Mr. Allman

The Executive Committee did not meet.

Capital Improvements Committee – Mr. Cottone

The Capital Improvements Committee did not meet.

Human Resources Committee – Judge Hazlett

The Human Resources Committee did not meet.

Foundation – Ms. Martin

The Foundation’s Board meeting was Tuesday, September 20th. They received rave reviews about the Thomas Jefferson program that was presented on Saturday,

September 17th. Mr. Allman and Dr. Allen were thanked for their parts in the events of the evening. There were approximately two hundred people in attendance. It is now full speed ahead for the Gala. There will be a Gala kick-off Happy Hour at the Independent Brewery on Tuesday, September 27, and Raffle Tickets will be available for purchase.

SPECIAL PRESENTATIONS

There were no Special Presentations.

Statistics – Ms. Hastler

Statistics Summary - Year-to-date circulation is building back up with opening of the Havre de Grace Branch and the Bel Air Children's Department. Information Reader Assistance (reference questions) is down slightly for the year. Programming statistics remains strong and attendance is up. Visits to the virtual library (website) are also increasing. Wi-Fi usage reflects a full year and is growing, and e-product usage is also strong.

June/July/August Programming Highlights – Mr. Thompson

Summer Reading ran from June 20 to August 20 this year, and programming was all connected to our theme, "On Your Mark, Get Set, READ!" We had 17,689 total students register (that's a 5.36% increase over last year). In total there were **121,736** books read (which is 11,739 more than last year). Summer reading continues to be a valuable way for children and teens to develop and maintain literacy skills over the summer.

The Summer Reading kick-off events at Abingdon and Havre de Grace on June 20th were great successes! There were over 600 people who got to see the Hoppin' Hawks jump rope squad perform at Abingdon, and Havre de Grace had a packed meeting room with over 200 in attendance at Mike Rose's kick off magic show. These events provided prime opportunities for our summer volunteers and staff to register the many children for SRC using the branch iPads. Programs across the branches all summer included the aforementioned "SPORT-acular Magic" with Mike Rose, The Franklin Institute's Traveling Science Shows, Mad SCIENCE!, Maryland Zoo, stories and songs paired with American Sign Language, and music with both Jon Lewis and beatboxer Max Bent. A miniature horse even made it to Whiteford.

HCPL was grateful to be able to participate again in HCPS's Summer Table free lunch program. We provided a total of 2,725 healthy lunches based on USDA guidelines at the Aberdeen, Edgewood, Havre de Grace, and Joppa Libraries.

Over at Bel Air, the children participating in the Acts of Kindness Club continue to support their community. In July they sent 4 boxes full of donated paperbacks to military families across the U.S. through Operation Paperback and made flag pins that were given to the VFW in Bel Air. As planned, the Bluegill Sunfish have been released from Aberdeen's aquarium. This was a fantastic partnership with DNR and gave children a great opportunity to learn about the science of water sampling and the life cycle.

Other programming included the Master Gardeners, who helped many people with their gardening questions at Abingdon, Bel Air, Havre de Grace, and Whiteford. Green Cleaning was offered at Aberdeen, Bel Air, and Jarrettsville and participants were able to create their own supplies. Our PAWs and Read! programs continue to grow across the system, which allow children to read to certified therapy dogs. Rafael Alvarez was at the new Havre de Grace on June 29th where 36 attendees got the chance to hear him and see the new library. We hosted a program about the Star Spangled Banner and a Genealogy Lock-In at Joppa. Fallston hosted author Susan Muaddi Durraj. Up at Norrisville, everyone was able to see the children's artwork on display and hear the music of the Norrisville Elementary Choral Group. This is a great partnership between the library and the school.

YA Highlights for June/July/August - Mr. Louderback

Summer Reading Challenge participation for Middle and High School students has continued to go up. This year, 3,087 Middle Schoolers, 1,698 High Schoolers, and 25 Graduated Seniors registered for the Summer Reading Challenge - a total increase of 336 from last year.

Programming over the summer was also a huge success for teens. Teen Pizza and Games at the Joppa branch was a huge success. Participants were able to play board games, socialize, and eat pizza. At Fallston, Teens analyzed ten types of potato chips and rated them by taste, fat and calorie content, and an experiment that determined the greasiest. Life-sized board games were played in several of the branches this summer. Teens had tons of fun playing Battleship, Connect Four, Hungry, Hungry Hippos, Guess Who and more! At Edgewood, 13 teens had a great time coding and designing games in the two-week long Coding Workshop. At the end of the program, they got a chance to test out each other's games and had a blast! The TAG at Fallston helped prepare bird houses for children's programs and tended to their garden, harvesting cherry tomatoes and zucchini.

Branches embraced their Pokestops and Pokemon Go Gyms by encouraging conversation about Pokemon Go in the branches. Aberdeen and Norrisville put up a flip chart for customers to note what Pokemon they've caught so far, and Havre de Grace created a sign to indicate which team currently controls the gym nearby. Many branches advertised on Facebook when they would set "lures" at their Pokestops, which attracted Pokemon Go players who hadn't been to the library in years! A group of 370 Teens spent the summer volunteering throughout the

county for the Summer Reading Challenge. Enthusiastic Teen volunteers signed families up for Summer Reading, explained how to participate, and handed out prizes, drumming up lots of excitement among the families, encouraging them to sign up and complete.

The National Teen Lock-In was held at the Whiteford Branch this year with a whopping 43 participants from all over the county! Staff from around the county took shifts between the hours of 8 pm Friday, July 29th to 8 am Saturday, July 30th to make it an epic time for the teens! We played group games, video games, board games and had a representative from Bel Air Games who shared new table top games. Teens did crafts, made buttons with a button maker, and had mini art sessions at various times of the night with Amelia Gossman, a talented artist and librarian. Pizzas were provided by our local pizzeria *Buon Gusto*.

To celebrate the release of the play, Harry Potter and the Cursed Child, the Bel Air Library hosted a midnight release of the script July 30th. 53 Potter devotees braved the stormy weather to enjoy a trivia challenge, have fun with the Potter themed green screen station, taste Bertie Botts' Every Flavoured Beans, get sorted into their Hogwarts House, and pick up their book! The program was attended by Adults, Teens, and children, but it was teens won the two big contests of the night - Harry Potter Trivia and the Costume contest. The winner of the costume contest dressed as Moaning Myrtle with a toilet seat worn over her head!

CHIEF EXECUTIVE OFFICER'S REPORT – Ms. Hastler

Building Projects

Havre de Grace Library Construction Project - The branch reopened to the public after the Ribbon Cutting on June 15, 2016. Punch list items for the branch and Schooner Cove are being worked on by the various contractors. The countertops are scheduled for replacement beginning October 7 through October 11th. The flooring for Lafayette's Landing is scheduled for installation the evening of Friday, October 8th through Monday, October 10th. The Library will be closed on Saturday for installation and was already planned to be closed on Monday for Staff Day.

Joppa Repairs – Windows and HVAC System - The project is now complete.

Abingdon Library Leaks - Meetings have been held with the County Administrator and County Facilities to review and assess the multitude of documented leaks at the Abingdon Library. The County is committed to completing the necessary repairs to correct the deficiencies noted in the consultant's report. As part of the roof assessment, the County scheduled an infrared scan in the evening after sunset. The contractor began to scrap the stone and apply tar and a rubber compound around the perimeter of the roof.

The County has been working on obtaining vendor quotes for the extensive window repair. An estimate of approximately \$50,000 was submitted to the county on September 1, 2016. The County is asking for revisions to lower the cost.

Bel Air Children's Department–The Bel Air Children's Department reopened on September 1, 2016, to an enthusiastic crowd of children and adults. Customer feedback has been very positive and it has become a destination for many over the past weeks. We received terrific media coverage through television, radio and print. The Forest Lakes Elementary School has scheduled its first official field trip of four classes of 22 students to the Bel Air Children's Department.

Bel Air Window Leaks - Project is complete.

Jarrettsville Gutters/Sidewalk Repair - The Library is working with the County on installing gutters to improve the water run-off from the roof. The current situation is causing the water runoff to wash away dirt under the sidewalks in turn causing the sidewalks to sink and creating tripping hazards. Once the gutters are in place the sidewalks will be repaired. The County has awarded the contract to the Gutter Guys. Gutters will be added to the front and rear lower roof. Work will begin by the end of September.

Aberdeen Roof and Window Replacement- The County has included \$388,000 in the County Capital Fund for a new Aberdeen roof. To offset part of the cost, the Library has applied for and received a State Library Capital Grant for \$194,000 or 50 percent of the total cost of the roof. Work will begin after July 1, 2016. A RFP Pre-bid meeting is scheduled for September 22 at the branch. Bids are due by October 12.

Aberdeen Egress/Entrance - The city of Aberdeen requested to have additional parking near the branch. As part of this request, the city also requested to have the back lot of the Aberdeen branch extended so that an exit on to Rogers Avenue would allow for a drive thru book drop. The design has been completed by the County. Storm drain placement is being reviewed. The County expects to have the project completed by calendar year end. As part of this project two trees will be removed for the egress, as well as a tree near the front entrance which is causing problems with the roof and a dead tree.

FY 2016 Audit - The final draft audit was submitted to the County on September 15th. There was an issue with client confidentiality that was appropriately addressed with the auditors. A presentation of the Audit will be made to the Library Board of Trustees at the October 2016 Board meeting. In accordance with COMAR 13A.05.04.07D, a copy of the Audited Financial Statement Reporting Package is due to the Maryland State Department of Education (MSDE) by November 1.

LyndaLibrary (Lynda.com) – The library launched Lynda.com on the HCPL Online Learning @ the Library webpage adding to the existing online learning courses offered: Rosetta Stone, Gale Courses, Safari Books Online, Learning Express Library, HelpNow! Brainfuse, Driving Test.org, and more. Lynda.com is a premier online learning resource offering more than 4,000 courses covering technical skills, creative techniques, business strategies, and more. It is free to our customers and all you need is a library card. Course offerings include:

- Art, graphic design, and music classes, teaching everything from 3D animation to engineering sound to the Adobe Creative Suite (Photoshop, InDesign, and more)
- Help with computer programs, including videos on how to use Microsoft Office
- Courses that can help you in your career—everything from public speaking to marketing to dealing with workplace issues
- Computer programming, IT management (Windows, Linux, and Mac OS X), and web design
- Photography and video... and more.

Tableau Pilot – HCPL was invited to participate in a statewide data innovation pilot. This is a terrific opportunity for the library to work with a consultant (Icimo) to learn design and analysis to integrate the Tableau software with our ILS system (Polaris) in a way that affords optimal data-driven decision making and effective visualizations of data for enhanced, intuitive analysis. The pilot is underway.

Basic Supervisory Class – Preparing for the Future – HCPL provides in-house basic supervisory classes that begins September 13th and runs through June 2017. We are pleased to announce that the following staff members have been accepted into this year’s class: Patricia Butler, Karen Claypool, Kristen DeLambo, Jessica Fears, Gail Fears, Bethany Hacker, Lawrence Hicks, Priscilla Jindra, Stephanie Long, Kelly McCaffrey, Michael Morgan, Kelly Mills, Jenny Novacescu, Jennifer Perdomo, Sarah Szatmary, Katelyn Thomas, and Kaitlin Troch.

Foundation Director – Ms. Hastler announced that Kristi Halford has joined the library team as the new Foundation Director effective September 5th. Kristi brings a wealth of experience in development, communications and marketing and is excitedly working on her first gala.

Staff Day – The Staff Day Committee has been planning a special Staff Day this year commemorating our past 70 years and celebrating the terrific library staff. The date is Monday, October 10, 8:30 a.m., at the Richlin Ballroom. Please let Kitty or me know if you would like to attend.

Meetings & Presentations – July 2016

Board Meeting Minutes – September 22, 2016

7/1 - WAMD Co-host
7/6 - Beyond Limits Board
7/6 - Fallen Deputies Highway Dedication
7/8 - WAMD - United Way
7/11 - Aberdeen Rotary Check Presentation
7/12 - CPWN Presentation
7/13 - Rotary
7/14 - Harford Co. Chamber Executive Committee Meeting
7/14 - MAPLA Summer Meeting
7/14 - Cornerstone Setting
7/20 - MLA Executive Board/Advisory Council
7/20 - OMOB Interview
7/21 - Harford Chamber Board Meeting
7/22 - World Future's Conference
7/27 - Rotary
7/31-8/4 - Texas Leadership Assn.

Meetings & Presentations – August 2016

8/10 - Rotary
8/12 - Harford/Icimo Tableau Kick Off
8/16 - MAPLA Legislation Meeting in Annapolis
8/17 -8/19 -- MACo
8/17 - MACo Tech Expo
8/24 - GBCF
8/24 - Rotary
8/24 - ALA Committee on Legislation
8/25 -- WAMD
8/25 -- Dr. Hayden's Celebration at Pratt Center
8/29 - The Daily Record Path to Excellence
8/31 - HCPL Foundation Preview Party - Bel Air Children's Area

Marketing Report – September 2016

General

- Projects completed by designers: 243
- New Havre de Grace Library successfully opened in June.
- Redesigned mascot Tales and the new Tales Jr were unveiled at the Summer Reading Challenge kickoff events in June.
- Graphic Designer Sue Asselin retired the end of June. Marketing staff currently consists of 2 designers, 1 specialist and a part-time interim manager.
- The library participated in 3 Independence Day parades: Havre de Grace, Joppatowne/Edgewood and Bel Air. The Summer Reading themed float placed 2nd in Havre de Grace and 1st in Joppatowne/Edgewood.

- Two new American Girl Dolls, Lea and Mary Ellen, were added to the collection.
- LEAP Music, a new collection of loanable musical instruments, was introduced at the end of August.
- Redesigned Bel Air Children’s Department opened the beginning of September.
- A new system regarding promotional materials has been adopted to streamline the marketing process and eliminate the need for branch staff to submit Marketing Material Requests for programs included in Headlines & Happenings.
- The Winter Headlines & Happenings (Dec/Jan/Feb) will begin layout at the beginning of October.
- The 2015-16 Annual Report is in progress.
- The theme for Winter Reading 2017 is “A Good Book is Music to My Ears” and the design of this year’s mug is in progress.

Marketing Campaigns

- Summer Reading Challenge 2016
- New Havre de Grace Library
- A Conversation with Thomas Jefferson
- Redesigned Bel Air Children’s Department
- Technology for Today
- Practical Parenting in the 21st Century
- Books on Tap
- Just Write. Writer’s Conference
- One Maryland One Book
- Charmed City Sundays
- Library Card month
- LEAP Music

Outreach

- Ironbirds, July 13 – promoted Summer Reading Challenge & upcoming summer programs; Tales led Summer Reading Challenge Completer Parade on field prior to the start of the game
- Harford County Farm Fair, Literary Spelling Bee, July 31 – 37 participants, 100 spectators throughout the day
- Ironbirds, August 3 – Summer Reading Challenge completers participated in parade on field prior to game; Outreach table on main concourse; promoted Summer Reading Challenge & upcoming summer programs; interacted with 300 children & adults
- Ironbirds, August 10 – Summer Reading Challenge completers participated in parade on field prior to game; Outreach table on main concourse; promoted Summer Reading Challenge & summer/fall programs; interacted with 350 children & adults

- Ironbirds, September 4 – Tales attended Ferrous’ Birthday Celebration; interacted with 150 children & adults during game
- Upcoming – Healthy Harford, September 24, 9am-1pm
- Upcoming – Wine Festival @ Rockfield Manor, September 24, 12:00-6:00pm

Advertising

- Summer Reading Challenge Sponsors Ad – June 17; *The Aegis*
- Summer Reading Ad –August 5; *The Aegis*
- LEAP/LEAP Music – Fall 2016-Spring 2017; *Inspire*
- 2016 Harford Awards Program – September 2016

Publicity

Media Coverage

- Harford’s Edge on WAMD; Show airs from 9-10 on Fridays and repeated on Saturday. The Library is program sponsor. During the show the Library will have guests; opening and closing billboards; two sixty second commercials. Also included is a link to our website on WAMD’s webpage; 20 show promos per week and bonus interviews whenever requested.
 - Dani Pettrey – Meet the Author
 - Con Lehane – Meet the Author
 - Karsonya Whitehead – Practical Parenting series

Press Releases Distributed

- “A Conversation With Thomas Jefferson,” August 4
- “Harford County Public Library Hosts Authors of One Maryland One Book,” August 23
- “Parenting Series Planned For The Fall,” August 30
- “Bel Air Library Children’s Department Reopens,” September 2
- “Harford County Public Library Introduces LEAP Music Collection,” September 6
- “Harford County Public Library Appoints Kristi Halford Foundation Director,” September 12
- “Motivate Your Muse At Just Write. Conference,” September 15

Recent Articles and Mentions Received

- “Don’t Miss Out,” *The Aegis*, July 20
- “Harford Announces Cooling Center Sites for Saturday to Monday,” *Baltimoresunonline.com*, July 21
- “Harford County Sites to Serve as ‘Cooling Centers’ Saturday, July 23-Monday, July 25; Heat Index Expected to Reach 110 Degrees,” *Harford County Living*, July 21
- “Harford County Sites to Serve as ‘Cooling Centers’ Saturday, July 23-Monday, July 25; Heat Index Expected to Reach 110 Degrees,” *The Dagger*, July 21
- “Things To Do This Weekend Around Bel Air (July 21-24)”, *Bel Air News & Views*, July 21

- “Don’t Miss Out on the Joys of Reading This Summer [Editorial],” *Baltimoresunonline.com*, July 22
- “Libraries, Fire Companies to Serve as Cooling Centers,” *The Aegis*, July 22
- “Harford Residents Weather the Heat Wave, Mostly in the Water,” *Baltimoresunonline.com*, July 25
- “More High Temps Forecast for Harford, Emergency Teams Respond to Some Heat-Related Calls,” *Baltimoresunonline.com*, July 25
- “11 Cooling Centers Open in Harford County on Monday,” *Havre de Grace Patch*, July 25
- “11 Cooling Centers Open in Harford County on Monday,” *Bel Air Patch*, July 25
- “Harford County Public Library – Maryland Zoo,” *Bel Air Patch*, July 26
- “Finding Ways to Keep Cool in Harford’s Heat Wave,” *Baltimoresunonline.com*, July 26
- “Harford Keeps Cool,” *The Aegis*, July 27
- “Harford Residents Weather the Heat Wave,” *The Aegis*, July 27
- “29th Annual Harford County Farm Fair Celebrates Outstanding Achievements of Agricultural Community,” *The Dagger*, July 28
- “Havre de Grace Library – Paws & Read,” *Havre de Grace Patch*, July 30
- “Harford County Public Library – Literary Spelling Bee,” *Bel Air Patch*, July 31
- “Harford Library Celebrates the Release of the Eighth Harry Potter Book with Midnight Parties,” *Baltimoresunonline.com*, August 1
- “Things To Do This Weekend Around Bel Air (Aug. 4-7),” *Bel Air News Views*, August 3
- “Harford Library Celebrates release of Harry Potter Book,” *The Aegis*, August 3
- “Havre de Grace Library – Play to Learn,” *Havre de Grace Patch*, August 4
- “Humanities Scholar Clay Jenkinson Brings His Portrayal of President Thomas Jefferson to the Abingdon Library Sept. 17,” *Bel Air News & Views*, August 4
- “Wegmans Donation to ‘Stuff the Bus’ Collection for School Supplies Sets New Bar for Local Businesses,” *Harford County Living*, August 4
- “Harford County Public Library – Film This Friday,” *Bel Air Patch*, August 5
- “Bel Air’s Mayor Gets Her Pleasure From Serving Residents of Harford’s Heart,” *Baltimoresunonline.com*, August 5
- “Bel Air’s Mayor Gets Her Pleasure From Serving Residents of Harford’s Heart,” *The Aegis*, August 5
- “Abingdon Wegmans Donates \$2,000 of Materials to ‘Stuff the Bus’ Collection for Local Student School Supplies,” *The Dagger*, August 7
- “Harford Businesses, Churches, Libraries, Landmarks Happy To Be Featured as PokeStops,” *Baltimoresunonline.com*, August 8
- “Harford County Chamber of Commerce Introduces 2016-17 Board of Directors,” *The Dagger*, August 9

- “Things To Do This Weekend Around Bel Air (Aug. 10-14),” *Bel Air News & Views*, August 10
- “Harford County Cultural Arts Board – 3D Printer,” *Bel Air Patch*, August 10
- “Sites Happy To Be Featured As PokeStops,” *The Aegis*, August 10
- “Harford County Chamber of Commerce Introduces 2016-17 Board of Directors,” *Bel Air News & Views*, August 10
- “Harford County Chamber of Commerce Introduces 2016-17 Board of Directors,” *The Bargaineer*, August 10
- “Harford Opens Library as Cooling Centers Thursday, Friday and Saturday,” *Baltimoresunonline.com*, August 11
- “Summer Meals Come to Harford County School Children Through Mobile Meals Program,” *Baltimoresunonline.com*, August 12
- “Mobile Meals for Students,” *The Aegis*, August 12
- “Libraries To Serve As Cooling Centers,” *The Aegis*, August 12
- “Authors of One Maryland One Book ‘All American Boys’ To Speak At The Abingdon Library Sept. 26,” *Bel Air News & Views*, August 26
- “Parenting Series Comes To Harford County Libraries This Fall,” *Bel Air News & Views*, August 31
- “Bel Air Library Children’s Department Reopens; Renovation Highlights Include NatureMaker Tree, Enhanced Technology, Focus On Harford Heritage,” *The Dagger*, September 4
- “Harford County Public Library Makes Musical Instruments Available For Children and Young Adults To Borrow,” *Bel Air News & Views*, September 6
- “Color-Coded System Should Help Voters,” *The Aegis*, September 7
- “6th Annual Healthy Harford Day,” *The Aegis*, September 7
- “Changes Coming in November General Election,” *The Record*, September 9
- “Public Schools Participate In At-Risk Meals Program,” *The Aegis*, September 9
- “Caregiver Conference is Sept. 16 in HdG,” *The Aegis*, September 9
- “Parenting Series With National Experts Planned For Fall At Local Libraries,” *The Aegis*, September 9
- “Join In On The Conversation With Thomas Jefferson,” *The Aegis*, September 9
- “New Bel Air Library Kids Area Opens,” *The Aegis*, September 9
- “Harford County Public Library Appoints Kristi S. Halford Foundation Director,” *Bel Air News & Views*, September 12
- “Harford County Public Library Appoints Kristi S. Halford Foundation Director,” *The Dagger*, September 12
- “Constitution Day Conversation With Thomas Jefferson; Humanities Scholar Portrays Jefferson At Abingdon Library,” *The Dagger*, September 14
- “All American Boys Authors To Speak At Abingdon Library,” *The Aegis*, September 16
- “Harford County Public Library Hosts Daylong Gathering For Writers Sept. 25,” *Bel Air News & Views*, September 16

- Sent out weekly on Thursday morning

Flat Screen Slides

- Slides for branch-specific programs were created for all branches.
- New: Just Write Writers Conference; Partners in Reading; One Maryland One Book 2016; Gala Tickets On Sale; Gala Sold Out; Gala Happy Hour
- Ongoing: Gale Courses; Friends Meetings; T.A.G. Teen Advisory Group; LEAP Kits; hoopla; Digital Bliss; Zinio; Drivers Education; Polaris Username; OneClick Digital; Download Books; Tote Bag.

Webslides

- Science Café; Meet the Author: Rafael Alvarez; Liriodendron Book Talk & Luncheon; Havre de Grace Grand Opening; New Bel Air Children's Department

Social Media NOW UP TO 5,160 LIKES!

HCPL Foundation Report

The last meeting of the HCPL Foundation Board of Directors was September 20, 2016. Kristi Halford, Foundation Director of the Harford County Public Library, started in her new position on Tuesday, September 6th. She brings with her extensive experience in development, marketing and communications.

2016 Gala

The Gala Committee and Subcommittees are planning an exciting event for the November 5th *Godfather* themed gala. Food and drink will be provided by Laurrapin, Wegmans, Jarrettsville Creamery, and more. Food will be provided by Laurrapin and Wegman's. Music is provided by Mood Swings and the Innovation Lab will be turned into a Vegas Casino. Entertainment will include music from Mood Swings and a casino. The Foundation is thrilled that Saxon's is sponsoring a raffle with a \$5000 shopping spree and a Hearts of Fire pendant. Sponsorships are coming in strong and we have \$85,500 in cash to date with a goal of \$100,000.

A Conversation with President Thomas Jefferson

On September 17, Constitution Day, an evening event was held at the Abingdon Library, featuring Clay Jenkinson, one of the nation's most sought-after scholars. Moderated by Dr. Allen and facilitated by Mr. Allman, the event was recorded live for Mr. Jenkinson's weekly radio and podcast show *The Thomas Jefferson Hour*. The event was attended by nearly 200 people and sponsored by Lou and Linda Wienecke and WAMD.

Summer Reading

The Foundation raised \$44,810 to support the 2016 summer reading challenge. The funds were used to purchase completer books, tote bags and gift cards. Thank you to all who contributed to the end-of-the year giving campaign in 2015 and the Foundation will once again solicit individual donations for the 2017

Summer Reading Program as part of the 2016 end-of-year individual giving campaign.

Audited Financial Statement for FY 2016 – Ellin & Tucker presented an overview of the audited financials at the September 20th meeting. The Executive Committee had provided preliminary approval of the draft so that it could be forwarded to the Library auditors for inclusion in the Library Audited Financials.

Statement of Financial Position as of August 31, 2016

<u>Assets:</u>	
Checking/Savings	\$ 183,613.76
Accounts Receivable	118,000.00
Total Current Assets:	<u>\$ 301,613.76</u>
<u>Liabilities & Equity:</u>	
Accounts Payable	\$ 1,275.00
Other Liabilities	<u>509.30</u>
Total Current Liabilities:	<u>1,784.30</u>
<u>Equity:</u>	
Temporarily Restricted Net Assets	185,244.74
Board Designated Net Assets	10,749.07
Unrestricted Net Assets	33,795.61
Net Income	<u>70,040.04</u>
Total Equity:	<u>299,829.46</u>
Total Liabilities & Equity	<u>\$ 301,613.76</u>

ACTION ITEMS

Personnel Changes - *Terri Schell* (presented by *Andrea Beichler*)

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

NEW HIRES:

Alexandra Lloyd, Children’s Summer Assistant, Rolling Reader, Edgewood Branch, approximately 37.5 hours per week (300 hours total for summer months June - August). Effective Date: June 20, 2016.

Lisa Bean, Librarian – Digital Resources, Technical Services Department, Administrative Office, 37.5 hours per week. Effective Date: July 18, 2016.

Alice Cooper, Library Assistant I -Circulation, Havre de Grace Branch, 15 hours per week. Effective Date: September 6, 2016.

Clay Schaeffer, F&O Assistant, Administrative Office, 19 hours per week.
Effective Date: August 1, 2016.

Courtnee Scoggins-Cirri, F&O Assistant, Abingdon Branch, 19 hours per week.
Effective Date: August 15, 2016.

Holly Kipp, F&O Assistant, Joppa Branch, 19 hours per week. Effective Date:
August 15, 2016.

Kristi Halford, Foundation Director of Harford County Public Library,
Administrative Office, 37.5 hours per week. Effective Date: September 5, 2016.

Denice Barkey, Library Associate II, Joppa Branch, 15 hours per week. Effective
Date: September 12, 2016.

Patricia “Shawn” Edwards, Library Assistant I –Circulation, Darlington Branch, 16
hours per week. Effective Date: September 12, 2016.

PROMOTIONS:

Bethany Vangrin, Library Associate II – Children’s Services, Bel Air Branch, 37.5
hours per week was promoted to the position of Assistant Branch Manager, Joppa
Branch, 37.5 hours per week. Effective Date: July 31, 2016.

Nicole Herbert, Reference Substitute, Home Branch – Jarrettsville Branch, was
promoted to the position of Library Associate I, Aberdeen Branch, 15 hours per
week. Effective Date: August 29, 2016.

Deborah Jenkins, Library Assistant I – Circulation, Whiteford Branch, 15 hours
per week was promoted to the position of Library Associate I, Fallston Branch, 15
hours per week. Effective Date: August 29, 2016.

Ricky Newson, Page Substitute, Aberdeen Branch, was promoted to the position
of Library Assistant I – Circulation, Aberdeen Branch, 15 hours per week.
Effective Date: September 5, 2016.

Dasha Casciero, Library Assistant I – Circulation, Abingdon Branch, 15 hours per
week was promoted to the position of Library Associate I, Norrisville Branch, 15
hours per week. Effective Date: September 12, 2016.

OTHER CHANGES:

Amy Lingelbach, Library Associate II – Children’s Services, Fallston Branch, 37.5
hours per week has been granted a transfer request to the position of Library

Associate II – Teen Services, Abingdon Branch, 37.5 hours per week. Effective Date: August 29, 2016.

Sophia VanSchaick, Librarian – Children’s Services, Bel Air Branch, 37.5 hours per week transferred to the position of Librarian – Children’s Services, Fallston Branch, 37.5 hours per week. Effective Date: August 29, 2016.

John Sullivan, Library Associate II – Children’s Services, Abingdon Branch, 37.5 hours per week transferred to the position of Library Associate II – Children’s Services, Bel Air Branch, 37.5 hours per week. Effective Date: August 29, 2016.

Beth Palardy, Circulation Manager, Fallston Branch, 37.5 hours per week has been granted a transfer request to the position of Circulation Supervisor, Abingdon Branch, 37.5 hours per week. Effective Date: September 25, 2016.

Wendy Gossman, Page Supervisor, Abingdon Branch, 37.5 hours per week has been granted a transfer request to the position of Library Assistant II – Circulation, Fallston Branch, 37.5 hours per week. Effective Date: September 25, 2016.

Joey Kato, Circulation Manager, Norrisville Branch, 37.5 hours per week has been temporarily transferred to the Fallston Branch, as we search for a Circulation Manager. Effective Date: September 25, 2016.

RESIGNATIONS/TERMINATIONS:

Janet Brown, Library Assistant I – Circulation, Darlington Branch, 16 hours per week. Effective Date: July 2, 2016.

Keller Loftus, Library Assistant I – Circulation Services, Aberdeen Branch, 15 hours per week has resigned her regular position and transferred into a Circulation Substitute position. Effective Date: July 30, 2016.

Jeanne Holland, Library Assistant I – Circulation, Fallston Branch, 37.5 hours per week. Effective Date: September 16, 2016.

Joe Thompson, Senior Administrator – Public Services, Administrative Office, 37.5 hours per week. Effective Date: October 21, 2016.

RETIREMENTS:

Anne Checkai, Library Associate II – Children’s Services, Bel Air Branch. Anne joined the library in October 1998, and although most of us think of her as a mainstay in the Bel Air Children’s department, Anne originally started as a Circulation Clerk at Bel Air. She was then promoted to a Children’s Library

Associate position at the Havre de Grace Branch in August 2001 but made her way back to the Bel Air Branch in July 2007. Effective Date: October 1, 2016.

Pat Snyder, Circulation Supervisor, Bel Air Branch. Pat has been in the Circulation Department of Bel Air since February 2003 when she began her career as the Bel Air Circulation Sunday Supervisor. Effective Date: November 1, 2016.

LEAVE OF ABSENCE REQUESTS:

An employee has requested a medical leave of absence. Start date: July 20, 2016. Estimated End Date: August 24, 2016.

An employee has requested an intermittent medical leave of absence. Start date: August 10, 2016. Estimated End Date: February 1, 2017.

An employee was placed on a medical leave of absence under the FMLA. Start Date: August 26, 2016. Estimated End Date: September 30, 2016.

An employee has requested an intermittent medical leave of absence under the FMLA. Start date: September 4, 2016. Estimated End Date: October 30, 2016.

An employee has requested a medical leave of absence. Start date: September 15, 2016. Estimated End Date: October 30, 2016.

An employee has requested a medical leave of absence under the FMLA. Start date: September 16, 2016. Estimated End Date: November 16, 2016.

OPEN POSITIONS:

- **Library Assistant I – Circulation**, Abingdon Branch, 15, hours per week.
- **Library Assistant I – Circulation**, Whiteford Branch, 15 hours per week.
- **F&O Assistant** – Havre de Grace Branch (New Position), 19 hours per week.
- **Librarian – Children’s Services** – Abingdon Branch, 37.5 hours per week. *Reviewing applications.*
- **Librarian – Children’s Services** – Bel Air Branch, 37.5 hours per week. *Reviewing applications.*
- **Library Associate I/II – Children’s Services** – Bel Air Branch, 37.5 hours per week. *To be posted internally and externally.*
- **Library Associate I/II – Children’s Services – Special Needs**, Bel Air Branch, 37.5 hours per week. *Posted internally.*
- **Circulation Supervisor**, Bel Air Branch, 37.5 hours per week. *Posted internally.*
- **Page Supervisor**, Abingdon Branch, 37.5 hours per week. *Posted internally.*
- **Circulation Manager**, Fallston Branch, 37.5 hours per week. *Posted internally.*
- **Graphic Artist**, Marketing Department, 37.5 hours per week. *To be posted.*

- **Executive Secretary**, Administrative Office, 37.5 hours per week. *Assessing position.*
- **Senior Administrator – Public Services**, Administrative Office, 37.5 hours per week. *Posted internally and externally.*
- **Finance Administrator**, Administrative Offices, 37.5 hours per week. *Assessing position.*
- **Specialist III – Human Resources**, Human Resources Department, Administrative Office, 37.5 hours per week.
- **Manager I – Marketing**, Marketing Department, Administrative Office, 37.5 hours per week.
- **Manager I – Computer Network**, CSC Department, Administrative Office, 37.5 hours per week. *Assessing position.*
- **Computer Network Technician**, CSC Department, Administrative Office, 37.5 hours per week. *Assessing position.*
- **Specialist III – Web Services**, Administrative Services, 37.5 hours per week. *Assessing position.*

PAGE STAFF REPORT:

Open Positions (including Substitute Pages):

Abingdon - 1

Edgewood - 1

New Hires:

- Havre de Grace Branch (New Positions) - 2 Regular, 2 Substitutes
- Fallston Branch - 2 Regular
- Whiteford Branch - 1 Regular

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

APPROVAL OF REVISED FY 2017 OPERATING BUDGET

Mr. Allman asked if there were any other questions or discussion concerning the additional funding of \$51,963 by the state. There being none, he then entertained a motion to approve the Revised Operating Budget incorporating the final state funding.

MOTION: Motion by Mr. Cottone, seconded by Dr. Allen, and carried unanimously to approve the Revised FY17 Operating Budget as submitted.

APPROVAL OF REVISED HOLIDAYS & CLOSINGS CALENDAR

Ms. Hastler reported that Harford County Government is closing on Monday, December 26th, for the Christmas holiday and requested the Trustees to approve revising the Holiday and Closings Calendar for the library. The Library will be closed on Friday, December 23, for the Christmas Eve holiday; Saturday, December 24th; Sunday, December 25th; Monday, December 26th; Sunday, January 1; and Monday, January 2 (for New Year's holiday). Christmas eve and Christmas day falling on a Saturday and Sunday happens very infrequently and the last time it occurred, the library closed on Friday and Monday.

MOTION: Motion by Judge Hazlett, seconded by Mr. Cottone, and carried by unanimous vote to approve the revised Holiday Schedule through 2017.

CONFLICT OF INTEREST POLICY

The policy was passed around and the Board members signed the necessary forms as required. The binder was then returned to Ms. Hastler for retention.

NEW BUSINESS

There was no New Business.

BUSINESS FROM THE CHAIRPERSON

FY 2017 Committee Members

Alex Allman, Chair; Susan Hazlett and Durbin Vido -- Executive Committee

Durbin Vido, Chair; Alex Allman and Kenneth Avery -- Budget and Finance Committee

Alex Allman, Dwayne Adams, and Taryn Martin - Board Representatives on the Library Foundation

Judge Hazlett, Chair; Kenneth Avery, Nancy Brown - Human Resources Committee.

Dom Cottone, Chair; Dwayne Adams - Capital Improvements Committee

Dr. Allen is available should the need arise. Since everyone is satisfied where they are, all agreed to continue in their current roles.

BUSINESS FROM BOARD MEMBERS

Mr. Allman stated that a lot was covered in this meeting and even though the Board did not meet this summer, he stated that the library was still just

wonderful. He said that it was great to see the Summer Reading winners at the meeting. He re-iterated that the Thomas Jefferson program on Saturday was everything he could have ever dreamed it would be. He thanked Dr. Allen for his part in it and said he was fantastic in it.

Mr. Cottone congratulated Joe Thompson and thanked him for his service.

Mr. Cottone congratulated the library team on the new Children's Area in Bel Air.

Ms. Martin said she knows the library does a lot of amazing big, huge things for which she is always thankful. She saw Mark (Gregory) and she thought about the last time she saw Mark which was in June, early morning at the library used furniture sale which was a brilliant idea. She thought it was a great way to get rid of all the stuff that wasn't being used. It was done at the old temporary Havre de Grace location. Her husband said he would meet her there at 8:00 and was twelfth in line at 8 am! It was like Black Friday! People were waiting. Mark was hustling and taking things to cars. She wanted Mark to know that her husband did purchase some chairs for their classrooms for teachers. Her youngest son carried them to his room to make a "lounge" for himself - three library chairs set up in his room as a "lounge"! Something small like that - people were thrilled to get things and take them off the library's hands. She thought the sale was a great use of resources.

Dr. Allen stated that he would appreciate a review of the banning policy and procedures. He appreciated the Board receiving copies of the banning letters and would like to know more about the process.

Secondly, he wanted to express a disappointment. He referred to the Thomas Jefferson program and stated that in the past he had a similar performance with "George Washington" and that the performer had stayed at his home. After his departure when cleaning the room, a coin was found under the pillow that said "George Washington slept here." There was nothing like that from Thomas Jefferson!

COMMENTS FROM THE PUBLIC

There were no Comments from the Public.

ADJOURNMENT OF PUBLIC MEETING

As there were no further comments or questions, the public meeting was adjourned at 7:45 PM.

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

Maryland Open Meetings Act § 10-508

(a) Subject to the provisions of 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 appointees, employees, or officials over whom this public body has jurisdiction; or
- (ii) any other personnel matter that affects one or more specific individuals;...

MOTION: Motion by Dr. Allen, seconded by Mr. Cottone and carried unanimously by vote to approve the closing of the Public Meeting and go into a closed session.