

**HARFORD COUNTY PUBLIC LIBRARY
FY 2019 BOARD OF TRUSTEES**

MEETING MINUTES

September 20, 2018

Present: Dwayne Adams, William B. Allen, Kenneth R. Avery, Alex M. Allman, Dominic C. Cottone, Judge Susan H. Hazlett, Taryn J. Martin, John T. Paramore Student Liaison, Durbin Vido, County Councilman Curtis Beulah, CEO Mary L. Hastler, and Kitty Duggan

Absent: Trustee Nancy Brown

CALL TO ORDER

Chairperson Alex Allman called the meeting of the Harford County Public Library Board of Trustees to order at 6:31 PM in the Bel Air Library.

CHANGES TO THE AGENDA

There were no Changes To The Agenda.

PRESENTATIONS/RECOGNITIONS

Beth LaPenotiere shared that during the 2018 Summer Reading Challenge, there were 16,913 registrations, 6,586 completed the challenge, and 120,485 books were read.

Fountain Green Elementary School was presented with a trophy for First Place Readers 2018. A photo was taken with representatives from the school including Alison Donnelly, Principal, and Sarah Hall, School Librarian, HCPL Board members, and HCPL Senior Staff.

Fallston Middle School was presented with a trophy for First Place Readers 2018. A photo was taken with representatives from the school including Dr. Anthony Bess, Principal, and Claire Ring, School Librarian, HCPL Board members, and HCPL Senior Staff.

Bel Air High School was presented with a trophy for First Place Readers 2018. A photo taken with representatives from the school including Jennifer Kukula, School Librarian, and Karen Morris, Media Technician, HCPL Board members, and HCPL Senior Staff.

Congratulations to all and we hope to see you again next year!

APPROVAL OF MINUTES

MOTION: Motion by Mr. Cottone, seconded by Mr. Adams and approved by unanimous vote to accept the Minutes of the July 19, 2018 Board Meeting.

TREASURER'S REPORT

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

Expenditures through the month ended August 2018 were within the FY19 budget. As of August 31, 2018, encumbrances totaled \$353,000 including:

Contracted Services	\$ 36,000
Supplies/Travel	\$ 58,000
Library Materials	\$ 252,000
Furniture and Equipment	\$ 7,000
	<u>\$ 353,000</u>

Expenditures through the month ended July 2018 were within the FY19 budget. As of July 31, 2018, encumbrances totaled \$351,000 including:

Contracted Services	\$ 44,000
Supplies/Travel	\$ 40,000
Library Materials	\$ 262,000
Furniture and Equipment	\$ 5,000
	<u>\$ 351,000</u>

The MACo Trust was established at the end of June 2018. This is the first report to the Board of Library Trustees.

Quarterly MACo Trust Report:

Opening Deposit	\$ 3,083,674
Net Investment Income	\$ 1,465
Ending Balance - Cost	\$ 3,085,139
Change in Fair Value of Investments	\$ 45,673
Ending Balance – Market Value	<u>\$ 3,130,812</u>

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

COMMITTEE REPORTS

Budget & Finance Committee - Mr. Vido

The Budget & Finance Committee did not meet.

Executive Committee – Mr. Allman

The Executive Committee did not meet.

Capital Improvements Committee –Mr. Cottone

The Capital Improvements Committee did not meet.

Human Resources Committee – Judge Hazlett

The Human Resources Committee did not meet.

Foundation – Ms. Martin

The Foundation Board did not meet.

Statistics – Ms. Parry

To keep this brief, Ms. Parry submitted the statistics for July and August in the Board packets for review. Of note - this year’s August statistics have been normalized after last August’s solar eclipse spike in programming attendance.

Branch Programming Report September 2018 – Ms. LaPenotiere

July and August were filled with wonderful summer reading events. Participants had a blast with Aberdeen's nine-hole Indoor Mini Golf course. Buttons, the pony from the Chesapeake Therapeutic Riding program, was a hit at several branches. Over one hundred people came to meet and pet him at Fallston. Sixty-three people traveled to Norrisville for the pony meet and greet. Aberdeen and Abingdon celebrated the world of Harry Potter. Abingdon's four week Harry Potter Book Club consisted of 20 young wizards. Aberdeen celebrated Harry's birthday all month long with their Marauder's Map Scavenger hunt.

Whiteford and Fallston chose civility with their Kindness Rocks programs. They had grandparents to newborns gather around tables to create positive messages on rocks to hide so others could find them. Some Whiteford participants left their rocks to decorate the Friends of the Whiteford library's garden. Pete the Cat rocked Jarrettsville. This activity for children birth to 5 years consisted of some stories, music and a craft. They prepared crafts for 20-25 children. Almost 80 people showed up for the program. When adults were asked how they heard about it, the overwhelming response was Facebook. A staff member did a Facebook event that was shared...a lot!

Bel Air's summer highlight was the Children's department's Libraries ROCK! Concert and Games Night event held in Shamrock Park. After many hours of preparation, the 20 musical acts brought much joy and entertainment to the over one hundred attendees. SRC volunteers created the stage decorations. On the lawn, more than fifteen games and activities were set up including five miniature golf holes created by the Circulation, Adult and Children's Departments and the Teen Advisory Group.

Towards the end of August branches started their outreach activities. Many of them participated in Back to School Nights and Open Houses. Edgewood served as one of the vendors for Haircuts and More, an event presented by Harford County Community Services at the Epicenter. The staff was able to talk with over 100 families and hand out giveaways.

Teen Highlights September 2018 – Mr. Paramore

July and August were busy and exciting months for the Teens of Harford County. Summer Reading was in full swing with teens volunteering at every branch. As a thank you to the teen volunteers, libraries had volunteer celebrations where they played games, made crafts, enjoyed snacks, and reminisced about a great summer!

In July, teens from around the county spent 12 hours over night at the annual Teen Lock-In, this year in Jarrettsville. Everyone who attended had a blast playing games from HCPL's board game collection, painting cactus rocks, and teaching the librarians new games. At 8:00 am, many teens asked when the next Lock-In would be and if we could do it every month!

Tech loving teens had a blast at the many techy programs offered throughout the county. In Fallston, teens enjoyed participating in a 3D printing club. After weeks of learning how to design on the 3D printer, their final projects were put on display for all to admire. And in keeping with the summer reading music theme, teens joined customers of all ages in a virtual reality trip exploring music around the world with Google Expeditions.

To show their more creative side, Harford teens enjoyed crafts, life-sized games, and teen after hours. In Fallston, teens gathered to create kindness rocks. They painted positive messages on rocks and hid them so others could find them and be inspired. Joppa's teen after hours enjoyed the largest crowd all

summer with 19 teens taking over the library after it closed on a Friday. And in Bel Air, 21 teens worked together to solve a mystery while they played life-size Clue.

Whether teens were volunteering for Summer Reading, staying up for the lock-in, learning about cool technologies, or being creative, they had an unforgettable summer at the library.

Chief Executive Officer’s Report – Ms. Hastler

Building Projects

Abingdon Window Replacement Project – Meetings have been held with the County Administrator and County Facilities to review and assess the multitude of documented leaks at the Abingdon Library. A purchase order was issued to Colimore Architects to provide design expertise. The County Executive has included \$1.259 million for the window replacement project in the Proposed Capital Budget Program in the County General budget for FY 2019. The Library applied for and received a Maryland State Library Capital Grant award in the amount of \$500,000. The bids came back higher than anticipated by \$500,000. The County is reevaluating projects to provide the necessary funding and the Riverside renovation project funds will be redirected to the window project, delaying the Riverside renovation until FY 2020. The window replacement project start date has been delayed until March 2019 and is still on schedule to be completed before the end of the fiscal year.

Jarrettsville – Gutters/Sidewalk Repair – Gutters and downspouts have been installed. The next step of the project is to correct the pitch of the sidewalks to ensure proper drainage. The County is soliciting bids for re-sloping the front entrance, removing the pavers and replacing with stamped concrete to look like pavers. Two concrete slabs in the rear of the building have settled causing low spots where water collects and freezes requiring replacement. The County has contracted with a vendor and work to re-level the slabs is scheduled for September 17th, weather permitting.

Riverside Renovation – Mary and Kathy met with the County officials and a representative from the shelter to discuss options to reallocate space at the Library’s administrative offices. The County, the Shelter and the Library all share the space at 1221-A Brass Mill Road. The shelter is looking to expand to add additional beds for a total of 50. The County is considering relocating their warehouse to allow for the expansion. The Library would benefit from the space utilization study to better align the departments and optimize the space we occupy. The Library team has visited several businesses and nonprofits gathering ideas for the renovation project. Frederick Ward Associates were selected by the group to prepare the design. Planning continues to develop for a more efficient work space. The start date for this project has been pushed out to FY2020 (July 2019) so that funds could be used for the Abingdon Window Project.

Fallston –The roof developed many leaks during the winter and continue. Temporary measures to catch the water were installed by the County until permanent repairs could be made. A pre-bid walk through at the branch was held on June 18th in the morning. Bids were due by July 3rd. Work is anticipated to begin September 17th and will take approximately four to six weeks. The front façade will be re-caulked and painted to freshen the exterior appearance.

Aberdeen Children’s Area Refresh - The Library is currently reviewing drawings to refresh the Aberdeen Children’s area. The refresh would include new shelving, furniture, and carpet. Also under consideration is upgrading the lighting for the space. The Library team met with the

interior designer on September 12th and determined that the raised venting that runs the wall perimeter of both sides of the building could be removed and replaced with floor vents providing additional space for shelving and furniture.

Facilities Master Plan – The contract was awarded to HBM Architects, LLC, from Cleveland, OH. The consultants toured the branches during the onsite visit on April 4 and 5th. The first draft of the report was reviewed on June 27th. A Community Discussion was held that same evening at the Abingdon Branch. The second draft of the plan was reviewed on July 26th and the third draft reviewed on August 29th. The final report is scheduled to be completed by the end of September 2018. Peter Bolek from HBM Architects will present the report during the October Board Meeting.

Edgewood Roof – The new roof has developed some leaks around the roof exhaust vents. The County is working with the vendor to replace new roof curbs for the 14 exhaust vents. The work will take place once the vents are received.

Various Small Projects:

Aberdeen – Exterior landscaping surrounding the branch will be replaced by the landscapers now that the roof installation has been completed. The landscapers will replace several dead bushes that were planted this spring and under warranty.

Abingdon – 13 exterior LED bollards have been installed along the walkway. In addition, the library is obtaining a quote to change the fluorescent interior lighting to LED lighting.

Bel Air – 10 exterior LED bollards have been installed along the front of the branch. The county is installing a sump pump in the elevator pit to remove water that infiltrates the cavity from heavy rains.

Edgewood – The new roof is leaking around the roof vent penetrations. A roof contractor is fabricating and installing new roof curbs for 14 exhaust vents.

Fallston – The kitchenette in the Staff Lounge will be replaced and new cabinets/ countertops are on order for delivery the end of September.

Havre de Grace – Installation of a security camera in the public elevator is still in progress.

Riverside – Flood lights in the rear parking lot have been replaced with LED lights (BGE rebate of \$550). We are waiting for the county to repair the storm drain out in front of the building in the corner of the parking lot before a sinkhole swallows a car.

One Maryland One Book 2018 –The Library is hosting Tim Junkin, author of this year's One Book selection, Bloodsworth, The True Story of the First Death Row Inmate Exonerated by DNA Evidence on Tuesday, October 2, 7 p.m., at the Abingdon Library. Books will be available for purchase and signing and it is open to the public and a free event. The library is holding many book discussions throughout the county and several programs on related topics including forensic science, DNA and crime solving.

In addition, the Library CEO is co-chair of the Maryland Humanities One Maryland, One Book Meet & Greet reception on Saturday, September 29, 2018, 5-7:30 p.m., Baltimore Center Stage. All are invited and please let Mary know if you would like to attend.

Choose Civility Harford County continues to raise awareness in the county through many library programs and events planned this fall. In addition, the Human Library collection kicks off in February and we will be soon accepting applications for “books” and “readers.” Save the date of May 4 at Leidos Field at Ripken Stadium for our first Longest Table in Harford County.

Meetings & Presentations – August 2018

- 8/1 Greater Bel Air Community Foundation Meeting
- 8/1 HCPL Gala Menu Tasting
- 8/2 Harford County Chamber Conference Call
- 8/7 MD Humanities D&G Committee
- 8/7 HCPL Gala 2019 Video Shoot
- 8/15-18 MACo Conference
- 8/20 Harford County Chamber Legislative Meeting
- 8/22 Greater Bel Air Community Foundation Meeting
- 8/29 Harford County Chamber Farewell to Jennifer Basel
- 8/29 Meeting with Mary Chance, Jones Junction
- 8/30 Healthy Harford Board Meeting at Harford Crisis Center

Meetings & Presentations – July 2018

- 7/1 Edgewood/Joppa Independence Day Parade
- 7/1 Havre de Grace Independence Day Parade
- 7/2 Meeting with Bryan Kelly, Kelly Group
- 7/2 Meeting with Angela Rose, Harford County Chamber
- 7/2 CAB Artists in the Library Fallston Mosaic Unveiling
- 7/4 Bel Air Independence Day Parade
- 7/7 Chautauqua 2017 Seeking Justice Frederick Douglass at Cecil County Library
- 7/9 Interview with Baltimore’s Child Magazine
- 7/9 Chautauqua Program at HCC
- 7/11 Greater Bel Air Community Foundation Meeting
- 7/11 MLA Nominations Committee Conference Call
- 7/11 Kiss A Pig Happy Hour
- 7/12 Harford Chamber Executive Committee
- 7/12 YALSA Board Development Conference Call
- 7/15 Kiss A Pig 5K & 1K Bacon Stroll
- 7/16 IronBirds SRC Kickoff & First Pitch
- 7/17 The Daily Record’s Path to Excellence
- 7/18 Meeting with Dr. Sean Bulson, HCPS Superintendent
- 7/18 Photo with Avondell Seniors – Book Donation
- 7/19 Harford County Chamber Retreat
- 7/20 Choose Civility Video Taping with County Executive
- 7/20 Kiss A Pig Indoor Cycling Challenge Ride & Happy Hour
- 7/24 MLA Library Advocacy Interest Group Presentation – Elevator Speeches
- 7/25 Meeting with Dr. Sean Bulson, HCPS Superintendent
- 7/25 ALA Committee on Legislation Webinar Presentation
- 7/26 HBM Facilities Master Plan Meeting
- 7/26 Literary Spelling Bee
- 7/30 ALA Committee on Legislation Conference Call

Marketing Report – August/September 2018

General

- Projects completed by designers: 191
- Social media now up to 5,919 likes!
- Abingdon Library hosted The Daniel Bennett Group on August 8 for a jazz workshop and evening performance. With attendance at nearly 200, this event was offered as part of Choose Civility Harford County, and demonstrated the unifying nature of live music and provided an opportunity for community members to come together to enjoy the trio's performance. Several Choose Civility Harford County affiliates were invited to greet attendees with information about their organizations as they entered the event.
- Team HCPL came in 2nd place in this year's Kiss a Pig fundraising competition, which culminated on August 10. Benefitting the Boys and Girls Clubs of Harford & Cecil Counties, the library's total amount raised was more than \$5,600. Executive Assistant to the CEO Jennifer Button along with marketing specialist Megan Baker represented HCPL by kissing the 2 1/2 week old piglet at the BBQ Bash.
- The 2018 Summer Reading Challenge, "Libraries Rock!" concluded on August 25, with 16,913 registrations, 6,586 completions, and 120,485 books read. Next year's theme, "A Universe of Stories," celebrates the 50th Anniversary of the Apollo Moon Landing.
- In anticipation of the heat index reaching up to 105 degrees, Harford County Public Library branches served as cooling centers on August 28 & 29 and September 4-6.
- After winning 1st place in the float category at July's Edgewood/Joppatowne Independence Day Parade, marketing & communications administrator Leslie Greenly Smith represented HCPL at the trophy presentation on September 10.
- From July 30- September 14, HCPL branches acted as collection sites for the 2018 Stuff the Bus school supply collection drive. This annual campaign benefits the Harford County Education Foundation.
- In support of Harford Family House's *Hope in Handbags* event, gently used handbags and purses are being collected at all HCPL locations. Donations will be accepted through September 21.
- 2019 Save the Dates for Choose Civility Harford County events – Human Library: February 23 at Abingdon, March 30 at Havre de Grace, April 6 at Fallston; The Longest Table: May 4 at Leidos Field at Ripken Stadium. Additional information will be provided soon!

Marketing Campaigns

- Extreme Balloon Man
- 2018 Stuff the Bus
- Magician Mike Rose
- Meet the Author: Tracy Banghart
- Volunteer Recruitment - Partners in Reading and Sharing the Gift
- Gala 2018 Happy Hour at Horizon Cinemas
- 2018 One Maryland One Book – "Bloodsworth" by Tim Junkin
- National Library Card Sign-Up Month
- Mr. Jon and Friends
- Choose Civility Programs – Fall 2018
- 2018 Summer Reading Challenge Concludes August 25
- Genealogy Programs – Fall 2018
- Meet the Author: Tim Junkin
- Fall Headlines & Happenings

- Gala 2018 Thank You Sponsors
- Library Systems Upgrade

Outreach

- The 2018 Literary Spelling Bee took place on July 26, as part of the annual Harford County Farm Fair. Open to children entering pre-k-grade 12 and adults, this year's competition was emceed by iHeartRadio's Jeff St. Pierre and included more than 50 participants along with family & friends who watched the festivities. Special thanks to Dr. Allen for being a part of our first panel of judges. He was joined by Foundation board members Robin Sommer and Andy Guckert. The second panel included Mary Hastler along with Foundation board member Carolyn Lambdin and her husband Joe.
- Tales Jr. attended the Aberdeen IronBirds Summer Reading voucher games on July 29, August 16, and 30. HCPL staff manned an outreach table on the main concourse and promoted a variety of summer programs and events. Prior to the start of the game, Summer Reading completers joined Tales Jr. for an on-field parade.
- Library staff attended the Harford County Public Schools New Teacher Orientation on August 14 to provide information about library services and resources available to assist area teachers. More than 200 new teachers attended.
- Leslie and Mary attended the Maryland Association of Counties (MACO) Summer Conference August 15-17, where they demonstrated many of the STREAM resources available through HCPL. Activities included green screen photos using HCPL's new Padcaster equipment and simple coding projects featuring sphero robots.
- With the new school year beginning, Marketing has received a large number of requests from the branches for promotional items along with resources/program information to distribute at Open Houses as well as Back to School Nights. Items supplied included pencils, magnets, sunglasses, and weekly post-it note calendars.

Advertising

Print

- Come In We're Awesome, 2018 *Harford County Community Services Resource Guide*
- Gala 2018 Sponsors; *I95 Business*
- Cultural Arts Board – Arts in Education Grants; *Inspire Magazine*, Fall 2018
- Gala Live Auction – All Decked Out; *The Daily Record*
- The Great American Read, "MPT Program Guide, September 2018
- One Maryland One Book Author Reception Invitation, Fall 2018

Radio

- Harford's Edge on WAMD; Show airs from 9-10 on Fridays and is repeated on Saturday. The Library is a program sponsor.
- Recent guests have included:
 - 7/20 – Matt Buckleman and Stephanie Plitt, JAMSQUAD
 - 7/27 – Replay – Alan Doran, Harford Transit
 - 8/3 – Daniel Bennett, The Daniel Bennett Jazz Group
 - 8/10 – Tracy Banghart, YA Author
 - 8/17 – Stasia Lozinak, FaithFest 2018
 - 8/24 – J. Thomas Sadowski, University System of Maryland
 - 8/31 – Replay – Tracy Banghart
 - 9/7 – Lara Murphy & Kelly Sanders, Steppingstone Museum
 - 9/14 – Senior Deputy Robert Kovacs & Cristie Hopkins, Harford County Sheriff's Office

Television

- As a sponsor of “The Great American Read” (PBS), an ad for HCPL appeared 15 times during MPT programming. The spot aired between August 1-31 and was attached to programs such as PBS Newshour, Artworks, and Rick Steves’ Europe.

Press Releases Distributed

- “Extreme Balloon Man, Mr. Jon, and Mike Rose Show How Libraries Rock! During Summer Reading Challenge,” July 17
- “Graphic Design USA Announces Harford County Public Library as a Winner of 2018 American Inhouse Design Awards,” July 26
- “Harford County Native, Young Adult Author Tracy Banghart Visits Bel Air Library September 22,” August 10
- “Harford County Public Library Gifted with Two World War II Historical Volumes,” August 10
- “Harford County Public Library Hosts Author of One Maryland One Book at Abingdon Library,” August 24
- “Harford County Public Library Branches to Serve as ‘Cooling Centers’ Aug. 28 & 29; Heat Index Expected to Reach 105 Degrees,” August 27
- “Harford County Public Library Branches to Serve as ‘Cooling Centers’ Sept 4, 5 & 6; Heat Index Expected to Reach 105 Degrees,” September 3
- “Honoring the Great War’s Lost Battalion: Historian Ed Lengel Discusses New Book About WWI,” September 10

Recent Articles and Mentions Received

- “2018 Evening in the Stacks Gala,” *The Bargaineer*, July 13
- “Choose Civility Harford County,” *The Bargaineer*, July 13; *Harford’s Heart*, August/September
- “Libraries Rock - Extreme Balloon Man, Musician, Magician,” *Patch – Aberdeen, Bel Air, Fallston and Havre de Grace*, July 17; *The Aegis*, July 25; *The Bargaineer* (online), July 30
- “Literary Spelling Bee,” *The Aegis*, July 18
- “The Daniel Bennett Group,” *The Bargaineer*, July 20; *Harford’s Heart*, August/September
- “GDUSA American Inhouse Design Awards 2018 Winner,” *The Dagger*, *Citybizlist*, July 26
- “Civil Rights Sites Tour,” *The Aegis*, July 27
- “2018 Stuff the Bus,” *Patch – Aberdeen, Bel Air, Fallston and Havre de Grace*, July 30; *The Aegis*, August 24
- “Magician Visits; Summer Reading Challenge Continues,” *Fallston Neighbors*, August
- “Obituary - Carolyn Hargis,” *The Aegis*, August 1
- “A Buoy of Hope - Harford Family House,” *The Aegis*, August 1
- “Libraries as Cooling Centers,” *The Aegis* (online), *The Baltimore Sun* (online), August 7, September 4; *Topix – Aberdeen*, August 28; *The Aegis*; *Bel Air News & Views*, *The Bargaineer* (online), September 4; *The Aegis*, September 5
- “BBQ Bash – Kiss a Pig,” *The Baltimore Sun*, *The Aegis* (online), August 11; *The Aegis*, August 15
- “Harford’s Most Beautiful People Nominations,” *Patch – Aberdeen, Bel Air, Fallston and Havre de Grace*, August 17
- “Gifted WWII Books,” *The Aegis*, August 22
- “Fallston Roof Replacement,” *The Baltimore Sun* (online), *The Aegis* (online), August 13; *The Aegis*, August 15

- “One Maryland One Book Author Tim Junkin,” *The Bargaineer* (online), August 23; *Patch – Aberdeen, Bel Air, Fallston and Havre de Grace, Bel Air News & Views, Harford County Living*, September 10
- “Meet the Author: Tracy Banghart,” *The Aegis*, August 29; *Bel Air News & Views, Patch – Aberdeen, Bel Air, Fallston and Havre de Grace*, September 4; *The Bargaineer*, September 7
- “Medicare Part D/Prescription Drug Program Enrollment Workshops,” *Harford County Living*, September 7
- “Harford Leadership Academy – Class of 2018,” *The Aegis*, August 15; *Harford Community College Schedule of Classes*, Fall 2018

Cultural Arts Board – September 2018

The Board is currently reviewing and scoring the FY19 Community Arts Development Grant Applications.

Foundation – September 2018

The next meeting of the HCPL Foundation Board of Directors will be September 25, 2018. The Foundation is pleased to welcome Matt Buecker, Senior Marketing Manager for BGE to the board.

The Summer Reading Challenge ended on Saturday, August 25. This year we ended with 16,913 registrations, 6,586 completions, and 120,485 books read! The top three schools with the most students completing the Summer Reading Challenge were Fountain Green Elementary School with a 28% completion, Fallston Middle School with a 16% completion, and Bel Air High School with a 5% completion. Next year’s theme for the Summer Reading Challenge is A Universe of Stories!

14th Annual HCPL Gala - Tickets went on sale on Friday, July 13th and sold out in under one hour! Virtual sponsorships are still available but no longer include tickets. We are currently at \$114,150 to a plan of \$111,500 in sponsorship dollars! We are excited to have partnered with Klein’s Shoprite as a Platinum Sponsor at the \$15,000 level, BGE as a Presenting Sponsor at the \$10,000 level and TW Ellis as a Presenting Sponsor at the \$10,000 level. We are proud to welcome back our top sponsors: Saxon’s Diamond Centers, Richardson’s Flowers and Gifts, and Waste Industries. Our last happy hour before the Gala was held on Thursday, September 13 at Horizon Cinemas in Fallston. We are excited to share this evening with our loyal supporters and Harford County community!

15th Annual HCPL Gala - Planning is already underway for the 15th Annual HCPL Gala. On Tuesday, August 7, we filmed our promotional video for the Gala. We partnered with the Town of Bel Air and Bel Air Police Department to create this fun and comedic film. The video will be debuted immediately following the Live Auction at this year’s Gala. It will not be shown again until our Gala kick off on Tuesday, February 5, 2019 at Saxon’s Diamond Centers in Aberdeen. We are currently working on the RFP for the caterer. This will be released on Monday, November 26 with a deadline of mid-January. Next year’s Gala is scheduled for Saturday, November 2, 2019.

DRAFT Statement of Financial Position as of July 31, 2018

Assets:

Checking/Savings	\$ 543,674.35
Accounts Receivable	24,150.00
Other Current Assets	<u>500.00</u>

Total Current Assets:	\$ <u>568,324.35</u>
Liabilities & Equity:	
Accounts Payable	\$ 2,700.00
Other Liabilities	<u>15,277.42</u>
Total Current Liabilities:	<u>17,977.42</u>
Equity:	
Temporarily Restricted Net Assets	231,200.98
Board Designated Net Assets	10,749.07
Unrestricted Net Assets	241,745.58
Net Income	<u>66,651.30</u>
Total Equity:	<u>550,346.93</u>
Total Liabilities & Equity	\$ <u>568,324.35</u>

ACTION ITEMS

Personnel Changes – August 2018

Mr. Ross submitted for review and confirmation the following human resources changes for August:

NEW HIRES:

Abigail du Pont, Library Associate I – Special Needs, Children’s Services, Bel Air Branch, 37.5 hours per week. Effective Date: August 27, 2018.

Linda Henderson, Library Assistant I – Circulation, Aberdeen Branch, 15 hours per week. Effective Date: September 17, 2018.

Justin Wineke, Circulation Manager, Jarrettsville Branch, 37.5 hours per week. Effective Date: October 8, 2018.

PROMOTIONS:

Jackie Cassidy, Assistant Branch I, Jarrettsville Branch, 37.5 hours per week has been promoted to the position of Assistant Branch Manager II – Children’s Services, Abingdon Branch, 37.5 hours per week. Effective Date: July 29, 2018.

Matthew Lowing, Circulation Substitute, Home Branch – Bel Air Branch, On-Call/Variable Hours has been promoted to the position of Library Assistant I – Circulation, Bel Air Branch, 15 hours per week. Effective Date: September 9, 2018.

OTHER CHANGES:

None

RETIREMENTS:

None

RESIGNATIONS/TERMINATIONS:

Jake Hutton, Library Associate II – Teen Services, Aberdeen Branch, 37.5 hours per week. Effective Date: August 17, 2018.

Sam Stubing, Library Assistant I – Circulation, Bel Air Branch, 15 hours per week. Effective Date: August 18, 2018.

Rachel Crane, Library Assistant III – Rolling Reader, Edgewood Branch, 37.5 hours per week. Effective Date: August 31, 2018.

Nancy Seiler, Library Assistant I – Circulation, Jarrettsville Branch, 15 hours per week. Effective Date: September 1, 2018.

Ellie Lease, Library Associate II, Aberdeen Branch, 20 hours per week. Effective Date: September 15, 2018.

Conni Strittmatter, Coordinator – Children & Teen Services, Administrative Offices, 37.5 hours per week. Effective Date: September 29, 2018.

DISCIPLINARY ACTIONS:

None

LEAVE OF ABSENCE REQUESTS:

An employee, 37.5 hour hours per week has requested intermittent leave for spouse.

An employee, 37.5 hours per week has requested intermittent leave for the care of spouse.

An employee, 37.5 hours per week, has requested FMLA intermittent leave for personal illness.

An employee, 15 hours per week, has request a leave of absence for personal illness.

ROENNA FAHRNEY AWARD FINALIST NOMINATIONS

The awards are presented to individual employees or a group for demonstrating excellence in one of the following areas:

- Demonstrating excellence in external or internal customer service that significantly contributes to 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.
- Bringing recognition to the library or the community.

A list of names were presented for individual and group awards.

OPEN POSITIONS:

- **Assistant Branch Manager I**, Havre de Grace Branch, 37.5 hours per week. *Posted internally/externally. Best Consideration Date: March 12, 2018.* Interviews conducted September 11 & 13, 2018.
- **Assistant Branch Manager I**, Jarrettsville Branch, 37.5 hours per week. *Posted internally/externally. Best Consideration Date: June 30, 2018.* Interviews conducted September 11 & 13, 2018.

- **Assistant Branch Manager I**, Whiteford Branch, 37.5 hours per week. *Posted internally/externally. Best Consideration Date: June 30, 2018.* Interviews conducted September 11 & 13, 2018.
- **Coordinator – Children & Teen Services**, Administrative Offices, 37.5 hours per week.
- **Librarian**, Children’s Services, Aberdeen Branch, 37.5 hours per week. *Re-posted internally/externally.* Closing Date: July 31, 2018. Interviews conducted September 20, 2018.
- **Librarian**, Children’s Services, Bel Air Branch, 37.5 hours per week. *Re-posted internally/externally.* Closing Date: July 31, 2018. Interviews conducted September 20, 2018.
- **Librarian**, Children’s Services, Havre de Grace Branch, 37.5 hours per week. Interviews conducted September 20, 2018.
- **Library Associate I/II**, Aberdeen Branch, 20 hours per week.
- **Library Associate I/II**, Abingdon Branch, 15 hours per week. *Posted internally/externally.* Closing Date: August 3, 2018. Interviews conducted September 5 & 6, 2018. Recommendations forwarded.
- **Library Associate I/II**, Bel Air Branch, 15 hours per week. *Posted internally/externally.* Closing Date: August 3, 2018. Interviews conducted September 5 & 6, 2018. Recommendations forwarded.
- **Library Associate I/II**, Joppa Branch, 15 hours per week. *Posted internally/externally.* Closing Date: August 3, 2018. Interviews conducted September 5 & 6, 2018. Recommendations forwarded.
- **Library Associate I/II – Teen Services**, Aberdeen Branch, 37.5 hours per week. *Posted internally/externally.* Closing Date: September 21, 2018.
- **Library Assistant III – Rolling Reader**, Edgewood Branch, 37.5 hours per week. *Posted internally/externally.* Closing Date: September 21, 2018.
- **Library Assistant I – Circulation**, Havre de Grace Branch, 15 hours per week.
- **Library Assistant I – Circulation**, Jarrettsville Branch, 15 hours per week.
- **Page II**, Bel Air Branch, 18 hours per week.
- **Administrative Assistant I**, Administrative Office, 37.5 hours per week. *Assessing position.*
- **Programming Specialist**, Administrative Office, 37.5 hours per week. *Assessing position.*
- **Administration position**, 37.5 hours per week, (previously Manager I - CSC Department). *Assessing needs of the organization prior to filling this position.*
- **Computer Network Technician**, CSC Department, Administrative Office, 37.5 hours per week. *Assessing position.*
- **Specialist III – Web Services**, Administrative Office, 37.5 hours per week. *Assessing position.*
- **Specialist III – Human Resources**, Human Resources Department, Administrative Office, 37.5 hours per week. *Assessing position.*

MOTION: Motion by Mr. Adams seconded by Judge Hazlett and carried by unanimous vote to approve the personnel changes for August 2018 as presented.

Committee Assignments

It was agreed that Committee Assignments would remain the same except for Mr. Dwayne Adams who wished to be removed from the Foundation Committee.

Reschedule January Board Meeting Date

Ms. Hastler shared that Harford County Night in Annapolis has once again been scheduled for the date of the HCPL Board meeting in January. This year is the 20th anniversary of Harford County

Night in Annapolis, and not to be missed. As a result of the schedule conflict, Ms. Hastler proposed that the Board meeting be rescheduled from January 17, 2019 to January 10, 2019.

MOTION: Motion by Mr. Adams, seconded by Mr. Cottone, and carried by unanimous vote to approve the January 17, 2019 Board meeting be rescheduled to January 10, 2019 as presented.

OLD BUSINESS

None

NEW BUSINESS

None

BUSINESS FROM THE CHAIRPERSON

There was no Business From the Chairperson.

BUSINESS FROM BOARD MEMBERS

There was no Business From Board Members.

COMMENTS FROM THE PUBLIC

There were no Comments from the Public.

ADJOURNMENT OF PUBLIC MEETING

Mr. Allman requested the Board retire to an Executive Session to review the CEO Work Plan for FY19.

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 Judge Hazlett, 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 6:55 PM.