

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

**MEETING MINUTES**

**September 19, 2019**

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**Present:** Dwayne Adams, Alex M. Allman, Kenneth R. Avery, Nancy Brown, Dominic C. Cottone, Honorable Susan H. Hazlett, Taryn J. Martin, Durbin Vido, County Councilman Chad R. Shrodes, Student Liaison David C. Oguh, CEO Mary L. Hastler, and Jennifer Button

**Absent:** Trustee William B. Allen

**CALL TO ORDER**

Chairperson Alex Allman called the meeting of the Harford County Public Library Board of Trustees to order at 6:39 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 2019 Summer Reading Challenge, there were 14,895 registrations and 106,413 books read.

Fountain Green Elementary School was presented with a trophy for First Place Readers 2019 for the second year in a row. A photo was taken with representatives from the school including Alison Donnelly, Principal, and Sarah Hall, School Librarian, Media Technician Beth Poole, HCPL Board members, and HCPL Senior Staff.

Fallston Middle School was presented with a trophy for First Place Readers 2019. A photo was taken with representatives from the school including Claire Ring, School Librarian, HCPL Board members, and HCPL Senior Staff.

Patterson Mill High School was presented with a trophy for First Place Readers 2019. A photo taken with representatives from the school including DJ Hanzelik, Assistant Principal, Tracy Cramer, School Librarian, and Beth Navin, Library Media Technician, HCPL Board members, and HCPL Senior Staff.

Dr. Peter Carpenter, Coordinator for Accelerated Learning and Intervention at Harford County Public Schools, was introduced and shared his pride in the schools' accomplishments.

Mr. Allman expressed his congratulations to the winners and noted that the Board hopes to see all again next year!

The Board welcomed several Library Associate Training Institute (LATI) staff members who were present to observe the Board meeting as part of their training to learn more about the Board's role.

Ms. Hastler introduced the FY20 Student Representative David Oguh. Mr. Oguh was selected from a pool of very qualified candidates and will be a tremendous asset to the Board. He is in his senior year at Aberdeen High School. Mr. Allman welcomed Mr. Oguh to the Board and invited him to ask lots of questions!

**APPROVAL OF MINUTES**

**MOTION: Motion by Mr. Cottone, seconded by Judge Hazlett and approved by unanimous vote to accept the Minutes of the July 18, 2019 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 2019 were within the FY20 budget. As of August 31, 2019, encumbrances totaled \$1,062,000 including:

Contracted Services	\$ 19,000
Supplies	\$ 64,000
Travel	\$ 1,000
Library Materials	\$ 249,000
Furniture and Equipment	\$ <u>729,000</u>
	\$ <u>1,062,000</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 meet and will share a report during the closed Executive Session.

**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 over the summer. A brief report was included in the Board packet for review.

**Statistics – Ms. Hastler**

Statistics were reviewed for the months of July and August 2019. In July, customers borrowed 301,078 items with 144,246 walk-ins. There were 650 programs offered and 32,455 people attended these programs. The information staff answered 43,602 questions. In August, customers borrowed 283,770 items with year to date circulation of 584,848. There were 137,711 walk-ins with year to date of 281,957. System-wide, there were 637 program with 32,051 people in attendance and year-to-date 64,506 programs and 64,506 attending. There were 7,946 participants in online classes in August. In August, 28.2% of eProduct use was by borrowers from the Bel Air Library which mirrors overall circulation percentages by branch. Abingdon, has the second highest percentage of eProducts with 19.56%. The remaining branches range between 1.10% (Darlington) to 6.88% (Fallston).

**Branch Programming – Ms. LaPenotiere**

The Summer Reading Challenge was a rousing success with 14,895 registrations, and 106,413 books read.

At Aberdeen, people of all ages enjoyed the Space Themed Bingo, and everyone left with a prize! Edgewood's **Cosmic Crafts**, their weekly children's craft program, retained strong numbers through the summer. Children and grown-ups both enjoyed the Summer Reading Challenge themed crafts and most came on a weekly basis all summer long.

Havre de Grace's astronauts in training enjoyed learning about constellations, moon phases, microgravity and planets. Participants examined rocks inside a glove box, made a balloon rocket blast off and listened to real astronauts read books in space. At one of the favorite stations, kids created and used two types of robot arms to pick up various items. Children and their families enjoyed hamming it up in front of the green screen and parents quickly checked their email to show the kids how cool they looked standing on the moon.

In keeping with the space theme, a local NASA Solar System Ambassador presented a program on the life of Neil Armstrong, the first man to walk on the moon, and the remarkable Apollo 11 Mission at Joppa.

Norrisville was excited to hold auditions on August 13, for their upcoming talent show *Norrisville's Universe of Shining Stars*, a tie-in to this year's SRC *A Universe of Stories*. Acts of all varieties auditioned and were elated when invited on the spot to perform in the show. They had a great line-up including an *a cappella* group, a three-man band, a card trick act, an adorable four-year-old singing a song from *Tangled*, and a little girl twirling a baton to the song "George of the Jungle" with a huge inflated palm tree that "George" runs into. Librarian Katherine Ellis hosted the show, Bel Air's John Sullivan was in charge of sound, children's librarian Stacey O'Connor-Whitmore hosted pre-show outdoor games for children, library customer Olivia Hartlaub generously donated flowers for each performer and the Norrisville Volunteer Fire Department brought four vehicles to display and offered donated sno-balls (the edible kind) for the audience and participants to enjoy. The first show was attended by 121 people, 22 of them performers, including special guest Hoppin' Hawks, a national-competition-winning jump-rope team that wowed everyone. A storm ended the show halfway through, so the next day Katherine contacted the talent who didn't get to perform. They were thrilled to have the opportunity to return for Part Two (in all 74 attended, 13 performers). This outdoor performance brought all ages together to cheer on local talent and enjoy the library grounds. All evaluations had "excellent" ticked; comments included "*wonderful community event...a lot of talent in our small community; great time to give kids an opportunity to perform in front of a small audience.*"

### **Teen Highlights – Mr. Oguh**

Teen Librarians attended Back to School Nights at their local Middle and High Schools. At Fallston Middle School, parents were excited to learn about HCPL's homework help resources, digital library, TAG and Film This. This event is always a good way to meet families who have recently moved to our service area. Students were encouraged to visit the library to complete the Summer Reading Challenge. At Edgewood's Back to School Night, librarians handed out all the Fall Headlines and Happenings. Using iPads, the librarians engaged with many people about how to get a library card electronically and how to access digital resources.

To recognize their important contribution to the success of the Summer Reading Challenge the branches held SRC Volunteer parties. The students participated in a variety of activities like potato chip and Oreo cookie taste-offs crafts, games, and Google Expeditions.

Some other examples of popular teen summer programs are Summer Socks which gave families the opportunity to create their own custom tie-dye socks; Paint Along for Teens, which attracted a capacity crowd and Perform Your Stanzas in the Stacks, which featured singing, guitar playing, poetry short stories and a ventriloquist.

### **CEO Report – Ms. Hastler**

#### **Building Projects**

**Abingdon Window Replacement Project** – Meetings were 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 included \$1.259 million for the window replacement project in the Capital Budget for FY 2019. In addition, 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 for a total of \$1,697,500. The County reevaluated projects to provide the necessary funding and the Riverside renovation project funds were redirected to the window project, delaying the Riverside renovation. The window replacement project start date was delayed until March 2019. A pre-construction meeting was held on December 5, 2018, with the county, contractors and library. The Library closed to the public on March 3<sup>rd</sup>. Packing of the materials began on March 4<sup>th</sup> and was completed by March 6<sup>th</sup>. The contractors began phase 1 on March 5<sup>th</sup> by removing the clerestory windows above the circulation staff area. The window and partial roof replacement has been completed. The contractor anticipated completion by June 24<sup>th</sup> but was onsite through early August 2019. The integrity of the roof membrane and the existing HVAC equipment may be contributing to a few small leaks that have continued since the windows were installed and the county is monitoring. They tested the roof membrane and the HVAC equipment is scheduled for replacement next spring. The library is working with the County to see if the HVAC replacement can take place sooner because of the recurring leaks.

The interior refresh is well underway. All of the lighting has been retrofitted to LED. The circulation and Librarian workrooms have been painted and new carpet has been installed. Furnishings and shelving have been ordered and installation is on schedule. The library team will begin shelving the collection early next week. A new gender neutral restroom has been constructed and the Children's tiny toilet restroom has been gutted and restored with a regular size commode and sink making it useable for all ages and meeting ADA requirements. The parking lot has been repaved and restriped and landscaping underway. The grand reopening is Tuesday, October 15, 10 a.m.

**Abingdon HVAC Replacement Project** – The Maryland State Library notified the library that our application for \$120,000 County Library Capital Grant Program for HVAC Replacement was approved for FY 2020. The County provides matching funds for the remaining cost of the project. The Library is working with the county to see if the project can take place earlier in FY 2020.

**Aberdeen Children's Area Refresh** - The Library is currently in the design phase to refresh the Aberdeen Children's area. The refresh would include demolition of the floor bulkhead that runs the perimeter of the department, new shelving, furniture, paint and carpet. In addition, a special feature to the entrance of the Children's Department has been planned. Also planned is an outdoor Story Garden area for holding story times and STREAM activities. A new book drop room is also in the plans. Also under consideration is upgrading the lighting for the space. The Aberdeen's adult area received fresh paint, some new carpet, furnishings in June and the floor bulkheads were removed. The adult public computers were relocated along the perimeter wall with new computer tables purchased.

**Bel Air Library** – The Passport Office experienced several floods this summer during heavy rain. The County installed a sump pump the first week of September to help with the water penetration problem in that area. Portions of the existing wall were removed and the room has been treated and disinfected with drywall, paint, and carpet following. Once this is complete the Passport Office will move back from its temporary location in the Conference Room.

In addition, flooding occurred in the Children's Department in the Baby Garden area resulting in carpet tiles floating and odors. The County cleaned this area and reinstalled the carpet areas after the sump pump was installed in the Passport Processing room.

**Havre de Grace** – Schooner's Cover wood ceiling buckled. The county believes the high temperatures and humidity in the space caused the wood to swell. The County arranged for the installation contractor to remove a board from the ceiling to allow for the remaining boards to have room to expand. The gap was covered with a matching board.

### **Various Small Projects**

**Bel Air** – Estimates to refresh the large meeting room are pending. The refresh will include window blinds, wallpaper removal and fresh paint, bi-fold doors to the recessed areas, new ceiling tiles and ceiling fans, new LED lighting, and new carpet. On hold until the completion of Abingdon and Aberdeen.

**Edgewood** – A new hydration station was installed to replace two water fountains (one was broken) in the HCC classrooms hallway. In addition, we have been coordinating improvements to the branch and classrooms to include new signage, banners, deep cleaning and more.

**Joppa Library** - Facilities is soliciting bids for retrofitting the interior lighting to LED for additional energy savings. Bids have been received. Waiting to schedule work after Abingdon and Aberdeen are closer to completion.

**Audit FY 2019** – The Audit is complete and submitted to the County as requested. The auditors will be attending the October Board meeting and providing a complete review. Many thanks to Kathy Cogar, CFO, and her team for their expertise in ensuring that the Library financials and processes are in good stance!

**Comp and Class Study** – The senior team is working on finalizing the proposed salary scale and position descriptions as recommended by the consultants. The recommendation will be brought to the Board HR Committee and then to the full Board in October for review and approval.

**Summer Reading Challenge 2019** – Congratulations to all the county youth who participated in this year's summer reading challenge. Many thanks to all the families, educators and librarians who encouraged our children to read and ensure reading levels are maintained during the summer! We welcome all the school representatives who are here tonight.

- The Numbers:
  - 14,895 registrations
  - 106,413 books read
- Recipients of the Summer Reading Trophies
  - Fountain Green Elementary School
  - Fallston Middle School
  - Patterson Mill High School

**Board Portal** – Jenn Button is working with the IT Department to create a Board Portal for Board documents. Many Boards have adopted online processes and we hope to launch this fiscal year.

**Maryland Association of Counties (MACo) Summer Conference** – Mary Hastler and Leslie Greenly Smith attended this annual conference August 14-16, and represented all libraries in Maryland at the Tech Expo on August 14 providing tech demonstrations. Meccanoid & Aibo were a big hit at the Tech Expo and the MLA booth.

**National Recovery Month** – In recognition of National Recovery Month this September, the County's Office of Drug Control Policy released a YouTube music video based on recording artist Andy Grammer's song, "Don't Give Up On Me." Library staff were asked to participate, and can be seen lip-synching in the video, along with other organizations from the around the county. In addition, the Bel Air Library brick sign is decorated with purple lights in support of National Recovery Month. As a reminder, October is Breast Cancer Awareness Month and Socktober; November is No Shave November.

**Harford Living Treasures** – The Library was honored to host 20 Harford Living Treasures for an Afternoon Tea Reception on Thursday, September 12. Elected officials at both the local and State levels were also in attendance. Since the program's inception in 1981, over 400 people have been named Harford Living Treasures. Their stories are the stories of Harford County, preserving for future generations firsthand accounts of what life

in Harford County has been like for previous generations. We've preserved this oral history at the Bel Air Library, and have made it available anywhere in the world online through the Maryland Digital collection.

### **Meetings & Presentations – August 2019**

- 8/5 Cultural Arts Board Meeting
- 8/5 Harford Chabad 10 Year Gala Planning Meeting
- 8/8 Harford Chamber Executive Committee Meeting
- 8/8 Harford Cable Network taping
- 8/13 MD Humanities Governance Board
- 8/14-8/16 MACo Annual Conference
- 8/14 MACo Tech Fair
- 8/21 Gala 2019 Menu Tasting
- 8/22 Capital Projects FY20 with County
- 8/23 Greater Bel Air Community Foundation Meeting
- 8/23 The Longest Table Interview for the Iron Birds
- 8/27 Legislative Strategy Meeting for 2020 Session
- 8/28 Bolton Partners Fiduciary Training
- 8/30 WAMD Radio Show with Senator Jason Gallion

### **Meetings & Presentations – July 2019**

- 7/4 Bel Air Independence Day Parade
- 7/9 Book Presentation & Photo Op: 70<sup>th</sup> Anniversary of Armed Forces Day
- 7/10 Harford County Education Foundation Meeting
- 7/10 MAPLA
- 7/11 Chamber Executive Committee Meeting
- 7/11 HUGO Award Donation Photo Op
- 7/11 Harford Chabad 10 Year Gala Meeting
- 7/13 Chautauqua at Elkton Library
- 7/15 HCC & HCPL Meeting
- 7/15 Chautauqua at HCC
- 7/17 MLLI Presentation on Leadership and Community Outreach
- 7/18 HC Chamber Board Retreat
- 7/25 Harford County Farm Fair Literary Spelling Bee
- 7/29 Veterans Programming Countywide Meeting
- 7/29 Golden Apple Awards Presentation
- 7/30 Greater Bel Air Community Foundation Meeting

### **Marketing**

#### **General**

- 203 projects completed by department.
- The HCPL social media audience & interaction continues to grow.
  - HCPL Main Facebook - 6, 459 followers
  - Branch Facebook combined - 11,285 followers
  - HCPL Main Instagram - 370 followers
  - Branch Instagram combined - 2,347 followers
  - HCPL Main Twitter - 1,709 followers

#### **Outreach & Events**

- The Abingdon Library was selected to host the 2019 One Maryland One Book Author Tour again this year. The event will take place on Tuesday, November 5 at 7 pm and will feature OMOB “What the Eyes Don't See: A Story of Crisis, Resistance, and Hope in an American City” by Mona Hanna-Attisha. There are also (17) book discussions set to take place at HCPL libraries and partner locations from 9/16 through 11/13.
- 8,250 copies of the September/October/November issue of “Headlines & Happenings” were printed and delivered to all HCPL libraries and our Harford County distribution partners: Harford County

Infant & Toddler program, Harford County Public Schools, Harford County Chamber of Commerce, Harford County Council. This issue is 32 pages in length and features the Library CEO letter & snapshots, 23 ads, and well over 1,350 program details that are listed by branch, age group, and date.

- The Bel Air Library hosted Maryland Public Television’s 50<sup>th</sup> Anniversary Traveling Exhibit for the month of August.
- The Aberdeen IronBirds hosted the last (2) of (4) Summer Reading Challenge completion games on 8/4 and 8/30. The 8/30 game was sold out so IronBirds management agreed to honor SRC vouchers for (1) of any (9) games in June 2020. HCPL had an outreach table with promotional items, Tales Jr. attended, along with Library staff who promoted upcoming HCPL programs/events and Choose Civility Harford County.
- HCPL was present at the Harford County Public School System Wide Kickoff Event on 8/23. We had an outreach table with promotional items, digital resource information, and both Meccanoid & Aibo we present.
- HCPL’s Silver Reader was the setting for a Harford County the Office on Aging photo shoot on 8/15 for their 2020 calendar. They photographed Silver Reader customers using services on the Silver Reader. The photo will be used for the month of February, as that is “Library Lovers Month.”
- Marketing coordinated the taping of a Harford Cable News segment, “Living Well - Making the Most of Your Senior Years” at Jarrettsville Library on 8/8. This segment, which will air in September, featured HCPL’s CEO sharing library resources, programs, and events that are geared toward our senior customers. Also in the segment were shots of our seniors (our Friends members showed up to help) playing games, discussing books, and using technology.
- HCPL partnered with the Harford County Education Foundation’s to support their annual Stuff the Bus Campaign by collecting school supplies for Harford County students. Donations were accepted at each branch and at Riverside from 7/29 through 9/13.
- The 2019 Literary Spelling Bee took place on 7/25 as part of the Harford County Farm Fair. We had 53 participants and 133 spectators. HCPL had an outreach table with promotional items, Tales Jr. attended, along with library staff who promoted upcoming HCPL programs/events and Choose Civility Harford County.
- All HCPL branches served as cooling centers from 7/17 through 7/22.
- Branches participated in nearly 20 back to school and other community outreach events. Promotional items, along with resources/program information and Choose Civility Harford County items were distributed.

#### **Press Releases Distributed**

- “Harford County Public Library Receives Book Written by Korean War Veteran” – 9/6
- “9th Annual Comic-Con Celebrates All Things *Geek*” – 9/3
- “Harford County Public Library Receives Donation of Hugo Award Novels” – 8/20

#### **Recent Articles and Mentions Received**

- “Harford County Observes National Recovery Month” – *The Aegis* – September 6
- “Gov. Hogan Appoints Steve Linkous to Harford Community College Board of Trustees” – *The Aegis* – September 4
- “Aberdeen Resident Publishes Second Children’s Book” – *The Aegis* – September 4
- “Stuff the Bus Campaign is Under Way” – *The Record* – August 30
- “Sept. 7 Book Sale at Whiteford Library, Donations Wanted” – *The Star* – August 29
- “Help ‘Stuff the Bus’ with Supplies” – *Weekender* – August 29
- “MPT 50<sup>th</sup> Anniversary Traveling Exhibit Visits Bel Air Library” – *Weekender* – August 22
- “Harford County Education Foundation’s Stuff the Bus Campaign is Underway” – *The Aegis* – August 21
- “Opening Date Delayed at Abingdon Library” Editorial Cartoon – *The Aegis* – August 16
- “Abingdon Library Renovation Delayed” – *The Aegis* – August 7
- “Harford Leadership Academy Graduates 29<sup>th</sup> Class” – *The Aegis* – August 2
- “Bel Air Mayor: Town Can’t Wait on New Police Facility” – *The Aegis* – July 31
- “Excessive Heat Watch Goes in to Effect” – *The Aegis* – July 19

- “Fair to Feature 4-H, Carnival, Tractor Pulls” – *The Aegis* – July 19

### **Advertising**

#### Print

- Relatives Matter Kinship Conference Program Ad – for September 20, 2019 event.
- Garfield Cyber Safety – selected by Maryland State Library to use for all Maryland library systems who are piloting this cyber safety program.

#### Radio

- Harford’s Edge on WAMD 970 AM – Show airs from 9-10 am on Fridays and is repeated on Saturday. The Library is the program sponsor and recent guests included:
  - 7/19 HCPL Foundation - Jenny Dombeck & Caroline Lambdin
  - 7/26 Harford County Chamber of Commerce – Angela Rose
  - 8/2 Replay Chamber
  - 8/9 Boys & Girls Club/One Day Design Challenge - Marco Ciavolino
  - 8/16 Replay BGC
  - 8/23 Korean War Veteran/Author - Robert Banker
  - 8/30 Senator - Jason Gallion
  - 9/6 Relative Matter Kinship Conference - Silvana Bowker and Caity Lovett

### **Foundation**

The next meeting of the HCPL Foundation Board of Directors will be September 24, 2019. The F

### **Summer Reading Challenge**

The Summer Reading Challenge concluded on August 30 and was a great success. This year, we ended with 14,895 registrations and 106,413 books read! A big thanks to all the sponsors who make the challenge so very successful and rewarding for our readers!

### **15<sup>th</sup> Annual HCPL Gala**

This year’s Gala will be hosted on Saturday, November 2 from 7pm – 11pm at the Abingdon Library. Gala tickets went on sale on August 2 at 11:02am and sold out in under 5 minutes! Water’s Edge Event Center will be catering the event along with Matsuri Japanese Restaurant who will be providing two sushi bars and The Local Oyster who will provide the oyster bar. The Mood Swings will return as the entertainment for the evening. We will also be hosting an After Party at Pairings Bistro from 11pm – 2pm. Tickets for the After Party are \$25 and will include entertainment, food, soft drinks and a night cap. Sponsorships are currently sold out. Virtual sponsorships are available but do not include Gala tickets. All sponsors will be receiving a limited edition pair of “Zilla” socks with their acknowledgement letters. It is just another way for us to thank the local businesses, organizations and individuals that support the Library. Our current sponsors to date are: Platinum Sponsor – Klein’s ShopRite, Anniversary Sponsor – Saxon’s Diamond Centers, Richardson’s Flowers & Gifts, Presenting Sponsor – Water’s Edge Catering, The Kelly Group, GFL Environmental, BGE, Headlining Sponsor – WebIXI, Rainbow International, Huether-McClelland Foundation, The Daily Record, Revolution, M&T Bank, Premier Sponsor – Frank Hajek & Associates P.A., Chesapeake Bank of MD, Freedom Federal Credit Union, Point Breeze Credit Union, PNC Bank, APG Federal Credit Union, WXCY 103.7FM, Harford Community College, Wegmans, Harford Mutual, Keene Dodge, WSMT, Mark and Mary Hastler, Lockheed Martin, Comcast, Chesapeake Environmental, Supporting Sponsor – Peabody Press, Jeff and Jean Foulk, Paige and Bill Cox, Bel Air Friends of HCPL, Lou and Linda Wienecke, Coffee, McDonnell Consulting Group, Weyrich, Cronin & Sorra, Greater Harford Committee, Baker & Taylor, Harford County Government, Library Interiors, Morgan Stanley, Upper Chesapeake Health System, Dex Imaging, Chesapeake Employers Insurance, Howard Bank, Contributing Sponsor – The Local Oyster, MidAtlantic Photographic, Forest Hill Health and Rehab, MediaWise, Harford Bank, Armstrong, Sanctuary Title, Acer Exhibits & Events, Law Offices of Anthony J. DiPaula P.A., Dave and Colleen Patzer, Steve and Terry Troy, Harford County Chamber of Commerce, Al & Gail Jackson, Sharon & Brian Lipford, SunTrust Bank, Mark & Pam DiBerardino, Town of Bel Air, Ivy Hill, Insurance Force, Homecoming Project, Inc., Frederick Ward Associates, Advanced Eye Care, Oak Contracting, Jessica Brockmeyer & James Sheehy, Crabby Axe Throwing, Wells Fargo Financial, Boyle Buick, RSM US LLP, Debbie’s Main Concern, Boyle & Kahoe Real Estate. Gala Raffle tickets are available! The raffle items are a



gorgeous 18 karat white gold open end baguette and round diamond bangle bracelet accompanied by an 18 karat white gold baguette and round diamond halo by pass ring. Total weight is over 2 karats of diamonds!

### **Holiday Tea**

The Foundation will be hosting a Holiday Tea on Saturday, December 7 at the Abingdon Library. There will be two time slots; one in the morning from 10-11:30am and one in the afternoon from 1:30-3pm. The cost will be \$5 per child and \$10 per adult. Registration is required and opens on November 7. Families will enjoy ice skating on an indoor synthetic ice rink, a virtual trip to the North Pole, light refreshments, a photo with Mr. and Mrs. Claus, a seasonal craft, musical entertainment and a few other surprises to get everyone in the holiday spirit.

### **Cultural Arts Board**

On July 11<sup>th</sup>, the [July August 2019 episode](#) of Kaleidoscope, the Cultural Arts Board's bimonthly television program produced in partnership with Harford Cable Network, was filmed, featuring:

- Shannon Scott, talking about the [SUCCESS Project](#), all it offers its participants, and how local artists can get involved
- Jeff King, announcing the lineup for this season at [Deer Creek Coffeehouse](#)
- Wayne Perry & Julie Culotta, with [Deer Creek Chorale's](#) upcoming concert season
- and We Shine Light on performing artist [Liam Gallihue](#)

The Cultural Arts Board evaluated more than two dozen applications for Community Arts Development Grants. They rated them on the basis of artistic excellence, service to the community, and organizational effectiveness and make recommendations.

Harford County Cultural Arts Board partnered with Havre de Grace organizations to staff an informational tent at the 56<sup>th</sup> annual Havre de Grace Art Show August 17<sup>th</sup> and 18<sup>th</sup>.

The Cultural Arts Board participated in the HCPS System wide Kickoff Event at the end of August. All HCPS staff were invited to the half day event, and there were a variety of vendors on display in a secondary area. Harford County Cultural Arts Board had an outreach table and promoted its work as the official arts council of Harford County, and specifically talking about the Arts in Education Grants available to enhance student experiences for schools and community-based nonprofits serving pre K-12<sup>th</sup> grade.

### **ACTION ITEMS**

#### **Personnel Changes – September 2019**

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

#### **NEW HIRES:**

**Cathy Swift**, Business Analyst, Administrative Office, 37.5 hours per week. Effective Date: September 9, 2019.

**Robert Six**, Library Assistant I – Circulation, Bel Air Branch, 15 hours per week. Effective Date: September 23, 2019.

#### **PROMOTIONS:**

**Elizabeth Bowker**, Interim Branch Manager, Jarrettsville Branch, 37.5 hours per week has been promoted to the position of Branch Manager II, Jarrettsville Branch, 37.5 hours per week. Effective Date: August 25, 2019.

**Melissa Hepler**, Interim Branch Manager, Havre de Grace Branch, 37.5 hours per week has been promoted to the position of Branch Manager II, Edgewood Branch, 37.5 hours per week. Effective Date: September 22, 2019.

**Jamie Reilly**, Interim Branch Manager, Edgewood Branch, 37.5 hours per week has been promoted to the position of Branch Manager I, Havre de Grace Branch, 37.5 hours per week. Effective Date: September 22, 2019.

**Dylan Salsbery**, Page, Aberdeen Branch, 19 hours per week has been promoted to the position of Library Assistant I – Circulation, Bel Air Branch, 15 hours per week. Effective Date: September 22, 2019.

**OTHER CHANGES:**

**None**

**RETIREMENTS:**

**None**

**RESIGNATIONS/TERMINATIONS:**

**Melissa Foley-King**, Librarian – Teen Services, Jarrettsville Branch, 37.5 hours per week. Effective date: August 2, 2019.

**Amelia Gossman**, Library Associate II – Children’s Services, Jarrettsville Branch, 37.5 hours per week. Effective Date: August 9, 2019.

**Krista Wilcox**, Library Assistant I – Circulation, Bel Air Branch, 15 hours per week. Effective date: August 16, 2019.

**Angela Coughlin**, Library Assistant I – Circulation, Joppa Branch, 15 hours per week. Effective date: August 31, 2019.

**DISCIPLINARY ACTIONS:**

An employee received 1-day suspension without pay.

**LEAVE OF ABSENCE REQUESTS:**

An employee has requested leave for self July 26 to August 7, 2019.

An employee has requested leave for self from July 31, 2019 to September 15, 2019.

An employee has requested leave to care for a spouse, child, or next of kin.

**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 the library’s mission, either for consistent superior performance or for an outstanding project or endeavor.
- Making a significant contribution to the improvement of library service.
- Identifying and implementing a more economical or efficient use of staff 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 was presented to the Board and presented at Staff Day on Monday, October 14<sup>th</sup>, 8:30 a.m., Waters Edge Event Center. All Trustees are invited to attend and rsvp to Ms. Button.

**OPEN POSITIONS:**

- **Assistant Branch Manager II – Adult Services**, Abingdon Branch, 37.5 hours per week. Posted internally/externally. Closing Date: September 29, 2019.

- **Assistant Branch Manager II – Adult Services**, Bel Air Branch, 37.5 hours per week. Posted internally/externally. Closing Date: September 29, 2019.
- **Assistant Branch Manager**, Edgewood Branch, 37.5 hours per week. Posted internally/externally. Closing Date: September 29, 2019.
- **F&O Assistant**, Abingdon Branch, 28 hours per week. Posted internally/externally. Closing Date: September 12, 2019. Note – this position was originally 19 hours per week, Senior Staff approved to add 9 hours due to F&O staffing needs. Reviewing applications.
- **F&O Assistant**, Administrative Offices, 28 hours per week. Posted internally/externally. Closing Date: September 12, 2019. Note – this position was originally 19 hours per week, Senior Staff approved to add 9 hours due to F&O staffing needs. Reviewing applications.
- **F&O Assistant**, Bel Air Branch, 37.5 hours per week. Posted internally/externally. Closing Date: September 12, 2019. Reviewing applications.
- **Human Resources Generalist**, Human Resources Department, Administrative Office, 37.5 hours per week. Posted internally/externally. Closing Date: September 29, 2019.
- **Library Associate I/II – Adult Services**, Havre de Grace Branch, 37.5 hours per week.
- **Library Associate I/II – Adult Services**, Whiteford Branch, 37.5 hours per week.
- **Library Associate I/II – Children’s Services**, Abingdon Branch, 37.5 hours per week (2 Positions). Posted internally/externally. Scheduling in-person interviews.
- **Library Associate I/II – Children’s Services**, Edgewood Branch, 37.5 hours per week.
- **Library Associate I/II – Children’s Services**, Havre de Grace Branch, 37.5 hours per week.
- **Library Associate I/II – Children’s Services**, Jarrettsville Branch, 37.5 hours per week. Posted internally/externally. Scheduling in-person interviews.
- **Library Associate I/II – Teen Services**, Jarrettsville Branch, 37.5 hours per week. Posted internally/externally. Reviewing candidates for interviews. Note – this position was previously designated as a Librarian, Senior Staff approved to change to Library Associate to expand applicant pool.
- **Library Associate I/II**, Aberdeen Branch, 20 hours per week.
- **Library Associate I/II**, Havre de Grace, 15 hours per week.
- **Library Associate I/II**, Joppa Branch, 15 hours per week.
- **Library Assistant II – Circulation**, Bel Air Branch, 37.5 hours per week. Posted internally/externally. Closing Date: September 29, 2019.
- **Library Assistant II – Circulation**, Havre de Grace Branch, 37.5 hours per week. Posted internally/externally. Closing Date: September 29, 2019.
- **Library Assistant II – Circulation**, Norrisville Branch, 37.5 hours per week. Posted internally/externally. Closing Date: September 29, 2019.
- **Library Assistant II – Circulation**, Whiteford Branch, 20 hours per week.
- **Library Assistant I – Circulation**, Abingdon Branch, 15 hours per week.
- **Library Assistant I – Circulation**, Bel Air Branch, 15 hours per week.
- **Library Assistant I – Circulation**, Fallston Branch, 15 hours per week (2 Positions).
- **Library Assistant I – Circulation**, Joppa Branch, 15 hours per week.
- **Library Assistant I – Circulation**, Whiteford Branch, 15 hours per week.
- **Library Associate II – Materials**, Materials Management Department, Administrative Offices, 37.5 hours per week.
- **Library Assistant II – Technical Services**, Technical Services Department, Administrative Offices, 30 hours per week.
- **Page II**, Bel Air Branch, 18 hours per week. Assessing position.
- **Receiving & Processing Manager**, Administrative Offices, 37.5 hours per week. Assessing position.
- **Coordinator – Children & Teen Services**, Administrative Offices, 37.5 hours per week. Assessing position.
- **Administrative Assistant I**, Administrative Office, 37.5 hours per week. Assessing position.
- **Programming Specialist**, Administrative Office, and 37.5 hours per week. Assessing position.
- **Administration position**, 37.5 hours per week, (previously Manager I - CSC Department). Assessing 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.

**MOTION: Motion by Judge Hazlett seconded by Mr. Adams and carried by unanimous vote to approve the personnel changes for September 2019 as presented.**

**OLD BUSINESS**

None

**NEW BUSINESS**

None

**BUSINESS FROM THE CHAIRPERSON**

Mr. Allman thanked the Library staff that attended as part of their LATI program.

Mr. Allman also noted how exciting it is that on their last day of school before summer break, so many children visit the Library for the Summer Reading Challenge Kickoff.

**BUSINESS FROM BOARD MEMBERS**

None

**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 Mr. Cottone, 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 7:22 PM.