

**HARFORD COUNTY PUBLIC LIBRARY
FY 2018 BOARD OF TRUSTEES**

MEETING MINUTES

April 19, 2018

Present: Dwayne Adams, William B. Allen, Alex M. Allman, Dominic C. Cottone, Judge Susan H. Hazlett, Taryn J. Martin, Alison N. Smith Student Liaison, Durbin Vido, CEO Mary L. Hastler, and Jennifer Button

Absent: Trustees Kenneth R. Avery and Nancy Brown and County Councilman Curtis Beulah

CALL TO ORDER

Chairperson Alex Allman called the meeting of the Harford County Public Library Board of Trustees to order at 6:32 PM in the Bel Air Library.

CHANGES TO THE AGENDA

There were no Changes to the Agenda.

PRESENTATIONS/RECOGNITIONS

There were no Presentations/Recognitions.

APPROVAL OF MINUTES

MOTION: Motion by Mr. Cottone, seconded by Mr. Adams and approved by unanimous vote to accept the Minutes of the March 15, 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 March 2018 were within the FY18 budget. As of March 31, 2018, encumbrances totaled \$451,000 including:

Contracted Services	\$ 83,000
Supplies/Travel	\$ 114,000
Library Materials	\$ 240,000
Furniture and Equipment	\$ 14,000
	<u>\$ 451,000</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 not meet.

Capital Improvements Committee – Mr. Cottone

The Capital Improvements Committee did not meet.

Human Resources Committee – Judge Hazlett

The Human Resources Committee met to discuss employee benefits, being presented as an agenda item later this evening. The Committee discussed a possible raise for eligible employees that is dependent on the final budget approved by the County. The Committee also discussed an ongoing personnel matter.

Foundation – Ms. Martin

The Foundation Board did meet and a brief report was included in the Board packet for review. Ms. Hastler shared that the Romancing the Chrome (RTC) car show was phenomenal and broke all previous records for number of cars and attendance. Kudos to the Foundation and the RTC team, and we made national news! Ms. Hastler interviewed two representatives from MAVTV (out of southern California) at the event.

Statistics – Daria Parry

In March, circulation was at 306,493 and information reader assistance at 39,797. There were 564 programs with 20,779 attending. There were 122,173 walk-ins and 7,736 drive thru visits. A complete report was included in the Board packet for review. Board members will note some differences in the numbers this month due to the blustery weather.

April 2018 Programming Highlights – Beth LaPenotiere

The weather and winds of March played havoc with programming this month. But we managed to have some very successful events.

The first annual Harford County Public Library Women’s Summit was held in Abingdon with eighty-six customers in attendance. The Genealogy Conference drew 162 participants, who took advantage of the HCPL resource table. Attendees were able to obtain library cards and borrow items “on the spot.”

After the March wind storm, Aberdeen set up several charging stations. Staff moved tables closer to outlets. Many areas proved so popular that they left them up.

Abingdon’s Teddy Bear Sleepover proved very popular with 40 attending! Children left their treasured stuffed friends behind for a night of shenanigans at the library. Librarians Rebecca Lloyd and Jaime Bink had their hands full as the menagerie of animals read books, played with a parachute, drank from the water fountain, did the limbo and much more! Participants picked up their friends the next morning with a photo or two and a PowerPoint of all the activities.

Edgewood staff participated in Deerfield Elementary’s Reading/Wellness Night. One family, who is new to the area, came to the library the very next day looking for the Black Panther superhero. As luck would have it, the Black Panther was returned just before the family came in. The family got library cards and a tour during their visit.

The new 1000 Books Before Kindergarten program has been well received. At Havre de Grace, one family listened to 100 books in the first week after registering.

On a Tuesday evening, Whiteford had their annual North Harford Elementary School Art Reception for students, their families and friends. Over 300 people came out to the branch that

evening to see the artwork and to listen to the 4th and 5th grade musicians. The artwork was on display throughout the month of March.

YA Highlights for April 2018 – Alison Smith

For Teens in Harford County, March was a month of empowerment, technology exploration, teamwork, and celebration. On March 17th, the Joppa Library hosted its second Empower Workshop for middle and high school girls. Three speakers presented on healthy relationships, what to do after high school, and technology. Teens attending created vision boards, on which they visualized their personal goals, and shared what they were most proud of accomplishing. All who attended were eager to learn when the next workshop will be held.

Nationwide, March is the month of Teen Tech Week, where teens attend technology related programming in libraries. Teens in Harford County were no exception! All across the county, teens loved trying out the 3D printer, staging creative scenes using a green screen, immersing themselves in virtual reality, and visiting interesting places using the Google Expeditions kits.

In Harford County, the culmination of Teen Tech Week ends with **Film This**, where middle and high school students worked together to create book trailers for the 7th annual competition. 177 people attended the March 9th presentation of the top 25 of 51 submissions at the Abingdon Library. The top three winners were – The Girl Who Drank the Moon, created by Anjelica Jones, The Merriam Webster Dictionary, created by Julia Deitz, and The Ranger’s Apprentice: Tournament at Gorlan, created by Nathan Burman. The most exciting this to see at this event wasn’t the just the talent and creativity of Harford County Teens, but how much they supported and cheered for each other’s films – it was truly a night of celebration!

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. Predesign work is underway and the county held a design meeting on September 12 to review project scope and timeline. It is anticipated that the design drawings will be completed winter 2018; award the contract by June 1, 2018, and demolition/construction/replacement begin early October 2018, immediately following the Gala. The Library will be closed for approximately 8-12 weeks. 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.

Parking Lot Light Poles - The base of four parking lot poles have rusted and need replacing. One pole snapped and fell during recent high winds and landed on a truck causing minimal damage. This incident led to the inspection of all the parking lot poles. Three additional poles were discovered to have rusted as well. Those poles have been removed and replacement poles were delivered this week. Installation is pending.

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 – Parks and Recreation - has the sidewalk component on their

project list and is working with the County's Capital Projects department to secure a vendor. There are two concrete slabs in the rear of the building that have settled causing low spots where water collects and freezes requiring replacement.

Riverside Renovation – Mary and Kathy meet 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.

Edgewood Roof Replacement – The Library received official notice on October 12th of an award of a Maryland State Library Capital Grant in the amount of \$94,000 (53% match) for the replacement of the Edgewood Library Roof in FY 2018. The county will fund the rest of the cost of the project. The RFP was posted March 9th, a pre-bid meeting is scheduled for March 15th and the bids are due back by March 29th. The County is preparing the documentation to present at the next Board of Estimates meeting, on April 24th. The project is scheduled to be complete by June 2018.

Fallston – The Fallston branch has experienced ongoing problems with the sewer line that runs from the staff restroom out of the building. The pipe was replaced requiring a 35 feet long trench to be dug through the center of the staff workroom. The work began on December 8th and completed December 20th. Public service was not interrupted. As part of this project, the carpeting was replaced in the staff workrooms, lunchroom, hall and meeting room. The meeting room was also painted. The kitchenette in the meeting room has been replaced with contemporary cabinets. Temporary measures to catch the water have been installed by the county until permanent repairs can be made. The County is working on preparing an RFP.

Havre de Grace – First floor drains have backed-up several times since the branch opening. The County's plumbing contractor ran a camera down the line and found a 4-way cross intersection that is causing the flow problem in the drain line. The County is working on a solution to correct this drain issue.

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.

Landscaping - The landscaping around the perimeter of the building was removed prior to the window and roof replacement project. The County agreed to replace the landscaping once the roof/window project was complete. We are working with the County develop a plan to replant the landscaping.

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 report is scheduled to be completed by the end of September 2018.

Fiscal Year 2019 Budget Update – The County Executive presented the Proposed FY 19 Budget in Brief on Monday, April 16. Highlights pertaining to the library include: 1) funding equivalent to 3% salary increase for library employees (sets record-level funding for HCPL); 2) \$200,000 for Technology in the Library Capital Budget; \$1,259 million for the Abingdon Window Replacement in the County General Capital Budget; and total county funding of \$17,472,912 (3% of the General Fund). The next phase of the budget process is County Council review and approval. In the meantime, we will be reallocating the library budget to absorb the 12% increase in health care costs and other areas where increases/decreases are projected. The revised final budget will be brought to the Board at the June meeting for review and approval.

Meetings & Presentations – March 2018

- 3/1 Riverside Renovation Planning Meeting
- 3/2 Athena Awards
- 3/6 Women’s Summit
- 3/6 Comcast Interview
- 3/7 SARC Capital Campaign Meeting
- 3/8 American Libraries Advisory Committee Conference Call
- 3/9 TED Learning Training
- 3/11 41st Annual Donald Waldon Memorial Scholarship Banquet
- 3/12 Chamber Legislative Meeting
- 3/12 MLLI Strategic Leadership Conference Call
- 3/13 Greater Bel Air Community Foundation Meeting
- 3/13 Maryland Humanities 45th Anniversary Luncheon Committee
- 3/13 Gala Theme Reveal Kickoff
- 3/14 EDAB Meeting
- 3/14 eRate Conference Call
- 3/14 Choose Civility Meeting
- 3/14 ALA/YALSA Board Development Conference Call
- 3/15 Chamber Board Meeting
- 3/15 Riverside Renovation Planning Meeting
- 3/16 Maryland Humanities Board Meeting
- 3/19 Women’s Commission Meeting
- 3/20-24 PLA Conference
- 3/24 Aberdeen Rotary Annual Bull & Oyster Roast
- 3/26 The Daily Record’s Women’s Summit
- 3/27 Good Scout Meeting
- 3/27 Harford Family House Ahoy! Photo Shoot
- 3/28 Greater Bel Air Community Foundation Meeting
- 3/28 Maryland Today Show Taping
- 3/28 eRate Conference Call
- 3/29 Chamber Economic Forecast Meeting
- 3/29 Riverside Renovation Planning Meeting

Marketing Report –April 2018

General

- Projects completed by designers: 78
- Social media now up to 5,783 likes!
- Administrator- Marketing & Communications Leslie Smith and Marketing Specialist Megan Baker attended the PLA (Public Library Association) Conference in Philadelphia, March 21-24. The 3½ day event was attended by library staff from across the country and included great networking opportunities as well as several workshops
- The 5th Annual Genealogy Conference was held on March 24 at the Bel Air Armory. Two hundred attendees enjoyed this free, full day event.

- Due to the overwhelming response, the April 25 Jeannette Walls event has been moved to a larger venue and will now be held at Water's Edge Event Center in Belcamp. This increased capacity of this new location allowed for a large number of additional registration spaces for the 7pm general admission author program. The Ivy Bookshop in Baltimore will be selling hardcover and paperback copies of "The Glass Castle" that evening, along with Ms. Walls' other titles. The sold-out VIP Reception will be held on the 2nd floor and doors for this event will open at 5:15pm. The general admission program begins at 7pm and the doors will open at 6:15pm.
- The June/July/August Headlines & Happenings is currently in layout and will be sent to the printer before or on May 1. It will be available online no later than May 15 and delivered to the branches before Memorial Day.
- The "Libraries Rock" 2018 Summer Reading Challenge t-shirts have arrived and they look great!

Marketing Campaigns

- New York Times Best-Selling Author Jeannette Walls New Location/Tickets Available
- 2018 Gala Sponsorships
- 2018 Gala Raffle Tickets
- 2018 Evening in the Stacks: The Pink Edition
- AutoMate - Online DIY Car Repair
- Join Team Tales
- 2018 Children's Picture Book Bracket
- Children's Book Week (April 30-May 6)

Outreach

- *The Daily Record* Women's Leadership Summit in Baltimore – outreach table and attended event.
- Silent Auction Baskets donated to The Arc NCR's After d'Arc Gala and FCCAU Basket Bingo.
- Upcoming – Tales Jr. will be attending the Romancing the Chrome Car Show on Saturday, April 14. In addition to his appearance, Marketing staff will be on-hand to distribute HCPL sunglasses and information about upcoming events.

Advertising

Print

- Come in We're Awesome; *Anna's House*
- Come in We're Awesome; *AFP Celebration of Philanthropy Sponsorship*

Radio

- Harford's Edge on WAMD; Show airs from 9-10 on Fridays and repeated on Saturday. The Library is program sponsor.
- Recent guests have included:
 - 3/16 - Boys & Girls Club of Harford/Cecil Counties' Jim Quimby and Derek DeWitt, and Youth of the Year Finalists: Florish, Julian, Deja, and Daequan.
 - 4/6 - Joe Ligo, associate producer, editor of Maryland Public Television's MotorWeek and celebrity judge at the Harford County Public Library's 2018 Romancing the Chrome, and Jenny Dombeck, Harford County Public Library Foundation director
 - 4/13 - Aberdeen Proving Ground's Major General Randy Taylor

Press Releases Distributed

- "Harford County Public Library Foundation Announces 2018 Gala Theme," March 19
- "Harford County Public Library Foundation, Jarrettsville Lions Club Host Seventh Annual Romancing the Chrome April 14," March 20
- "Harford County Public Library Closing Early Tuesday, March 20," March 20
- "Harford County Public Library Now Closing at 3 P.M. Tuesday, March 20," March 20

- “Harford County Public Library Closed on March 21”

Recent Articles and Mentions Received

- “Property Tax,” *The Bargaineer* (online), March 9
- “Women’s Summit,” *The Aegis*, March 21
- “HCC 60th Anniversary,” *Bel Air News & Views*, March 14
- “The Daily Record Women’s Leadership Summit,” *The Daily Record*, March 14
- “Joppa Library Art Show,” *The Aegis*, March 16
- “2018 Gala Theme Announced,” *Patch – Aberdeen, Bel Air, Fallston, Havre de Grace, Bel Air News & Views*, March 19; *The Bargaineer*, March 23; *The Bargaineer* (online), March 26
- “Spring Snow,” *The Aegis, The Baltimore Sun* (online), *The Aegis* (online), March 21
- “Get Involved with PLA,” *PLA Daily News*, March 22
- “Schucks Park Sensory Trail,” *The Bargaineer* (online), March 27
- “Jeannette Walls,” *The Bargaineer* (online), March 19; *The Bargaineer*, March 23; *Weekender*, April 5
- “Genealogy Conference,” *The Record*, March 16; *The Aegis*, March 21; *Weekender*, March 22
- “Romancing the Chrome,” *Harford Magazine*, Spring 2018; *Patch – Aberdeen, Bel Air, Fallston, Havre de Grace, Harford County Living*, March 20; *The Bargaineer* (online), March 23; *Bel Air News & Views*, March 26, 28; *Baltimore Magazine, Baltimore Style Magazine*, April 2018; *Weekender, Bel Air News & Views*, April 5
- “Bel Air Used Book Sale,” *Weekender*, April 5

Cultural Arts Board – April 2018

1. The Board meeting on March 5th featured a Community Arts Development presentation followed by Q&A presented by Susan Nicolaides, Director for Cultural Events and Performing Arts at Harford Community College and Denise Carnaggio, APG Liaison & Strategic Partnerships Coordinator at HCC
2. On March 7th, the March April 2018 episode of Kaleidoscope, the Cultural Arts Board’s bimonthly television program produced in partnership with [Harford Cable Network](#), was filmed, featuring in-studio interviews with
 - [Pamela Wilde](#), talking about [Portraits from Havre de Grace](#)
 - [Seonju Townsend](#), artist and Arts Educator, talking about her unique technique and the healing power of Art
 - Lori Snyder, Executive Director of [Arts Education in Maryland Schools Alliance](#)
 - Out & About featuring Free [Master Class and Chamber Concert](#) with Rene Hernandez, BSO Assistant Principal Trumpet - Presented by [Maryland Center for the Arts](#)
3. Planning continues for the June 2018 Artists in the Library series of event located at eight branches of HCPL, featuring high-quality arts experiences presented by Maryland-based Teaching Artists. Projects include the following:
 - Mosaic installation with Sue Stockman and Sequoia Chupek
 - Light Labs – light paintings, light sculptures with Futuremakers
 - Peaceweavers Residency including mini-concerts, Peaceweavers’ Wheel & simple “Recycled” instrument building workshops
 - Traditional griot Storytelling performance and workshop
4. Final 25% of FY18 Community Arts Development subgrants were distributed after receiving interim reports.
5. A three-year commitment has been made to contract with cloud-based online grant-management software company, WizeHive to build and host a new grant application, database, review, and administrative portal. Exciting features include

- automated messaging,
- organizational-level profiles, and
- advanced dashboard reporting.

Foundation Report – April 2018

The next meeting of the HCPL Foundation Board of Directors will be April 24, 2018.

Romancing the Chrome

The 7th Annual Romancing the Chrome car show took place on Saturday, April 14. A record-breaking number of more than 3,500 spectators enjoyed a day of classic cars at the event. The family friendly event featured more than 300 classic automobiles, another record-breaking number, and was organized in partnership with the Jarrettsville Lions Club. In addition, more than \$17,000 was raised. Proceeds raised by Harford County Public Library Foundation will go directly back to the community to support the Summer Reading Challenge, STEM, author nights and more. The Jarrettsville Lions Club will use its share of the funds raised for its Leader Dog Program, which provides service animals to sight-impaired individuals. Joe Ligo, associate producer/editor of MPT's *MotorWeek*, was the celebrity judge and Harford County Sheriff Jeffrey Gahler was a guest judge. The winner of the \$500 Best in Show prize went to Stephen Amspacher for his 1948 Plymouth Coupe Business. Next year's event is tentatively scheduled for Saturday, April 13, 2019.

Meet the Author: Jeannette Walls

The Foundation is sponsoring the Jeannette Walls author program scheduled for Wednesday, April 25. To accommodate the number of guests that expressed interest in attending, the location has changed from the Abingdon Branch to Waters Edge Event Center. The evening starts with a VIP meet-and-great reception from 5:30 to 6:15 p.m. Guests will have the opportunity to meet Walls and receive a hardback copy of her book, which may be signed and personalized at the reception. Opportunities for photos with the author will also be available. Guests will enjoy hors d'oeuvres, beer, wine and soda. Those attending the VIP reception will receive preferred seating during the 7 p.m. presentation. Tickets for this reception are currently sold out. At 7pm, Walls will speak to a larger audience in the Grand Ballroom. Registration is free for this program and space is currently sold out. The Foundation is excited to bring this program to the community.

Summer Reading Challenge

The theme for the 2018 Summer Reading Challenge is Libraries Rock! The kick-off will take place Monday, June 18 at the Abingdon and Fallston branches. Kona Ice will join us at both locations and donate 20% of the sales to the Foundation. We have currently raised \$37,000 in sponsorships. Committed sponsors include Wegmans, Aberdeen Iron Birds, Maryland 529, HarCo Federal Credit Union, APGFCU, Rosedale Federal, M&T Bank, Harford Day School, Bel Air Friends, Darlington Friends, Harford Community College, Aberdeen Rotary, Advanced Eye Care and Berardino Family Trust. We have once again partnered with the Aberdeen Ironbirds for completion prizes. They will be offering 4 games to participants based on when they turn in their reading logs. The first game offered will take place on Monday July 16 at 11am. HCPL will be kicking off the game with a story time lead by an Ironbirds player at 10am followed by a parade around the field and first pitch being thrown by HCPL's CEO, Mary Hastler.

14th Annual HCPL Gala

Planning is underway for the 14th Annual Library Gala scheduled for October 13 at the Abingdon Branch. Our first committee meeting was held on Thursday, March 1. We hosted our Gala Kick Off Happy Hour on Tuesday, March 13 at One Eleven Main from 5pm – 7pm in Bel Air. Guests got the first glimpse at the promotional video and enjoyed music by DJ Lovegrove. Chandon sponsored the celebratory toast at the end of the night as we revealed our theme, An Evening in the Stacks: The Pink Edition. This year's gala is themed after the Pink Panther and the disappearance of the pink diamond. Our stunning Pink Diamond Ring raffle ticket sales began at the event. The item was

generously donated by Saxon’s Diamond Centers and is valued at \$7,950. Tickets are 1 for \$10 and 3 for \$25.

Statement of Financial Position as of February 28, 2018

Assets:	
Checking/Savings	\$ 462,519.94
Accounts Receivable	29,000.00
Total Current Assets:	<u>\$ 506,165.74</u>
Liabilities & Equity:	
Accounts Payable	\$ 1,350.00
Other Liabilities	10,140.50
Total Current Liabilities:	<u>11,490.50</u>
Equity:	
Temporarily Restricted Net Assets	225,102.07
Board Designated Net Assets	10,749.07
Unrestricted Net Assets	76,441.23
Net Income	182,382.87
Total Equity:	<u>494,675.24</u>
Total Liabilities & Equity	<u>\$ 506,165.74</u>

ACTION ITEMS

Personnel Changes – March 2018

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

NEW HIRES:

Ryan Rickels, Information Technology Director, Administrative Office, 37.5 hours per week.
Effective Date: April 23, 2018.

PROMOTIONS:

None

OTHER CHANGES:

None

RETIREMENTS:

None

RESIGNATIONS/TERMINATIONS:

None

DISCIPLINARY ACTIONS:

None

LEAVE OF ABSENCE REQUESTS:

An employee has requested a medical leave of absence under FMLA for self. Start Date: 3/22/2018 Estimated End Date 5/22/2018.

An employee has requested a medical leave of absence under FMLA for self. Start date: 3/22/2018 to 4/14/18. The employee has returned to work on a limited work schedule as of 4/18/18.

OPEN POSITIONS:

- **Assistant Branch Manager I**, Havre de Grace Branch, 37.5 hours per week. *Posted internally/externally. Best Consideration Date: March 12, 2018.*
- **Assistant Branch Manager II – Children’s Services**, Abingdon Branch, 37.5 hours per week. To be posted internally/externally.
- **Librarian**, Children’s Services, Aberdeen Branch, 37.5 hours per week. *Posted internally/externally. Closing Date: March 12, 2018. Interviews to be scheduled.*
- **Librarian**, Children’s Services, Bel Air Branch, 37.5 hours per week. *Posted internally/externally. Best Consideration Date: March 12, 2018. Interviews to be scheduled.*
- **Library Associate I/II**, Children’s Services, Bel Air Branch, 37.5 hours per week. *Posted internally/externally. Closing Date: March 12, 2018.*
- **Library Associate I/II**, Children’s Services, Bel Air Branch, 30 hours per week. *Posted internally/externally. Closing Date: March 12, 2018.*
- **Library Associate I/II**, Children’s Services, Bel Air Branch, 20 hours per week. Note: This position was formerly an hourly position at 19 hours per week. Senior Staff added 1 hour in support of staffing needs. *Posted internally/externally. Closing Date: March 12, 2018.*
- **Library Associate I/II**, Teen Services, Joppa Branch, 37.5 hours per week. *Posted internally/externally. Interviews held April 18, 2018.*
- **Library Assistant II – Circulation**, Aberdeen Branch, 37.5 hours per week. *Posted internally/externally. Interviews held April 12, 2018. Recommendation to be forwarded.*
- **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 Dr. Allen, and carried by unanimous vote to approve the personnel changes for March 2018 as presented.

Approve FY19 Schedule of Board Meetings

Mr. Allman referred to the proposed Schedule of Meetings for FY19 in the Board packet showing HCPL Board Meetings on the third Thursday of each month. He noted there was no meeting in August and December.

MOTION: Motion by Mr. Adams seconded by Judge Hazlett and approved by unanimous vote to approve the FY19 Schedule of Board Meetings as presented.

Approve Holidays and Closings Through 2019

Mr. Allman referred to the proposed Holidays and Closings Schedule Through 2019 in the Board packet showing HCPL closures through remaining 2018 dates and throughout 2019. Ms. Hastler clarified that when a holiday fell on a weekend, it was observed according to past precedence.

MOTION: Motion by Mr. Adams seconded by Judge Hazlett and approved by unanimous vote to approve the FY19 Schedule of Board Meetings as presented.

Approve FY19 Benefits Package

Mr. Allman referred to the item in the Information section of the Board packet, *Personnel Manual: Employee Benefits – An Overview of Employee Benefits for FY19*. Changes have been highlighted in yellow and/or stricken by Charles Ross, the author of the document.

Mr. Ross noted that there were no substantial changes to the policy, just minor changes intended to clarify the policy.

MOTION: Motion by Mr. Cottone seconded by Mr. Vido and approved by unanimous vote to approve the FY19 Schedule of Board Meetings as presented.

OLD BUSINESS

Mr. Allman shared that no nominations were received for FY19 Board Officers. He recommended that the current Vice-Chair and Treasurer serve for the next fiscal year, and indicated that he would also be happy to serve as Chair again.

MOTION: Motion by Dr. Allen seconded by Mr. Cottone and approved by unanimous vote to nominate Alex Allman for Chair, Susan Hazlett for Vice-Chair, and Durbin Vido for Treasurer for FY19.

MOTION: Motion by Mr. Adams seconded by Dr. Allen and approved by unanimous vote to approve the Slate of Officers for FY19 as presented.

NEW BUSINESS

Mr. Allman expressed that the library does so much and touches so much of the community, it's great to see Councilman Beulah in attendance, and thanks for coming tonight!

Ms. Hastler shared thanks on behalf of Ms. Brown for the beautiful flowers from Board members and staff. Ms. Brown is recovering well and hopes to be back in attendance at a future Board meeting soon.

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 FY18.

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 6:58 PM.