

**HARFORD COUNTY PUBLIC LIBRARY  
FY 2025 BOARD OF TRUSTEES**

**MEETING MINUTES**

**October 15, 2024**

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**Present:** Dr. William B. Allen, Chair; Errol E. Etting; Dr. Monique H. Head; Michael Woods, Treasurer; Carol Wright, Vice Chair; Student Representative Ellie Hanson; Tara Lathrop representing County Council Member Jessica Boyle-Tsottles; Mary L. Hastler, CEO; and Jennifer Button

**Absent:** Terrance Flannery; Colonel Jonas Vogelhut, US Army, Retired

**CALL TO ORDER**

Dr. Allen, Chair, called the meeting of the Harford County Public Library Board of Trustees to order at 6:30PM.

**CHANGES TO THE AGENDA**

There were no changes to the agenda.

**RECOGNITIONS/PRESENTATIONS**

Dr. Allen recognized and welcomed new Trustee Errol Etting.

**FY2024 Annual Audit Presentation**

Mr. Woods introduced and welcomed Dan Kenney, Engagement Partner, and Scott Shoop, Supervisor, from Mitchell Titus who provided a summary of the Fiscal Year 2024 Audit of the Harford County Public Library. Mr. Kenney reviewed the responsibilities of management and the auditors, as well as highlights of the Independent Auditors Report as of June 30, 2024, and provided a brief explanation of the type of information included in the report. Included in Mr. Kenney's overview were audit highlights, core team members, fraud considerations, summary of audit results, and required communications and other matters.

The Management Discussion and Analysis was a narrative written by the Library's management team and provided an overview of the Library's financial activities for the fiscal year.

The Independent Auditor's Report reflected an unmodified opinion, the highest opinion possible, which means the Library's financial statements are fairly and appropriately presented, without any identified exceptions, and in compliance with Generally Accepted Accounting Principles (GAAP), according to the auditors' judgement. The audit was completed using Government Auditing Standards. No material weaknesses or significant deficiencies were identified.

Mr. Kenney noted that his firm did not audit the supplementary financial statements of the HCPL Foundation since that information was audited by other auditors. However, those documents were included in this report since the Foundation is a component unit of the Library. Financial statements for the Other Post Employment Benefit (OPEB) Trust were also included in the report since the Library has fiduciary responsibility over the Trust. Mr. Kenney noted that the OPEB Trust is now an asset.

There were no new accounting policies adopted in FY2024.

In summary, the Library received a clean report.

Mr. Kenny thanked Ms. Cogar, CFO, for her assistance in expediting the audit process and supporting their team.

**APPROVAL OF MINUTES**

All Trustees had the opportunity to review the minutes of the previous meeting in advance of this evening's Board meeting.

**MOTION: Motion by Mr. Woods, seconded by Ms. Wright, and carried by unanimous vote to approve the Minutes of the September 19, 2024 Meeting as presented.**

**COMMITTEE REPORTS**

**Budget & Finance Committee – Mr. Woods**

The committee met virtually on October 10, 2024 to review and discuss the Harford County Public Library FY2024 Audit.

The Treasurer’s Report was prepared by Ms. Cogar, CFO. Operating expenditures for the fiscal period ending September 30, 2024 were within the annual FY2025 budget. Revenues were \$6.2 million and Expenditures were \$6.1 million. Electric seemed to run high, even with participation in the Harford County Chamber Consortium with CQI Energy. Hopefully usage will scale back now that fall has arrived.

**MOTION: Motion by Mr. Woods, seconded by Ms. Wright, and carried by unanimous vote to approve the Treasurer’s Report as presented.**

**Executive Committee – Dr. Allen**

The committee did not meet.

**Capital Improvements Committee – Dr. Head**

The committee did not meet, but does have a meeting scheduled in advance of the next Board of Trustees meeting.

**Human Resources Committee – Ms. Wright**

The committee met virtually on October 7, 2024. The committee reviewed and discussed the draft HR Report including promotions, interim reassignments, leave of absence requests, and open positions. The committee was pleased to note several new hires have been made across multiple branches.

**Foundation Board – Ms. Hastler for Colonel Vogelhut, US Army Retired**

The Foundation Board met on September 24, 2024, and planning continued for the Annual Gala, which is now a sold-out event. A detailed report is included in the CEO report below.

**PUBLIC SERVICES REPORTS**

**Statistics – Ms. Parry**

Ms. Parry reviewed highlights from the submitted Monthly Statistical Report. Fiscal Year 2025 statistics highlighted for the month of September include: Circulation 259,612; Walk-in visitors 57,872; Drive-thru visitors 5,317; Information/Reader assistance 31,756; Programs 687; Program attendance 33,598.

**Programming and Events – Ms. LaPenotiere**

Ms. LaPenotiere reviewed the Programming Report included in the CEO report below.

**Teen Services – Ms. Hanson**

Ms. Hanson reviewed the Teen Services Report included in the CEO report below.

**CEO REPORT**

**Capital & Building Projects**

**Abingdon**

The birds seem to find the HVAC wrapping on the roof irresistible and have pecked through the covering allowing leaks to occur again in the Children’s area. The County is evaluating having the HVAC re-wrapped with a different material.

The Tot Lot has been cleaned of weeds and resurfaced with Fibar.

The Library has been asked to fund 50% of the cost to repair the pond. The estimated total cost is \$13,876.60.

**Bel Air**

Multiple lighting fixtures have been replaced or repaired. The contractor will complete the project as soon as the necessary parts are received.

**Fallston**

The sidewalk replacement project is complete and the branch will reopen today, October 15<sup>th</sup>.

**Havre de Grace**

The Havre de Grace Friends group has requested an exterior sign that can be updated with events and other library activities. After several months of research and consulting with contractors, the existing brick sign and raised bed will be removed and a new sign installed. Permits are pending and we are very appreciative of the financial contribution for this project by the Friends Group. The sign will be accessible and updated manually because digital signs are not permitted in the city.

A refresh to Schooner Cove and the meeting room is underway.

**Jarrettsville**

The Branch lost water and closed at 6 p.m., on October 8<sup>th</sup>. The County replaced a bad pressure valve the following morning and the branch reopened at regular time.

**Norrisville**

Norrisville Elementary school, located next to the Library has tested with high levels of PFAS and their water is considered unsafe to drink. Signs have been put in place advising the public not to drink the water. The Library reached out to the county to see if the water will be tested at the Parks & Rec and Norrisville Library joint use facility. We have not received any updates to date. The library has advised the staff to avoid drinking the water until further clarification is received and to post information informing them to the potential risk.

**Whiteford**

The Tot Lot has been weeded and resurfaced with Fibar.

**Administration**

The library is exploring the possibility of installing a new electric gate in the back parking lot. Currently, library staff must manually close the gates and lock them at opening and closing.

The library is working with the county on providing square footage to enable expansion of the homeless shelter to house women and children. Two walk-throughs have taken place. The county has requested the library provide funding for the portion of the project on the library side of the building. Included in the project is the build of 4-6 offices and relocation of the meeting room. Staff and some departments will be relocated as a result.

The County is considering a HVAC replacement project to start in late January 2025. The AC has been working sporadically this summer and the county has been out numerous times attempting to repair the system.

**Board Updates**

The Board welcomes Trustee Errol Etting who was appointed in September to the Library Board of Trustees. His term is thru June 30, 2025 at which time he will be eligible for appointment to his first, five year term. Mr. Etting is in Law Enforcement and has experience in strategic planning, governmental relations, management, human resources, building programs, and technology.

### **State Standards for Libraries and Legislative Updates**

**Freedom to Read Act** - With the passage of the Freedom to Read Act in 2024, the next step is to develop a State regulation that applies to all public library systems, regional resource centers, academic libraries, correctional facility libraries and public school system libraries. Maryland State Library Agency developed a draft regulation and it is currently being reviewed by the Attorney General's Office and will then be filed through the Maryland Register Electronic File System (ELF) for a 30-day public comment period. It is anticipated that the regulation will be finalized by the end of the calendar year. Additional information and guidance for incorporating the new state standards into policy will be provided later this year. The regulation requires that libraries operate their library in a manner that is consistent with the established standards, including the development of a policy and procedures to review objections to materials in their collections. Items may not be removed from public access during the reconsideration period, and boards must set a reasonable timeline for review. A County Board of Education or library governing Board may not dismiss, suspend, discipline, demote, reassign, transfer, or otherwise retaliate against an employee for acting in a manner consistent with the library's written policy implementing the state standards for libraries. The State Library Board has the authority to notify the Comptroller to withhold funding from libraries that receive State funds if they do not adopt a written policy that is consistent with the State standards for libraries or conduct the operations of the library in a manner consistent with the written policy.

### **HCPL Wins National Design Award:**

Harford County Public Library and the Foundation each received an American Inhouse Design Award from New York City-based Graphic Design USA (GDUSA) for the 2023 SpyBall Gala marketing collateral and the SpyBall Gala video, respectively.

More than 5,000 entries were received from across the country. The projects and campaigns touch every region of the country and every segment of the private, public, and non-profit sectors.

The awards recognize and spotlight the value that in-house creative teams bring to their organizations. The awards program reflects the depth and breadth of the in-house experience, honoring top projects in 24 categories.

### **2024 Staff In-Service Day – Monday, October 14<sup>th</sup>.**

This is a day to celebrate staff as well as HCPL's annual accomplishments. Highlights include the years of service recognitions, and the highly anticipated announcement of the coveted Roenna Fahrney Awards.

Individual Awards: Katherine Ellis, Harvey Dail, Rebecca Hillenburg and Patty Hagan. Team Award: Opening the Gift Team. Honorees will be recognized at the November Board of Trustees meeting.

### **Meetings & Presentations**

September 2024

- 9/4 Economic Development Advisory Board Meeting
- 9/4 MLA Legislative Panel Meeting
- 9/4 Meet the Author: Jennifer Vido
- 9/5 MD Humanities Finance Committee
  
- 9/9 MAPLA IGR Taskforce

## Board Meeting Minutes – October 15, 2024

- 9/11 Dr. Anirban Basu: The Good, The Bad & The Ugly
- 9/11 HCPL Foundation Gala Committee Meeting
- 9/11 Harford County Bar Foundation Jennifer Vido Book Launch
- 9/12 Healthy Harford Board Meeting – N/CO
  
- 9/12 Webinar: Managed accounts plan sponsor
- 9/16 Harford County Consortium Quarterly Meeting
- 9/16 Nancy Drew Program
  
- 9/17 Harford Chamber Government Affairs Committee
- 9/18 MAPLA Executive University (Part 1 of 2)
- 9/19 MAPLA IGR Work Group
- 9/19 Council President Vincenti Backyard BBQ
- 9/20 MD Humanities Executive Committee
  
- 9/23 MAPLA IGR Task Force
- 9/24 HCPL Foundation Executive & Board Meetings
- 9/25 Harford County Pre-Retirement Planning Seminar
  
- 9/25 MAPLA Executive University (Part 2 of 2)
- 9/25 HCC President's Circle Recognition Dinner
- 9/26 eBook Consortium Virtual Meeting
- 9/26 MAPLA Work Group – IGRTF
- 9/27 Maryland Humanities Board Meeting

### **Programming and Events Highlights**

Edgewood had a great turnout for their Kindness Rocks program and more than fifteen new stones were added to their Kindness Rock Garden. Several rocks were painted as lady bugs and vegetables, while others were turned into Teenage Mutant Ninja Turtles, Minions, and even the entire cast of “Inside Out!”

The Tape Town program at Havre de Grace was very successful. Children received their own driver’s license and rental car as they entered the meeting room. Then, they traveled down the road to each area of town to explore and play! There was a construction zone, a fishing pond, a bakery, a post office, a doctor’s office, a community garden, a farmer’s market, a car wash and even a dinosaur adventure park!

Fallston’s Paint Night was full and attracted mostly new faces. They all had a great time painting sea serpents!

Jarrettsville held an art program called Fabric Art that tied in with the county’s Arts of Harford celebration. In lieu of paint, scraps of fabric were used to create a masterpiece on canvas. Several people requested that the program be repeated. Definitely a keeper.

Crafty Tales was all about friendship and kindness at Whiteford. Participants listened to stories, did a few rhymes, and danced to songs before moving on to the crafts. They made kindness rocks, friendship bracelets, and other crafty items. 35 people attended this thoughtful program.

The Silver Reader presented a ‘Book Tasting’ program to the seniors at Abingdon Gardens Senior Apartments to reintroduce Silver Reader services to new and existing residents. Management staff at the apartment complex provided a tasty tea experience and Silver Reader staff provided entertainment of book talking various genres for residents to ‘taste’. It was a fun experience for staff and residents.

### **Teen Services Highlights**

Teen Time at Havre de Grace is off to a fantastic start this school year, with their largest group yet—28 teens! The participants had a great time engaging in creative activities like making buttons, Shrinky Dinks, and Perler beads.

At Joppa Branch, the Teen Time "Cut Out and Collage" program brought in several new faces. Each collage was uniquely creative, and the teens are excited to return for more programming in October. Additionally, the Pop-up Magic: The Gathering program has attracted a steadily growing group of enthusiastic participants.

Fandom Fest, held at the Abingdon Branch and hosted by Teen Librarians from across the system, was a smashing success. This year, the event expanded to include more children's activities in the morning, which was well-received by visitors of all ages.

Lastly, Teen Dungeons and Dragons at the Bel Air Branch continues to be immensely popular. Every session is fully booked with a waitlist, and additional sessions were held over the summer to accommodate the high demand from teens.

## **Marketing & Communications**

### **Social Media**

The HCPL social media audience & interaction continues to grow.

- Facebook = 33,636 total followers
  - HCPL Main Facebook - 10,166 followers
  - HCPL Choose Civility Facebook - 1,155 followers
  - Branch Facebook combined - 23,470 followers
    - (All 11 branches, Choose Civility, Rolling Reader, Silver Reader)
- Instagram = 9,410 followers
  - HCPL Main Instagram - 2,002 followers
  - Branch Instagram combined – 7,408 followers
    - (All 11 branches, Choose Civility, Rolling Reader, Silver Reader)
- HCPL Main X (formerly Twitter) - 1,930 followers
- HCPL Main LinkedIn - 896 followers
- HCPL Weekly Newsletter - 25,907 subscribers
  - Sent 1 eNews per week for a total of 5 in September.

Video views (Facebook/Instagram/YouTube):

- National Library Card Sign-Up Month
  - 3,594 total views for Main Page videos (breakdown on page 2)
  - 5,925 total views for Branch Page videos (breakdown on page 2)
- Summer Reading
  - Wrap-Up Video - 688 total views
- Family History Month – Genealogy Bites
  - How to Read Old Handwriting - 716 total views
  - Above the Fold - 424 total views

## **Programs and Partnerships**

### **National Library Card Sign-Up Month**

Celebrated annually in September, Harford County residents were encouraged to sign-up for an HCPL card, if they didn't already have one. This year's theme, *Libraries – More Than Meets the Eye*, featured Optimus Prime from the Transformers as the special ambassador.

Customers were encouraged to post photos on social media and each of HCPL's 11 branches created videos that were shared on several platforms.

- Library Card Sign-Up Month Videos
  - Main page videos
    - Intro video - 2,445 total views
    - Digital Library Reel - 502 total views
    - Quiz Reel - 337 total views
    - Final Reminder Reel - 310 total views
  - Branch videos
    - Aberdeen - 1,484 total views
    - Abingdon - 1,813 total views
    - Bel Air - 1,006 total views
    - Fallston - 1,327 total views
    - Fallston - 295 total views

#### Fandom Fest 2024

Fans of all ages were invited to get their geek on at this all-day event. A variety of different activities took place throughout the library and attendees were encouraged to dress in costume to compete in a costume contest.

Traditional offerings, like *Dungeons & Dragons*, trading card games, trivia, and photo ops, were part of the day's activities.

- September 21
- Abingdon Library
- 657 in attendance

#### Community Partnership – Harford County Education Foundation Stuff the Bus

This year's Stuff the Bus collection of school supplies concluded on September 20. As always, HCPL customers and staff were extremely generous, providing a wide variety of the materials needed.

#### Labor Day – September 2

All HCPL locations were closed on Monday, September 2, for the Labor Day holiday.

#### Community Partnership – Harford Community Action Agency (HCAA)

HCAA has programs that support our community and there is an HCAA representative scheduled to visit one HCPL location each week. Customers are invited to learn more about community assistance programs and services that include Maryland Energy Assistance Program; Harford County Fuel Fund; Homeless Prevention; Homeless Services; Community Food Pantry/Food Bank; Financial Services Program; and GED Plus. A clinic took place every Tuesday afternoon at a different branch each week (Aberdeen, Edgewood, Havre de Grace, and Joppa Libraries).

In addition to the weekly HCAA representative branch visits, a Mobile Pantry program is also being offered, where bags of non-perishable food are distributed, while supplies last.

#### Community Partnership – Lawyer in the Library

This free\* brief legal advice clinic, by appointment only, features counsel from the Harford County Bar Foundation (HCBF). They offer legal advice for family issues like divorce and custody; help filling out forms; and more. The program took place at the Bel Air Library in September. \*A \$5.00 administrative fee is due to the HCBF at time of appointment: cash only.

#### Outreach – Harford County Wine Festival

HCPL staff returned to Rockfield Manor as an outreach vendor for this sold-out annual event. More than 900 wine glass holders and approximately 100 sunglasses were distributed to attendees, along with information about library materials/services. The Foundation also was also on hand to sell Saxon's Diamond Centers raffle tickets for the Gala.

- September 28
- Rockfield Manor
- 927 visits to the HCPL outreach table
- 39 Gala raffle tickets sold

#### One Maryland One Book

Harford County readers were invited to join thousands of Marylanders this fall who will be reading this year's featured title, *What Storm, What Thunder*, by Myriam J.A. Chancy. HCPL book discussion groups took place in September and will continue in October, for a total of fifteen book discussion groups across the system. Over 200 free books have been distributed via HCPL to interested customers.

One Maryland One Book is a program of Maryland Humanities. This project was made possible in part by the Institute of Museum and Library Services and the Maryland State Library.

#### Winter Reading 2025 – Cozy Up with a Good Book

Planning continues for Winter Reading and the branches have some great programming happening in the upcoming months. Participants will be encouraged to embrace coziness with featured books on creating warmth, comfort, and coziness in winter, including lifestyle, home décor, and self-care titles.

Open to high school students and adults, registration begins on December 21. Participants who complete their required number of books, 3 for high schoolers or 5 for adults, will earn this year's *Cozy Up with a Good Book* mug, available while supplies last. The program ends on March 19.

Plans are underway for the 2025 Winter Reading Passport, and we'll be contacting local businesses in the upcoming weeks.

#### Community Partnership – SOCKtober

Once again, all HCPL locations, in partnership with Harford County Government, are collecting socks, hats, mittens, etc. to help support our local homeless population. Community members are encouraged to drop donations off through the end of October.

#### Community Partnership – Harford Community Action Agency (HCAA)

HCAA has programs that support our community and there is an HCAA representative scheduled to visit one HCPL location each week. Customers are invited to learn more about community assistance programs and services that include the Maryland Energy Assistance Program; Harford County Fuel Fund; Homeless Prevention; Homeless Services; Community Food Pantry/Food Bank; Financial Services Program; and GED Plus. Took place every Tuesday afternoon at a different branch each week (Aberdeen, Edgewood, Havre de Grace, and Joppa Libraries).

In addition to the weekly HCAA representative branch visits, a Mobile Pantry program was also offered, where bags of non-perishable food were distributed, while supplies last.

#### Community Partnership – Eden Mill Nature Center StoryWalk®

HCPL has an on-going relationship with Eden Mill and each quarter, HCPL creates a fun, educational, self-guided StoryWalk® that places the pages of a children's book out in nature! The new fall title, *Hiking Day*, was installed in time to celebrate the first day of fall on September 21 and is available for families to enjoy through the beginning of December.

#### Marketing Request Forms (MRFs) Completed in September

Promotional materials for HCPL programs and events are created, proofed, and produced by the team. The group completed more than 115 MRFs in September. These jobs involved designs for several different mediums,



everything from printed flyers or posters to digital files, such as graphics for the various social media platforms, flatscreens, videos, and weblides.

#### Additional Views for Previously Reported Programs, Events, and Partnerships

- Book Bites, 1-minute videos of “bite-size” book recommendations from Harford County Public Library
  - 517 views total – September for all age groups

#### Press Releases Distributed

- *HCPL Hosts TeenTober Events* – September 25
- *HCPL Celebrates Family History Month with Genealogy Programs* – September 16
- *HCPL’s Fandom Fest Encourages Customers to Get Their Geek On* – September 9
- *HCPL Celebrates National Library Card Sign-up Month* – September 3

#### Advertisements

- *The Daily Record Empowering Women* – October 22
- *The Daily Record Women’s Leadership Summit* – October 22
- *The Highlands School Big Event* – October 14
- *Excellence in Education* – October 11
- *SARC Bubbles, Bourbon, & Barrels* – October 10

#### Recent Media Hits and Press Mentions

##### Print

- “Family History Month” – *The Patch – Aberdeen, Bel Air, Fallston, & Havre de Grace* – September 17
- “Get Your Geek On at Fandom Fest” – *The Aegis* – September 27 – *The Aegis* (online) – September 22 – *The Aegis* – September 18 – *Bel Air News & Views* – September 12 – *Harford County Living* – September 11 – *Harford County Chamber of Commerce, I95 Business* (online), *The Patch – Aberdeen, Bel Air, Fallston, & Havre de Grace* – September 9
- “National Library Card Sign-up Month” – *The Aegis* – September 25 – *Harford County Living* – September 5 – *Harford County Chamber of Commerce, I95 Business* (online), *The Patch – Aberdeen, Bel Air, Fallston, & Havre de Grace* – September 3
- “HCPL Meet the Author Events” – *Harford Community College eNewsletter* – September 4
- “HCPL at MACo” – *Harford County Council eNewsletter* – September 3
- “Game Changers with Dr. Basu” – *Harford County Living Monthly eNewsletter* – September 1

#### Foundation

The Harford County Public Library Foundation met on September 24th. The next meeting will be held on October 22nd at 8 a.m. via Zoom so that board members can attend the Harford Awards that evening.

#### **The 20<sup>th</sup> Annual Library Gala; Cirque de Magie**

The Gala Committee will reconvene on Wednesday, October 9th, at 4 PM at the Abingdon Branch. Committee meetings have been well-attended, reflecting strong engagement.

#### **Sponsorship and Fundraising Update**

Gala sponsorships total \$112,800 in cash and \$70,400 in in-kind contributions. Cash sponsorships are down compared to 2023, leaving us \$17,200 short of our goal. 175 Gala tickets have been sold.

The Game Changers Business Series, featuring economist Anirban Basu, raised \$5,025. 84 individuals attended the event.

**Wheelchair Costume Workshop on October 4th-5th.:** The Harford Center (\$1,000), APGFCU (\$1,000), Rosedale Federal Savings and Loan Association (\$500), Coppermine (\$500), American Design and Build (\$500), Bayside Commercial Building Services (\$500), and Mt. Washington Pediatric Hospital (\$250) have

sponsored the event. McCormick is donating costume materials. Over the weekend, 101 volunteers will build costumes for seven exceptional children.

**2025 Taste of Harford—Back for Seconds!** It's official—save the date for the 2nd Annual Taste of Harford, Sunday, May 18th, at Vignon Manor Farm.

\$3,000 has been raised to support the Winter Reading Program.

The HCPL Foundation hopes to raise \$50,000 for the 2025 Summer Reading Program.

An Annual Giving campaign is also underway.

### **Statement of Financial Position July 31, 2024**

#### **Current Assets**

##### **ASSETS**

Checking/Savings	\$1,462,167.74
Accounts Receivable/Prepaid Other	<u>\$ 15,110.00</u>
Total Current Assets	\$1,477,277.74

##### **LIABILITIES & EQUITY**

Accounts Payable	\$ 1,425.00
Other Current Liabilities	<u>\$ 107,284.27</u>
Total Current Liabilities	\$ 108,709.27

##### Equity

Temporarily Restricted Net Assets	\$1,219,316.02
Board Designated Net Assets	\$ 2,258.99
Unrestricted Net Assets	\$ 158,761.46
Net Income	<u>\$ (11,768.00)</u>
Total Equity	\$ 1,368,568.47

**TOTAL LIABILITIES & EQUITY**                    **\$ 1,477,277.74**

#### **ACTION ITEMS**

##### **Personnel Changes – Mr. Ross**

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

##### **NEW HIRES:**

**Meagan Kennedy**, Library Assistant II – Circulation, Bel Air Branch, 15 hours per week. Effective Date: October 15, 2024.

**Rebecca Rapp**, Library Assistant II – Circulation, Bel Air Branch, 15 hours per week. Effective Date: October 15, 2024.

##### **PROMOTIONS:**

**Rian Mitchell**, Library Assistant II – Circulation, Abingdon Branch, 37.5 hours per week has been promoted to the position of Circulation Supervisor, Abingdon Branch, 37.5 hours per week. Effective Date: September 29, 2024.

##### **OTHER CHANGES:**

**Hali Cocalis** Library Assistant II-Circulation, Abingdon Branch, 15 hours per week has been awarded to Library Assistant II- Circulation, Abingdon Branches, 30 hours per week. Effective Date: September 29, 2024.

**RETIREMENTS:**

**Melinda Knight**, Custodian, Whiteford, 37.5 scheduled hours plans to retire October after 20 years of service.

**RESIGNATIONS/TERMINATIONS:**

None

**DISCIPLINARY ACTIONS:**

An employee. Three (3) day suspension without pay. Effective September 25, 2024.

**LEAVE OF ABSENCE REQUESTS:**

An employee has requested FMLA intermittently for their own serious health condition effective September 30,2024 to September 29, 2025.

An employee has requested FMLA, intermittently for their own serious health condition, effective November 11,2024 to December 18, 2024.

An employee has requested FMLA consecutively for their own serious health condition, effective October 24,2024 to December 20, 2024.

An employee has requested FMLA intermittently for their own serious health condition, beginning September 14, 2024 to September 13, 2025.

**OPEN POSITIONS:**

**Aberdeen Branch**

None

**Abingdon Branch**

- **Library Assistant II**, Abingdon Branch, 37.5 hours per week. Posted Job internally,
- **Library Assistant II**, Abingdon Branch, 15 hours per week. Posted internally/externally.

**Administrative Office**

- **Administrative Assistant**, Administration, Administrative Office, 37.5 hours per week. On hold.
- **Web Developer**, Information Technology Department, Administrative Office, 37.5 hours per week. Posted internally/externally.
- **Delivery Driver**, Facilities & Operations Department, Administrative Office, 37.5 hours per week. On Hold.
- **Custodian/Delivery Driver**, Facilities & Operations Department, Administrative Office, 37.5 hours per week. (1 position). On Hold.

**Bel Air Branch**

- **Library Assistant II – Circulation**, Bel Air Branch, 28 hours per week. This position was previously 37.5 hours per week – gave 9.5 hours to the position of Early Literacy Specialist – Opening the Gift Coordinator to make it full-time. On hold.
- **Custodian**, Bel Air Branch, 37.5 hours per week, filled by Contractor.

**Darlington Branch**

- **Library Assistant II-Circulation**, Darlington Branch, 15 hours per week. Posted internally/externally.

**Edgewood**

- **Library Associate I/II**, Edgewood Branch, 20 hours per week. On hold.

**Fallston Branch**

None

**Havre de Grace Branch**

- **Custodian**, Havre de Grace, 37.5 hours per week, filled by Contractor.

**Jarrettsville Branch**

None

**Joppa Branch**

None

**Norrisville Branch**

None

**Whiteford Branch**

- **Library Assistant II-Circulation**, Whiteford Branch, 15 hours per week. Posted internally/externally.

**FUTURE VACANCY DUE TO RETIREMENTS:**

- **Custodian**, Jarrettsville/Whiteford Branches, 37.5 hours per week. Effective Date: October 1, 2024.
- **Chief Operating Officer**, Administrative Office, 37.5 hours per week. Effective Date: December 1, 2024.

**POSITION RECLASSIFIED:**

None

**HCPL Library Jobs:**

<https://www.paycomonline.net/v4/ats/web.php/jobs?clientkey=A80FE008691EC4F03A189014B9C1100A>

*The following are examples of some sites that maybe used to recruit for open positions: LinkedIn, Indeed, American Library Association (ALA), Marylib listserv, CareerBuilder, Monster.com, and Facebook.*

**MOTION: Motion by Ms. Wright, seconded by Mr. Woods, and approved by unanimous vote to approve the Personnel Report.**

**FY2024 Annual Audit**

Dr. Allen requested a motion to approve the FY2024 Audit as presented.

**MOTION: Motion by Mr. Woods, seconded by Ms. Wright and carried by unanimous vote to approve the FY2024 Audit as presented.**

**OLD BUSINESS**

There was no old business.

**NEW BUSINESS**

There was no new business.

**BUSINESS FROM THE CHAIRPERSON**

There was no business from the Chair.

**BUSINESS FROM BOARD MEMBERS**

There was no business from Board members.

**PUBLIC COMMENTS**

There were no comments from the public.

**ADJOURNMENT OF PUBLIC MEETING**

**MOTION: Motion by Mr. Woods, seconded by Ms. Wright and approved by unanimous vote to adjourn the Public Meeting.**

The public meeting adjourned at 7:09PM.