

**HARFORD COUNTY PUBLIC LIBRARY
FY 2024 BOARD OF TRUSTEES**

MEETING MINUTES

April 18, 2024

Present: Terrance Flannery; Dr. Monique H. Head; Taryn J. Martin; Durbin Vido, Treasurer; Michael Woods; Carol Wright, Vice Chair; Student Representative Ava Holloway; Mary L. Hastler, CEO; and Jennifer Button

Absent: Dr. William B. Allen, Chair; Colonel Jonas Vogelhut, US Army, Retired; County Council Member Jessica Boyle-Tsottles

CALL TO ORDER

Ms. Wright, Vice Chair, called the meeting of the Harford County Public Library Board of Trustees to order at 6:31PM.

CHANGES TO THE AGENDA

There were no changes to the agenda.

RECOGNITIONS/PRESENTATIONS

There were no recognitions or presentations.

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. Flannery, seconded by Dr. Head, and carried by unanimous vote to approve the Minutes of the March 21, 2024 Meeting as presented.

COMMITTEE REPORTS

Budget & Finance Committee – Mr. Vido

The committee did not meet.

The Treasurer's Report was prepared by Kathy Cogar, Chief Financial Officer. Operating expenditures for the fiscal period ending March 31, 2024 were within the annual FY2024 budget. Revenues were \$18.2 million and Expenditures were \$16.3 million. Expenditures for Contracted Services were over budget as there have been cost increases for security service, waste removal, and computer support for both hardware and software.

MOTION: Motion by Dr. Head, seconded by Mr. Woods, and carried by unanimous vote to approve the Treasurer's Report as presented.

Executive Committee – Ms. Wright

The committee did not meet.

Capital Improvements Committee – Dr. Head

The committee did not meet.

Human Resources Committee – Ms. Wright

The committee met virtually on April 9, 2024. The committee reviewed and discussed the April HR Report including new hires, resignations, and leaves of absence. Mr. Ross provided a summary of the exit interviews held during the month.

One of the Library's long-term employees passed away recently and a service with military honors was held on Saturday, April 13th. The branch was closed that day to allow staff to attend the viewing and service. The services of EAP have been offered to the branch staff, too.

All Library Associates in scheduled positions of less than 20 hours will be moved to 20 hours beginning with the May 12th pay period. This change will be made to create a career ladder opportunity for library associates to work with the collection, develop and host programs, and more. It will also provide additional hours throughout the system.

Wellness Fairs are being held throughout the system for staff and have been well received. The Fairs provide biometric screenings and more through our benefit providers.

The Board recommends that the Finance Director open position be eliminated. It has been vacant for several years and there has been no movement in filling the position.

Foundation Board – Ms. Martin

Ms. Martin shared that planning continues for the inaugural *Taste of Harford* event. A detailed report is included in the CEO report below.

PUBLIC SERVICES REPORTS

Statistics – Ms. Hastler for Ms. Parry

Ms. Hastler reviewed highlights from the submitted Monthly Statistical Report.

Programming and Events – Ms. LaPenotiere

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

Teen Services – Ms. Holloway

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

CEO REPORT

Capital & Building Projects

Capital Projects Planned for FY 2024

The County Administration has decided to postpone the capital projects originally planned for FY 2024. In spring 2023, the County Executive provided confirmation in a letter, certifying a local minimum match of 45% for the Bel Air Library Renovation Project and this match was a commitment from the Library fund balance. Additionally, the County allocated \$575,000 in FY 2024 County Capital Funds for the Bel Air roof replacement. During the recent Legislative Session, the County Executive submitted a letter to the County Delegation that the county would not be providing matching funds due to the requirement for prevailing wage and expected downturn in county revenue. As a result, the State withdrew the \$5 million library capital grant from the FY 2025 Maryland Capital Budget.

Abingdon

The Library Team engaged with the County to address persistent roof leakage issues. The primary areas requiring attention are the coping and flashing. Garland/DBS, Inc. has been contracted by the County to work on coping replacement and redoing the sill plate and caulking. Work on the north side of the roof, focusing on coping and flashing replacement/redoing, commenced on July 3rd as a test to resolve ongoing leaks in that area. Facilities will monitor this section for the next six months. If successful, the rest of the roof will undergo similar treatment. Despite ongoing efforts, additional leaks have occurred during recent storms. The County utilized drones and thermal imaging to inspect the roof the week of January 2nd for further analysis of the continued leaks. The results of the test indicate leaking under the coping. The County asked the contractor to apply round foam underneath to redirect the water. This is being tested at the main handicapped entrance. If this fixes the problem after a few rain storms, it will be installed along the remaining portions of the roof.

The decking to and around the pond is scheduled to be replaced this spring by the Department of Parks & Recreation and the project is scheduled to be complete by the end of April.

Edgewood

The County has informed the library about the use of balances from a Community Development Block Grant (CDBG) to repave the Edgewood Library parking lot. The total eligible funding for the project is \$166,886.21. A recent pre-bid meeting was held, and the county has determined that if the ADA ramp in the back of the building is retained, the parking lot project will not proceed, and funding will not be available. The Library insists that the ADA ramp is crucial for staff and HCC access to the classroom wing. This project is on hold until warmer weather arrives, and the asphalt plants reopen in the spring. The bid process will begin promptly and the project includes ADA accessible access for the both the front and back of the building. After some re-working of the plans for the back sidewalk and realigning the handicapped parking the project is ready to go out for bid. A pre-bid meeting was held on March 11, 2024. The branch may need to close for two days during the repaving. Bids were due back April 10, 2024 and scheduled for the Board of Estimates on May 7th.

Fallston

Sidewalks are scheduled for repair/replacement. The project will begin in June and the branch may need to be closed for about two weeks. Shrubbery has been removed in front of the building.

Havre de Grace

A replacement security camera system is on order and will be installed as soon as it has been received.

Facilities is looking at options for the branch's street corner signage. The Havre de Grace Friends group is contributing to the cost of the sign. The Library is reviewing an estimate on the additional masonry work and safety features required in order to install a manual sign.

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.

Board Updates

Appointments and Reappointments - Trustee Shannon Gahs resigned from the Board, having relocated to Howard County, and is no longer eligible to serve. The seat will be filled, and the new Trustee will complete Ms. Gahs' term (until June 30, 2025) and be eligible for their first five-year appointment to the Board. The Board Executive Committee interviewed candidates for this position and forwarded their recommendation to the County Executive for consideration in December. We have not received any feedback or update on the process to date.

Interviews were held on March 20 for the Student Representative for FY 2025. The selected candidate will be forwarded to the County Executive for appointment effective July 1, 2024. The Board has two openings for Trustees in FY 2025 and we have selected one candidate to move forward. We will continue to recruit for a second Trustee. We have followed up with the County Executive's team on a status update.

Time to Care Act

The new Maryland Time to Care Act (TCA) allows employers to purchase insurance to fulfill their obligations to provide TCA paid leave to employees, instead of contributing to the State Plan. The library has submitted a statement of intent to join the TCA Insurance Collaborative, along with the County. Pending legislation in Annapolis, if passed, clarifies the current Act.

Strategic Planning and Futures Thinking

Trustees are invited to visit the Abingdon Library on April 25-27 and experience the Futures Room. Thursday, 3-8 p.m., and Friday & Saturday 10 a.m., to 5 p.m. Visit the future by entering an interactive space designed to help us think about how we want the world to be. Be immersed in a future scenario and think through how we might react. Interacting with a possible future in this way can help us get past our preconceived ideas of what the world is and think about what it can be. Funding provided by the Maryland State Library Agency, Institute of Museum and Library Services (IMLS).

The Library has received two grants to support upcoming strategic planning and futures thinking. The Maryland State Library Agency has awarded \$22,500 for the Strategic Plan and \$13,000 for Futures Thinking, both supported by the Institute of Museum and Library Services (IMLS). The RFP has been completed, and an agreement has been signed with the Maryland-based Quinn Strategy Group led by Ann Quinn, Principal Chief Action Officer. Focus groups, interviews and meetings are ongoing as the consultants gather input and feedback from stakeholders. Staff have participated in two futures trainings and the project continues.

FY 2025 Operating and Capital Budgets

A preliminary budget has been drafted and discussed at the Board Budget and Finance Committee and the Board Capital Improvement Committee. The Library has recommended a 4% salary increase for eligible staff, the return of teen pages for all branches (13 pages, minimum wage, and nine hours per week), and a 10% increase in health care benefits. The total proposed increase is \$1.5 million or a 6.23% increase. This reflects an overall increase of 14% for materials, 14% for operating expenditures; 5% salaries and benefits; 3% contractual services (insurance/equipment/software support; telecommunications; contract services). The budget was submitted on February 9th.

The library met with the County Executive and his staff on March 5th and the County Executive expressed that in the best case it will be a flat budget as state revenue projections are down substantially. His priorities are education and safety. We also discussed the capital projects including the Bel Air renovation and he expressed concern with prevailing wage requirements and that the state does not provide 50% funding for library projects. We understand that the County Executive followed up with a letter to our delegation, dated March 6, expressing his concerns regarding prevailing wage and that the county is not in a financial position to move forward with or without the state grant.

On April 15th, the County Executive forwarded his budget to the County Council. The Library has been recommended to receive flat funding and \$200,000 for Technology in the Capital Budget.

On April 12th we received notice that our Medical/RX plans are increasing 6.3% for FY 2025 and 5.3% increase in our dental plans. Since we did not receive funding for this increase we are analyzing our budget to fully cover this increase and not pass it along to our employees.

Legislative Updates

We are currently reviewing the 2,711 bills and 14 Joint Resolutions introduced in 2024. Legislation passed touches on topics such as required information on pay stubs (SB38/HB385); Family and Medical Leave Insurance Program Alterations (SB 485/HB571); Civil and Criminal Penalties Involving Workplace Fraud and Prevailing Wage (SB436/HB465); Artificial Intelligence Use by Public Agencies (SB 818/HB1271); Children’s Online Privacy (SB571/HB603); Freedom to Read Act (SB738/HB785); County Public Libraries – Overdue Library Materials Minor (SB250/HB208); Library Workers Empowerment Act (SB591/HB609); State Library Resource Center Funding (SB434/HB489); Maryland Libraries Capital funding, and more. Legislation passed is being reviewed and discussed with the Maryland Library Association, Maryland Association of Public Library Administrators, and others to ensure appropriate implementation.

As a reminder, we closely monitor both local, state and federal legislation that may have an impact on the library system and our employees to ensure that any legislation passed is beneficial and supportive to our staff, our mission and our role as a public library.

PIA – Under the Maryland Public Information Act, Title 4 of the General Provisions of the Maryland Code, Ms. Nicole Dvorak has requested the following information:

1. The names and job titles of every person employed by the Harford County Public Library System on April 1, 2024, as well as:
 - a. The specific date that each employee was hired
 - b. Whether each employee was employed full-time or part time
 - c. The annual salary for each full-time employee and the paid hourly rate for every part-time employee
2. A copy of every compensation study that has been completed on Harford County Public Library System employee pay since January 1, 2013.

Ms. Dvorak was directed to submit the PIA request through the County Law Department PIA portal and she did so on April 10th.

We understand that this request has been submitted to several Maryland libraries throughout the state.

Board Meeting Schedule Change – The Trustee meeting scheduled for May 16th has been rescheduled for Wednesday, May 15th.

Meetings & Presentations

March 2024

- 3/1 National Employee Appreciation Day
- 3/1 ATHENA Awards
- 3/1 MLA Legislative Panel

- 3/3 Ocean City Trade Expo – Restaurant Association of Maryland
- 3/4 Ocean City Trade Expo – Restaurant Association of Maryland
- 3/5 4th Annual HCPL Women’s Summit
- 3/5 FY 2025 Budget Meeting with County Executive
- 3/5 HCPS Library Planning Workgroup
- 3/6 Strategic Planning Meeting
- 3/6 HCPL New Employee Orientation
- 3/6 HCC Partnership Meeting
- 3/6 Conversation with the CEO
- 3/7 National Library Advocacy Day in Washington, DC
- 3/8 Changemaker Challenge Reviewer Training
- 3/9 Harford County Education Foundation Board Retreat
- 3/9 Harford County Laptop Distribution Event

- 3/11 MD Humanities Executive Committee Meeting
- 3/11 MD State Library Intergovernmental Relations Task Force Meeting
- 3/12 Harford Chamber Government Affairs Committee Meeting
- 3/12 Strategic Planning Work Session
- 3/13 Economic Development Advisory Board Meeting
- 3/13 Harford County Education Foundation Board Meeting
- 3/14 HCPS Customer Service Committee Meeting
- 3/15 RUMP
- 3/15 HCPL Program: Film This!

- 3/18 MD State Library Intergovernmental Relations Task Force Meeting
- 3/19 Bolton Fiduciary Training
- 3/20 RAMP MD Board Meeting
- 3/20 Regional United Way (RUN) Grant Applications Review
- 3/21 Harford Chamber Board Meeting
- 3/21 Filming Good Morning Maryland
- 3/21 March Madness with M&T Bank
- 3/22 MD Humanities Board Meeting

- 3/26 Harford Chamber Government Affairs Committee Meeting
- 3/26 County Executive Tour of HCPL Administration
- 3/26 HCPL Foundation & Executive Board Meeting
- 3/28 Harford Chamber Economic Outlook

Programming and Events Highlights

Aberdeen rocked Winter Reading with a whopping 562 registrations, smashing the 450-goal mark.

The HCPL Women’s Summit at Abingdon Library was a hit, drawing over 100 engaged participants.

Fallston's Orioles Baseball Party was not rained out! Folks braved the bad weather, packing the house with story time, games, and crafts all about Orioles baseball. Go O's!

Joppa's Oriole bird puppets Take and Make was a smash, inspiring a few grandkids to demand a library visit to flaunt their creations.

Darlington Library's StoryWalk© debut, "Garden Walk", sparked excitement and social media buzz.

Edgewood's Night at the Planetarium, organized by Kelly Mills, was stellar, packed with eighteen full sessions about the upcoming solar eclipse.

Jarrettsville's Lego club roared back with 30+ attendees showcasing their creations all month.

Norrisville's Beginner Vegetable Gardening session with the Master Gardeners sowed inspiration for the upcoming season.

Shout-out to Bel Air's Liz Brucksch, Clayton McKenzie, and Karen Welsh for all-star service, helping a customer ace genealogy research and join the Daughters of the American Revolution.

Teen Services Highlights

Aberdeen's Teen Anime Club drew sizable crowds, offering lively discussions and interactive activities like the popular "This or That" PowerPoint, where teens voted on their favorite shows and characters. Their Pokémon

Club continued to thrive, with teens mentoring younger players on the Nintendo Switch, leading to heartwarming moments. One child enjoyed it so much that he became emotional when it was time to leave.

After a hiatus, “Film This” returned with nearly 100 contestants, making it a memorable red-carpet event for all.

Bel Air's Teen Services collaboration with C. Milton Wright High School Book Club saw twelve students bonding over romance novel recommendations.

Fallston's Stuffed Animal Taxidermy event initially met with hesitation but ended with teens enjoying the creative process, as they painted plaques and hot glued their stuffed animals to them.

Star Wars Trivia brought together teens and adults for a fun-filled event, at Havre de Grace, learning facts about the Star Wars universe and winning prizes. A special guest, R2D2, handmade by a Havre de Grace patron, added to the excitement.

Whiteford's Teen After Hours sparked imaginations as teens crafted dioramas using candy Peeps. Scenes ranged from peeps at the movies to outdoor adventures, dragons, and road trips, all showcasing their creativity.

Marketing & Communications

Social Media

The HCPL social media audience & interaction continues to grow.

- Facebook = 32,244 total followers
 - HCPL Main Facebook – 9,671 followers
 - HCPL Choose Civility Facebook – 1,158 followers
 - Branch Facebook combined – 22,573 followers
 - *(All 11 branches, Choose Civility, Rolling Reader, Silver Reader)*
- Instagram = 9,021 total followers
 - HCPL Main Instagram – 1,885 followers
 - Branch Instagram combined – 7,136 followers
 - *(All 11 branches, Choose Civility, Rolling Reader, Silver Reader)*
- HCPL Main X (formerly Twitter) – 1,929 total followers
- HCPL Main LinkedIn – 811 total followers
- HCPL Weekly Newsletter – 37,476/26,458 contacts/subscribers
 - Sent 1 eNews per week for a total of 4 in March

Programs and Partnerships

HCPL's 4th Annual Women's Summit

Women's History Month was celebrated in a big way with the post-COVID return of HCPL's Annual Women's Summit.

When more women are empowered to lead, everyone benefits! We brought together a wonderful array of speakers to share their leadership journeys, practical tactics for how to advance more women in leadership positions, real-world tips on how to create healthy boundaries, and much, much more!

This very special event featured Erin Moran, Executive Director of the Dr. Nancy Grasmick Leadership Institute, Janet S. Currie, President of Bank of America, Greater Maryland Market and the market executive for the Local Markets Organization, and Wendy S. Meadows, best-selling author of "sparkle & GRIT: Live a Technicolor Life By Finally Finding Balance, Escaping Monotony, and Beating Burnout".

Attendees were greeted with a light breakfast from local favorite, Coffee to start the day. As the event concluded, a variety of boxed lunches from Coffee Coffee were available to everyone for takeout or to enjoy in the library.

A fun step-and-repeat photo op area was also available at the end of the event and many, many attendees snapped pictures and shared them on their social media pages.

- March 5
- Abingdon Library
- 145 attendees

Completion of Winter Reading 2024

This year's Winter Reading, *Book Your Journey* ended on March 16.

Adults who read/listen to at least 5 books and high school students in grades 9-12 who read/listen to at least 3 books earn a 2024 Winter Reading special collector's edition mug*.

In addition to the reading component, a *Book Your Journey* Passport is also available to customers and may be picked up at any HCPL location. Collect stamps in your passport by visiting select Harford County businesses, aka stops, and/or participating in HCPL Winter Reading activities. Once you have at least 8 different stamps, return your Passport to any HCPL location to earn a 2024 Winter Reading tote bag*.

We also drew (5) random winners from all participants who logged community activities. They each received an HCPL swag bag filled with HCPL promotional items and books.

One last THANK YOU to our 2024 Winter Reading Sponsors: APGFCU; BGE; White Square Vascular Surgery; Harford County Public Library Foundation; Bel Air, and Havre de Grace Friends of HCPL.

Final Winter Reading numbers are below:

- Enrollment = 3,484 (Adult 3,129 + Teen 355)
- Program Completers = 2,531 (2,304 Adults + 227 High School)
- Total Books Logged = 14,892
- Total Community Activities Logged = 2,409

The 10th Annual Film This! Book Trailers Contest Premiere

We rolled out the red carpet for an after-hours screening of the top Film This! book trailer entries. Winners were announced to the delight of students and their families. Film This! was open to students in grades 6-12.

- March 15
- Abingdon Library
- 91 attendees

Meet the Author - D.A. Jennings

Local author D.A. Jennings read excerpts from her work as well as presented her process as a writer and the joy of reading. Ms. Jennings is the author of several middle-grade novels, such as *Mia: Ripples in the Water*, as well as picture books, such as *The Tapping Stick* and *Seize the Cheese*.

- March 23
- Bel Air Library
- 49 attendees

Genealogy- Between the Census Years

Presented by Jeanette Sheliga, this virtual program focused on city directories, voter lists, church records, newspapers, and many other records where one might find their ancestors listed... to bridge the research gap between censuses.

- March 26
- Virtual

- 52 attendees

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. 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 – 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. Took place at the Bel Air Library in March. *A \$5.00 administrative fee is due to the HCBF at time of appointment: cash only.

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 spring title, *The Hidden Rainbow*, is now in place and will be available through the beginning of June.

Marketing Request Forms (MRFs) Completed in March

Promotional materials for HCPL programs and events are created, proofed, and produced by the team. The group completed nearly 113 MRFs in March. These jobs involve designs for several different mediums, everything from printed flyers or posters to digital files, such as graphics for the various social media platforms, flatscreens, and webslides. These MRFs include materials and promotions needed for system-wide events coordinated by the Marketing team as well as branch programs, and Foundation events/initiatives.

Additional Views for Previously Reported Programs, Events, and Partnerships

- Book Bites, 1-minute videos of “bite-size” book recommendations from Harford County Public Library
 - 589 views total – March for all age groups
- Previous Genealogy Virtual Programs
 - 19 views total – March additional views

Recent Media Hits and Press Mentions

Press Releases Distributed

- *HCPL Foundation Hosts Taste of Harford* – March 21

Advertisements

- *HCPL Foundation Hosts Taste of Harford – Harford’s Heart* – April/May
- *HCPL Gold Sponsor – 2024 MLA/DLA Annual Conference* – March 25

Print

- “Gianna Romero Selected as Miss Bel Air” – *The Aegis* (online) – March 21
- “HCPL Foundation Hosts Taste of Harford” – *Harford County Chamber of Commerce, I95 Business* (online), *Harford County Living, Bel Air News & Views, The Patch – Aberdeen, Bel Air, Fallston, Havre de Grace* – March 21
- “Sarah Klein Named to the HCPL Foundation’s Board of Directors” – *I95 Business* (online), *Bel Air News & Views* – March 19 – *CityBiz eNewsletter* – March 20
- “Harford County Hands Out Free Laptops” – *Fox45 News* (online), *WBAL Radio* (online) – March 7 – *Bel Air Patch* – March 7, 8 – *The Baltimore Sun* (online) – March 9 – *The Aegis* – March 13

- “2024 Leading Women Awards Celebrate Harford County Women” – *Bel Air Patch* – March 5
- “HCPL Foundation Elects Six New Board Members” – *Harford County Living Monthly eNewsletter* – March – *Bel Air News & Views* – March 7
- “HCPL 4th Annual Women’s Summit” – *Harford County Living Monthly eNewsletter* – March – *Harford Highlights* – March 1

Foundation

The Harford County Public Library Foundation met on March 26th at 6:30 p.m. at the Abingdon Branch. The next meeting will take place on April 23rd.

Board Expansion:

In March, a new Director, Jamila Mettee, was voted onto the board. To stagger board member terms, Jamila will join officially in June. Her diverse expertise and community engagement experience are invaluable assets to our Board.

Foundation Operations:

Courtney Tramontana, the Foundation Specialist, will be embarking on a new journey as the Associate Director of Youth Programming at the Aberdeen EpiCenter in April. Courtney’s impact on the Foundation has been immeasurable, and we will miss her but we are also excited for the new partnerships we will forge with her at the EPICenter. Courtney’s last day is April 19th. Interviews for the position are scheduled for the week of April 15th.

We have successfully updated the Foundation’s Board page and launched a new page advertising the Taste of Harford.

Upcoming Events:

Our upcoming event, the Taste of Harford, is proving to be a catalyst for partnerships between farms, restaurants and the library. The epicurean event, to be held on May 19th at Vignon Manor Farm in Havre de Grace, is a joint effort with Visit Harford, Harford County Farm Bureau, Harford County Health Department, Harford County Ag Advisory Board, and the State Department of Agriculture. We are proud to have over 30 local restaurants and farms, including The Abbey Burger Bistro, Brad’s Farm Market, Broom’s Bloom Dairy, Char Hope Foundation, Coffee Coffee, Crossroads Bistro, Dany’s Robin Hood Farm, Deer Meadow Farm, Fresh Source Farm, Fiore Winery & Distillery, Flavor Cupcakery, Full Circle Boards, Gast Family Farms, Granova Poultry, Harford Vineyard, Hickory Chance Beef, Highview Farms, Independent Brewing Company, Island Spice, Jones Family Farm, J’Ville Grille, Lib’s Grill & Catering, Klein’s ShopRite of Maryland, The Local, Market Street Brewery, Mr. Souvlaki, Newberry Café and Bakery, One Eleven Main, Pairings Bistro, Pat’s Pizzeria, Pond View Farm, Say Delicious Confections, Sondor’s Event Catering LLC, Uncle’s, and Vandiver Inn as confirmed participants for this event to date. Tickets and sponsorships are available online.

Looking ahead, the Foundation aspires to organize a 2024 *Night Out With an Author*, a Game Changers Business Event, and a Santa Summit.

Community Engagement:

Mrs. Shrodes supported the Library’s Strategic Planning efforts in March and coordinated events for Cherish the Child Symposium and Project Connect.

Further, Mrs. Shrodes has been working to confirm a location for the Costume Wheelchair Workshop on October 4th and 5th. The Committee met on Friday, April 5th and has begun planning. The Committee is made up of an amazing and talented group of individuals with expertise in art, engineering, and a heart for community service.

We deeply appreciate the HCPL Board of Trustee’s continued support and dedication to the Harford County Public Library Foundation.

DRAFT Statement of Financial Position as of February 29, 2024

Assets

Checking/Savings	\$ 1,467,167.99
Accounts Receivable/Prepaid-Other	<u>33,120.00</u>
Total Assets	\$ <u>1,500,287.99</u>

Liabilities & Equity

Accounts Payable	\$ 1,425.00
Other Liabilities	<u>168,687.95</u>
Total Liabilities	\$ 170,112.95

Equity

Temporarily Restricted Net Assets	\$ 1,312,745.10
Board Designated Net Assets	2,258.99
Unrestricted Net Assets	-108,832.46
Net Income	<u>124,003.41</u>
Total Equity	\$ <u>1,330,175.04</u>

Total Liabilities & Equity	\$ <u>1,500,287.99</u>
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Cultural Arts Board

At the March 2024 meeting, the following new members were welcomed to the Harford County Cultural Arts Advisory Board: Cynthia Barbre, Janet Embrey, Erin Fulford, Jane Cassilly Knapp, Tatiana Levone', Susan Nicolaides, Susan Sneddon. New member Richard Morgan was not in attendance.

On March 4, 2024, due to Executive Appointments of replacement members, the Board voted to affirm the following individuals to serve as officers for the Harford County Cultural Arts Board for remainder of the term: (a) Gigi Devanney – Vice Chair, (b) Tatiana Levone'—Secretary.

Arts in Education Grants approved for the following:

- Bel Air High School - Painting with local artist Alexandra Kopp
- Halls Cross Roads Elementary School –school-wide access for Blacktastic online program
- 2024 Upper Bay Juneteenth Festival at Hosanna School Museum with Live Performances

A new episode of [Kaleidoscope](#) was released in partnership with [Harford TV](#), featuring the following fantastic folks doing amazing things in our creative community:

- Harford Artists' Association's Bill Rothenbach, inviting you to "[Take a Chance on Art](#);"
- [Havre de Grace Arts Collective](#);
- and we Shine a Light on artist [Ezra Berger](#)

Harford County Cultural Arts Advisory Board is now accepting applications for the Community Arts Development Grant program. This grant is available to nonprofits, units of government, colleges, and faith-based organizations producing or presenting the arts in Harford County. The deadline to apply for a Community Arts Development Grant for the fiscal year beginning July 1 is Tuesday, April 30, 2024.

The Board is planning their signature annual event, the Arts Gathering, on Wednesday, April 24 from 4-7PM at the Liriodendron Mansion in Bel Air. Tickets are free, but limited, and can be reserved on the Cultural Arts Board's website, www.culturalartsboard.org.

ACTION ITEMS

Personnel Changes

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

NEW HIRES:

Laura Leslie, Senior Payroll Specialist, Administrative Office, 37.5 hours per week. Effective Date: April 15, 2024.

Meredith Knowles, Graphic Designer, Administrative Office, 37.5 hours per week. Effective Date: May 13, 2024.

PROMOTIONS:

Cara Meserve, Library Assistant II – Circulation, Jarrettsville, 15 hours per week has been promoted to the position of Library Associate I at the Fallston Branch, 20 hours per week. Effective Date: April 28, 2024.

OTHER CHANGES:

George Pope, Custodian, Havre de Grace, 37.5 hours per week. Passed away on April 6, 2024. Last day of work April 5, 2024.

RETIREMENTS:

None

RESIGNATIONS/TERMINATIONS:

Rose Winter, Library Assistant II – Circulation, Fallston Branch, 15 hours per week. Effective Date: April 3, 2024.

Melissa Suther, Library Associate I, Edgewood Branch, 15 hours per week. Effective Date: May 4, 2024.

Sara Wecht, Library Associate II, Children’s Services Department, Bel Air Branch, 15 hours per week. Effective Date: April 12, 2024.

DISCIPLINARY ACTIONS:

None

LEAVE OF ABSENCE REQUESTS:

An employee, 37.5 hours per week, has requested FMLA intermittent leave for own serious health condition effective February 21, 2024.

An employee, 37.5 hours per week, has requested FMLA for own serious health condition and newborn, effective May 27, 2024.

An employee, 37.5 hours per week, has requested intermittent FMLA for the care of a family member, effective March 1, 2024.

OPEN POSITIONS:

Aberdeen Branch

None

Abingdon Branch

None

Administrative Office

- **Delete - Finance Director**, Finance Department, Administrative Office, 37.5 hours per week. On hold.

- **Administrative Assistant**, Administration, Administrative Office, 37.5 hours per week. On hold
- **Virtual Services Manager**, Information Technology Department, Administrative Office, 37.5 hours per week. Reviewing position description.
- **Foundation & Community Engagement Specialist**, Foundation Department, Administrative Office, 37.5 hours per week. Posted internally/externally. Interviews schedule for April 15th & 16th.

Bel Air Branch

- **Library Associate II – Opening the Gift Coordinator**, Bel Air Branch, 37.5 hours per week. This position was previously 28 hours per week, added 9.5 hours to construct this position to full-time, 37.5 hours per week. Reposted internally/externally.
- **Library Assistant II – Circulation**, Bel Air Branch, 15 hours per week (2 Positions). On hold.
- **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 Library Associate I/II – Opening the Gift Coordinator to make it full-time. On hold.
- **Custodian**, Bel Air Branch, 37.5 hours per week, On hold.
- **Library Associate I or II**, Children’s Services Department, Bel Air Branch, 15 hours per week. Awaiting approval to post. If approved, will add 5 hours and post as 20 hours per week.

Darlington Branch

None

Edgewood

- **Library Associate I/II**, Edgewood Branch, 15 hours per week. On hold.
- **Library Associate I/II**, Edgewood Branch, 20 hours per week.

Fallston Branch

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

Havre de Grace Branch

- **Custodian**, Havre de Grace, 37.5 hours per week. On hold.

Jarrettsville Branch

- **Library Assistant II – Circulation**, Jarrettsville, 15 hours per week. Awaiting approval to post.

Joppa Branch

None

Norrisville Branch

None

Whiteford Branch

None

FUTURE VACANCY DUE TO RETIREMENTS:

- **Library Associate I or II – Adult Services**, Bel Air Branch, 37.5 hours per week. Effective Date: July 1, 2024. [Amy Kraft]
- **Library Assistant II – Circulation**, Bel Air Branch, 37.5 hours per week. Effective Date: July 1, 2024. [Hope Barnoff-Stavros]
- **Library Assistant II – Circulation**, Jarrettsville Branch, 37.5 hours per week. Effective Date: July 1, 2024. [Johneva MicKey]

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 Mr. Woods, seconded by Mr. Vido and approved by unanimous vote to approve the Personnel Report.

FY25 Schedule of Holidays & Closings

All Trustees had the opportunity to review the draft schedule in advance of this evening’s Board meeting. Ms. Martin noted that this year’s Havre de Grace Independence Day Parade will occur on July 6, 2024. The branch closure will be added to the calendar.

MOTION: Motion by Dr. Head, seconded by Mr. Vido and approved by unanimous vote to approve the FY25 Schedule of Holidays & Closings as presented.

FY25 Schedule of Board Meetings

All Trustees had the opportunity to review the draft schedule in advance of this evening’s Board meeting. Ms. Hastler noted that the June meeting will occur on June 12, 2024 since the Library will be closed on June 19, 2024 in recognition of the Juneteenth holiday. Ms. Hastler also noted that this schedule may be adjusted as needed and if so, appropriate notifications would be made.

MOTION: Motion by Mr. Flannery, seconded by Dr. Head and approved by unanimous vote to approve the FY25 Schedule of Board Meetings as presented.

OLD BUSINESS

There was no old business.

NEW BUSINESS

Ms. Wright presented the Slate of FY25 Officer, as follows: Chair – Dr. Allen; Vice Chair – Ms. Wright; Treasurer – Mr. Woods. The following expressed interest in Committee Chair positions: Budget & Finance Committee Chair – none received; Capital Improvements Committee Chair – Dr. Head; Human Resources Committee Chair – Ms. Wright; Foundation Board Representative – none received.

Nominations remain open and voting will occur at the May Board of Trustees meeting.

BUSINESS FROM THE CHAIRPERSON

There was no business from the Chair.

BUSINESS FROM BOARD MEMBERS

There was no business from Trustees.

PUBLIC COMMENTS

Two members of the public registered to address the Board.

Ms. Wright reminded speakers to begin by stating their name and home address. She stated that each speaker was limited to three minutes, and keeping in the spirit of Harford County Public Library’s commitment to choose civility, asked speakers to be respectful and courteous.

Ms. Gail Isenock, Library employee – Distribution of Salary Increases

Ms. Bridget Fitzgerald - International Association of Machinists and Aerospace Workers union – Collective bargaining

ADJOURNMENT OF PUBLIC MEETING

MOTION: Motion by Dr. Head, seconded Mr. Flannery and approved by unanimous vote to adjourn the Public Meeting.

The public meeting adjourned at 7:03PM.