

**HARFORD COUNTY PUBLIC LIBRARY
FY 2022 BOARD OF TRUSTEES**

MEETING MINUTES

February 17, 2022 - Virtual

Present: Dr. William B. Allen, Shannon G. Gahs, Dr. Monique H. Head, Taryn J. Martin, Durbin P. Vido, Jonas Vogelhut, Carol Wright, Student Representative Joshua Oguh, Aurora Kahoe Legislative Aide to County Councilman Chad R. Shrodes and CEO Mary L. Hastler, and Jennifer Button

Absent: Trustee Dwayne R. Adams and County Councilman Chad R. Shrodes

CALL TO ORDER

Ms. Wright, Vice Chair, called the meeting of the Harford County Public Library Board of Trustees to order at 6:33 PM.

CHANGES TO THE AGENDA

Comments from the Public was moved to the beginning of the meeting. All speakers were notified in advance of the meeting and the revised agenda was also posted in advance of the meeting. There were no additional changes to the agenda.

PRESENTATIONS/RECOGNITIONS

There were no presentations or recognitions.

APPROVAL OF MINUTES

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

Ms. Wright asked Trustees to vote to approve the minutes of the January 20, 2022 Board meeting. All Trustees indicated their approval by raising their hand and the minutes were approved.

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's commitment to choose civility, asked speakers to be respectful and courteous.

Ms. Bridget Fitzgerald addressed the Board as a representative of the International Association of Machinists & Aerospace Workers union. Ms. Fitzgerald expressed her condolences on the death of EMT Wayne Fisher and sent prayers to his family and those who may have cared about him. Ms. Fitzgerald clarified that she is an organizer, not a labor lawyer, with the International Association of Machinists and Aerospace Workers. She stated that a letter sent to Delegate Johnson and an email sent to staff was shared with her. Ms. Fitzgerald stated that there were a lot of inaccuracies in both communications, and that she came here tonight to try to correct some of those errors. Ms. Fitzgerald stated that Maryland library systems were formed by state statute and the fact that there currently isn't an applicable law that provides a pathway to gain the right to organize and collectively bargain, that state legislation is required. She stated that they do not fall under the National Labor

Relations Act, and therefore the National Labor Relations Board is not applicable. Ms. Fitzgerald stated that labor law and the organizing process can be complicated, so she understands why there were errors in the information sent to both the Delegate and the staff. She stated that this is the reason she had offered to make herself available for a meeting and intended to generate progressive discussion, and she was not seeking an ex parte conversation. Ms. Fitzgerald stated that she is still willing to meet outside this venue because she does understand that it's not appropriate for that discussion here. She stated that she'd like to answer any of the Board's questions and provide the information they need to make them feel comfortable supporting this legislation. Ms. Fitzgerald stated that the Board was correct when they acknowledged that all workers have the right to organize, and that that right is protected by the Constitution. She stated that that right isn't always enough, as in the case of Maryland library workers there needs to be legislation that lays out a process for employees to follow should they decide they want to exercise the right now, or sometime in the future. Ms. Fitzgerald stated that HB 1225 establishes a process that mirrors that of county employees and stated that "we are not seeking an advantage or reinventing the wheel". Ms. Fitzgerald stated that "the legislation does not make Howard County Public Library workers a unionized workforce" and they would still need to follow a process, show there is an interest, file for an election, win that election, before they have the right to collectively bargain. She stated that if the situation improves, employees may decide they don't need to go through the process, but should at least have the right. Ms. Fitzgerald stated that the Board has indicated they respect the staff and support their rights. She stated that what is being asked of the Board is "to take a favorable position for legislation that would put a process in place for the people you respect to access the right they support and that's what we're asking".

Ms. Wright thanked Ms. Fitzgerald for her comments and expressed appreciation for the time taken to speak this evening. She stated that the Board would take her comments into consideration and deliberate.

Delegate Steven Johnson addressed the Board and expressed his appreciation for everything the Harford County Public Library does, especially in his district, noting that it has the only "hub zones" in the county and "those folks really depend on the library for homework, research, use computers, and everything that you guys help them do". Delegate Johnson stated that he wanted to address the letter he received that was written on January 28th and written by the Board of Trustees "because it has several inaccuracies that I wanted to clear those up". Delegate Johnson stated that the letter stated that "Harford County Public Library employees currently have the right to organize at any time of their choosing and new legislation is not required for Maryland public library employees to join a union at any time". Delegate Johnson stated that "while there is that right, they need a clear pathway to do that so that's what this bill seeks to do". Delegate Johnson stated "it is correct that there is a law to allow them to join the union and the right is granted and protected under the Constitution, but like I said there is no process, it's not defined in law, that enables them to pursue that right, and that's what House Bill 1225 does". Delegate Johnson noted the Board of Trustees' letter "also stated that new legislation is not required for Maryland public library employees to join a union at any time". In response, Delegate Johnson said "legislation is required to define the eligibility and designate the process for employees to follow, and that is quite evident as Montgomery County's unionizing process resulted by passing an amendment to the county charter. And that was suggested by the AG's office that probably that was not the best route to take, because that could possibly be legally challenged". He continued, "After that, Howard County's unionizing process resulted from General Assembly changes to the state law to create that pathway. After that, Prince George's County unionizing process resulted from General Assembly changes to state law, and then we have recently Baltimore County's unionizing process resulted from General Assembly Changes to state law, so that's what I am doing now." Delegate Johnson stated that "I'm not saying the Harford County Public Library employees unionize, or that they should unionize, or that they should not unionize, but it's my job to make sure that they have a pathway by law. That, if they so choose, that they can exercise their right to unionize and that's what this House Bill 1225 is about. So, while I do love the Harford County Libraries, I will always stand behind employees to exercise their Constitutional right and whatever that may be. And that's what I'm doing now, I'm doing my job, just like you guys show up and do your jobs every day so that's what I wanted to make sure I made clear this evening while you are meeting and make sure we cleared up some inaccuracies in the letter that was sent".

Ms. Wright thanked Delegate Johnson for his time and for sharing his opinions about a clear pathway. She stated that "we hear your concerns and we appreciate that as well".

COMMITTEE REPORTS

Budget & Finance Committee – Mr. Vido

The Treasurer's Report was prepared by Kathy Cogar, Chief Financial Officer. Operating expenditures for the fiscal period ending January 31, 2022 were within the annual FY2022 budget. Revenues are \$12.4 million and Expenditures are \$11.7 million. A detailed budget was submitted for review.

Ms. Gahs requested clarification on two line items: Cultural Arts Board Expenditures and Capital Outlay Expenditures. Ms. Hastler and Ms. Cogar provided an explanation on both. The Cultural Arts Board applies for grant funding from the Maryland State Arts Council. Once approved, that funding is sent to the Cultural Arts Board and oversight is provided by the Library. The Cultural Arts Board then awards those funds to community members through a variety of grants. Additionally, the budget reflects unspent money from the previous fiscal year that was carried over and will be spent during this fiscal year. Capital Outlay Expenditures reflects designated funds carried over from previous fiscal years for capital projects (construction, renovation, refresh projects) for library branches. Ms. Hastler also noted that any rollover funds (e.g., undesignated funds) are designated during the audit process each August and the process is well documented.

Executive Committee – Dr. Allen

Dr. Allen shared that the committee met to deliberate about the appeal made to the Board regarding the legislation introduced respecting organizing rights and pathways for our employees. A letter was drafted, reviewed, and approved by Trustees. Adopted at that meeting was a request that the staff prepare feedback on some personnel questions that were raised. Dr. Allen stated that the Board was looking forward to being able to develop protocols to help guide them through the process. He stated that the Board needs protocols to govern themselves as they conduct those deliberations, and the Executive Committee will continue to discuss. In response to the letter discussed this evening by Ms. Fitzgerald and Delegate Johnson, Dr. Allen stated that both speakers misunderstood the letter and clarified that the letter was written before any legislation was introduced so there was no conflict between the letter and the proposed legislation. Dr. Allen noted that the Board had not yet reviewed the legislation but of course would do so.

Capital Improvements Committee – Mr. Adams

The committee did not meet.

Human Resources Committee – Ms. Wright

The committee did not meet.

Foundation Board – Ms. Martin

The Foundation Board did meet and discussed the upcoming Library Gala and Rodeo. A detailed report was included as part of Ms. Hastler's CEO report below.

PUBLIC SERVICES REPORTS

Statistics – Ms. Hastler for Ms. Parry

In January, circulation was at 231,963. There were 51,678 walk-ins and 5,353 drive through customers. Information reader assistance was 28,872. There were 588 programs with 36,383 attending. A detailed report was submitted.

Programming and Events – Ms. Hastler for Ms. LaPenotiere

Ms. Hastler reviewed the Programming Report, which can be found as part of Ms. Hastler's monthly report below.

Teen Services – Mr. Oguh

Mr. Oguh reviewed the Teen Services Report, which can be found as part of Ms. Hastler’s monthly report below.

CEO REPORT

Building Projects

Aberdeen – The outdoor Sails were ordered to provide partial shade in the new story garden. The sails will be installed when the weather breaks. A ribbon cutting will be scheduled to celebrate the newly refreshed branch as soon as the space is completed and COVID metrics are in a good place.

Abingdon HVAC Replacement Project – The Maryland State Library notified the library that the application for the \$120,000 County Library Capital Grant Program for HVAC Replacement was approved for FY 2020 and extended into fiscal year 2021. The Library submitted the final invoice and the grant was fully spent. The County provides matching funds for the remaining cost of the project. The County held its first meeting with a design vendor during the first week of October 2019, the bid was advertised and closed on June 3, 2020. The bid was submitted to the Board of Estimates for approval on June 16th. The BOE approved the County Department of Public Works request for the procurement of five rooftop units for the library estimated for \$862,250. The contract was awarded to RF Warder of White Marsh, MD, in the amount of \$681,082. Completion is estimated to take 120 days after delivery. The project was anticipated to begin in mid-March and continue through May. The County informed us that there was a delay due to COVID at the factory, and the rooftop units were now to be shipped from the factory on March 22nd. Demo of the old units began on March 29th. The first three of five units were lifted into place on April 5th. The remaining two units were lifted into place on May 10th. The Library closed for the day for this to safely take place.

Final connections have been made and testing conducted. The County continues to work through programming issues with the contractor relating to the two larger units. The branch is experiencing higher than normal humidity which is not acceptable. An extension of the project was granted to the contractor by the County. The manufacturer’s engineer made an error in design of the coil for one of the units. The proper coil was manufactured and the new coil shipped. The defective coil was replaced and commissioning of the units began November 19th. Two of the rooftop units are having operational issues. Unit 3 has a bad fan motor and unit 4 has a defective ignitor. The parts were to be shipped January 13th and the County planned to install them on January 14th. All of the operational problems have been resolved – this project is now complete and the last time this will be reported!

The Library is working with County Parks & Rec to schedule the repairs on the pond pump, which stopped working. The pump was picked up by the County’s vendor for repair. The repair requires more parts which are not scheduled to ship for 3-4 weeks.

Bel Air – The branch is the busiest branch in the system with approximately 27% of total activity (circulation, walk-ins, programming and attendance). It was last renovated/built in the mid- 1990s and is overdue for a refresh. The library is working with the county on a space assessment and exploring the possibility of incorporating some of the Administrative functions in the building. Library space planning prioritizes designing with flexibility and adaptability for future technology and needs. During this time of exploring options, the library will continue to maintain the appearance and functionality of the building to include small refresh projects in the meeting room, stairwells, and more. Meetings to begin the conversation of adapting the branch to include administrative functions began in February and continue. Colimore Architects completed a Bel Air Library Programming and Scope Study in early April 2021 and it is being reviewed with the county. The Library submitted a State Library Capital Grant to offset some of the cost for fiscal year 2023 in the amount of a \$4,086,000 state grant request and total project amount \$8,513,000. Many thanks to the County Executive, Delegate Susan McComas, Senator Bob Cassilly, and

Councilman Chad Shrodes for writing letters of support for the project. The County selected Murphy & Dittehafer Architects for the Schematic Design Phase which is underway.

Darlington Library – The County settled on the new property located at 3535 Conowingo Road in April 2020 and the consultants Colimore/HBM are leading the renovation and overall improvements to this facility. Purchase price was \$812,000 and the Library Foundation contributed \$300,000. We are working with the County on the future of the existing modular and historic building. The site plan was finalized and the entrance will remain on the front of the building. This will be the first library with after-hours locker pickup. The schematic plans are complete and we are now working on interior electrical and furniture layout. Planning continues and interior demolition began July 13th and is now complete. A pre-bid meeting took place on August 31, 2021 with all bids due September 22nd. The due date was extended to September 29th. The project was approved by the Board of Estimates on October 12th with construction beginning on November 8th.

Construction is well underway. All demolition was completed, interior wall studs are up, HVAC ductwork was installed and insulated, plumbing rough-in completed, and electric rough-in is in progress. Selection of interior finishes is also in progress. The walls are insulated and the drywall is being installed. The floor is being cut for new electrical and data outlets.

Fallston – The intrusion alarm panel is malfunctioning and is obsolete. A new panel has been ordered. Once it is received it will be installed.

Jarrettsville – There are five LED parking lot pole lights that need replacement bulbs. We are working with the electrician to order and install the replacement bulbs.

Security Systems - The Library received quotes for a security system for the Fallston and Jarrettsville libraries. We are finalizing the details and preparing to place the order for both systems.

Fiscal Year 2023 Budget Update – The CEO met with the County Executive who is committed to ensuring that county and library employees keep up with the rate of inflation in terms of salary increases for fiscal year 2023. The Library revised its budget request to include a 7.5% salary increase for eligible employees and the entire budget packet was submitted last week to the County Executive and his team.

MACo OPEB Trust Fund Meeting

The Trust Fund committee met on December 3rd and Kathy Cogar, CFO, attends representing Harford County Public Library. The committee discussed activity as of September 30, 2021. OPEB Trust balance as of September 30, 2021 was \$66,855,812. HCPL's portion was \$5,080,572 or 7.6% of the overall balance. The Trusts asset allocation includes 63.6% in Equities, 35.1% in Fixed Income and 1.3% in cash. The Trust returned -0.40% for the 3rd quarter and 19.56% for the last 12 months. The Trust returned 8% since the inception date of April 1, 2015.

The OPEB annual audit for June 30, 2021 had a clean opinion and CliftonLarsonAllen will continue as auditors for the trust in FY 2022. January 31, 2022 balance for HCPL's portion is \$5,064,702 which is down \$44,018 from June 30, 2021, and the market has been up and down each month.

The Library will make its annual contribution of \$280,334 in the next few months before the end of the fiscal year. The next meeting is scheduled for March 4, 2022.

COVID Update

The County Executive implemented a mask mandate on January 9th for all county owned buildings. Visitors must wear a mask while inside a building. Employees must also wear a mask when assisting visitors in public facing services. The Library supported the County Executive's mask mandate. Customers were gently reminded to wear a mask covering their nose and mouth when inside the building. We also offer free masks if someone

should forget to bring one with them. Staff were required to wear masks while inside the buildings. The mask mandate was lifted in early February by the County Executive and the library also lifted the mandate.

Fines & Fees Legislation

The Maryland General Assembly voted to override the Governor’s veto of Building Lifelong Learners Act of 2020, on February 8th and will go into effect 30 days after the vote. The funding, to cover lost revenue, of an additional \$0.40 per capita pre-funding-formula, will not be in place until FY23.

There are three main points to the bill:

1. Not charging Overdue Fines - The bill (as amended) states that “A Public Library may not charge a fine for overdue library materials on a minor’s library materials.” It further states, “A Public library may not attempt to collect any outstanding fees for overdue library materials that are incurred by a minor after June 30, 2021.”
2. With regard to lost materials – “A public library may not charge a fee for a minor’s overdue library materials until 21 days after the date on which the library materials were due.”
3. If materials are returned - And “If a minor’s overdue library materials are returned after a public library has charged a fee, the public library shall cancel the fee.”

Special collections are specifically excluded in the bill (American Girl Dolls, cake pans, fishing rods, etc.) Minor is defined as under the age of 18.

Harford County Public Library is currently not charging overdue fines on any materials and will revise procedures to support the new legislation.

Grants

The Library submitted three America Recovery Program Act (ARPA) grants through the Maryland State Library as Maryland’s State Library Administrative Agency (SLAA), Institute of Museum and Library Services (IMLS) competitive grants. Each submitted grant supports goals and priorities as outlined in the Library’s Strategic Plan including expanding outreach and serving special populations; creating a safe, welcoming and efficient environment for our customers through technology and supporting a knowledgeable and skilled workforce through training.

On July 12th, we received a Notice of Grant Award from the Maryland State Library in the amount of \$27,500 for Staff Development and the Maryland Library Association Conference in fiscal year 2022. We are very grateful for this funding as it enables the library to provide additional professional development opportunities to the staff.

The Library also received a Notice of Grant Award from the Maryland State Library in the amount of \$90,000 to support the initiative of expanding our outreach capacity. We have ordered three vans and one has been delivered.

Governmental Relations – The County Delegation has been contacted by a representative of the International Association of Machinists & Aerospace Workers and some library employees. HB 1225 Collective Bargaining for Harford County Public Library employees was “dropped” by Delegate Steve Johnson on February 11th. The Union Lawyer attended the January Library Board meeting and spoke during the public comment session. We understand that the Union held zoom meetings for interested library employees and also have mailed packets of information to their homes. The Library did not provide any employee information to the Union (including home addresses) and we understand that the Union has informed employees that this information was secured from other sources that they utilize. After the public comment section during the January Board meeting, the Trustees prepared a response letter that was sent to Delegate Steve Johnson and the entire County Delegation. This letter was shared with all library employees.

Maryland Libraries are supporting several bills this session. Maryland Association of Public Library Administrators (MAPLA) sent a letter to the Governor requesting one-time funding of \$.44 for the Regional Library Resource Center and \$.40 for the public libraries per capita formula. During the 2020 session, the Governor vetoed legislation prohibiting Maryland Libraries from collecting fines from minors. This was overruled by the General Assembly but the funding was not added to the FY 2022 budget that helped libraries with this lost revenue. The libraries are also supporting an increased in per capita funding for the regionals and all public library systems along with additional funding for the State Library Resource Center and support for the State Library Capital Grant program.

Maryland Law on Digital Access and Licenses for ebooks – AAP Lawsuit regarding HB518/SB432 – Last Friday, Maryland Attorney General Frosh and his office filed to dismiss the Association of American Publishers’ (AAP) suit against Maryland pertaining to the Maryland Law passed last session on digital access and licenses for eBooks. The motion is 42 pages long and well documents the reason for dismissing the lawsuit and more. We are waiting to hear the outcome.

Board Student and Trustee Search – We are currently searching for the Student Representative to serve on the Board for fiscal year 2023. Candidates are current juniors in High School who will entering their senior year in September. Information will be distributed through social media, library website and sent to both public and private high schools in the county. In addition, we are in the process of beginning the search for a Trustee to replace Ms. Brown. Ms. Brown sent a lovely thank you email to the Board of Trustees. This search will begin by the end of February through social media, library website and more.

Materials and Collections Updates – We are pleased to announce that through a partnership with the Harford County Department of Parks & Rec, that we are launching a Pickle Ball circulating collection at the Darlington Library. The kits include rackets, balls and everything you need to play Pickle ball. This branch was selected because there is a Pickle Ball court close to both the existing Darlington Branch and the new Darlington Branch scheduled to open in August. A big thank you to Parks & Rec for sponsoring.

In more exciting news, the Hoopla Binge Pass has launched. The Hoopla Binge Pass provides unlimited streaming for 7 days on one single borrow with their HCPL Library card. This includes unlimited access to magazines, Great Courses and Discovery Stream (history, nature and science documentaries).

Meetings & Presentations

January 2022

- 1/3 Cultural Arts Board Meeting
- 1/5 Coffee with the CEO for Non-Supervisors Morning Meeting
- 1/5 Coffee with the CEO for Non-Supervisors Afternoon Meeting
- 1/6 HCPL Foundation Gala Committee Meeting
- 1/6 MD Humanities Meeting with Executive Director
- 1/6 MSL Orientation for Administrators - Leadership Facilitators Program
- 1/6 Coffee with the CEO for Non- Supervisors Evening Meeting

- 1/10 WHGM Gold interview
- 1/10 Baltimore Style Interview
- 1/10 MAPLA Legislative Call
- 1/11 Harford County Executive Budget Meeting
- 1/11 Bel Air Library Design Discussion
- 1/11 Patron Point Meeting
- 1/11 Harford County State of the County Address
- 1/12 Economic Development Advisory Board Meeting
- 1/12 Greater Bel Air Community Foundation Board Meeting
- 1/12 MAPLA

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- 1/12 "Maryland Today" interview
- 1/12 Darlington Library Design Meeting
- 1/12 Registration, Retention and Recognition: Using Patron Point to amp up Summer Reading Programs
- 1/13 Maryland Humanities REWG Meeting
- 1/14 MLA Legislative Panel Meeting

- 1/16 Havre de Grace Ice Festival
- 1/18 Baltimore Magazine Phone Interview
- 1/18 HCPL Foundation 2022 Rodeo Event Meeting
- 1/19 Maryland Humanities Finance Meeting
- 1/19 HCPL Foundation Once Upon a Rodeo Committee Meeting with Sheriff's Office
- 1/20 Harford Chamber Board Meeting
- 1/20 Harford Chamber State of the County
- 1/20 Bel Air Library Renovation Project Meeting
- 1/21 ALA LibLearnX Conference
- 1/22 ALA LibLearnX Conference

- 1/23 ALA LibLearnX Conference
- 1/23 WBAL-TV-Sunday brunch segment
- 1/24 ALA LibLearnX Conference
- 1/24 Darlington Library Project Meeting
- 1/24 MAPLA - Weekly Legislative Meeting
- 1/24 Harford County Women's Commission Meeting
- 1/25 Design Progress Meeting – Bel Air Library Renovation
- 1/25 Patron Point Meeting
- 1/25 Bel Air Library Design Meeting
- 1/26 HCPL Board Executive Committee Meeting
- 1/26 RAMP MD Board Meeting
- 1/26 HCPL Virtual Program: Chesapeake Farm & Bay to Table: It's a Kraut Fest
- 1/27 Local Management Board Meeting
- 1/27 MD Humanities Meeting with Executive Director
- 1/27 HCPS Internal Customer Service Stakeholder Group
- 1/27 Harford County Budget Virtual Town Hall Meeting
- 1/28 Harford County Education Foundation Board Development Committee Meeting

- 1/31 Palace Project eBook
- 1/31 Lincoln Financial Group Interview
- 1/31 MAPLA - Weekly Legislative Meeting
- 1/31 Customer Service Task Force
- 1/31 Harford County Commission for Women

Programming and Events

The programming theme for January was Winter!

Aberdeen's indoor Snowy Day Storywalk was popular with 50 participants, with several customers commenting that it was a great activity. Their free-standing art grids made a great and easy way to present the story. To enhance the story, a felt snowman craft was offered, and greatly enjoyed.

Bel Air's Art & Stories snow themed program was a success. After a reading of *Over and Under the Snow* by Kate Messner, families learned about snowflake characteristics from non-fiction texts and then took part in the featured art activities that included: making a salt art snowflake, using animal fossil rocks to make footprints in playdough as well as making silly chalkboard snowmen.

The Experiment and Explore program discovered all things weather. Children had fun creating a rainstorm in a cup, making a weather wheel, voting on their favorite weather day and discovering different temperatures. The take home activity of creating a crystalized snowflake allowed the experimenting and learning to continue after the program.

27 participants joined in Joppa’s Family Snow Party. They did lots of fun snow activities, but the drumming and the snowball fight were the biggest hits.

Edgewood’s Pop-up STEM included Sphero snowplows and building stations, while their Art and Stories focused on winter themes with snowflakes, bears and hibernation.

Now we did have other programs.

Abingdon had its first Sensory Room Open House that attracted 15 curious customers. And they had a great turnout for their Introduction to 3D Design program with 12 eager learners attending.

Many staff members helped create a very successful Genealogy Week. They booked presenters, marketed the events, and hosted the virtual programs. The lineup consisted of Beginning African American Genealogy on the 24th, Discover Your Family’s Medical History Through Genealogy Research on 27th and Using Fold3 for Military Records on the 28th. The week was a smashing success, with a total of 276 virtual attendees.

Teen Services

Gaming engaged Edgewood teens as an eager crowd enjoyed a fun and exciting game of trivia, and Bel Air’s in-person Dungeons & Dragons attracted an equally engaged group.

Jarrettsville librarian, Katherine Ellis, and Suzy Vogtman, the Teen Services librarian from Whiteford teamed up to promote the Winter Reading Program at North Harford High School. Their table was busy with sign-ups and students eager to talk about the books they love.

Aberdeen staff also promoted the Winter Reading Program, and through their continued partnership with Aberdeen High School’s librarian, Aberdeen signed up 10 additional teens for the WRP.

Jarrettsville’s Vintage Gaming program was held on a half-school day. Both parents and their teens decided to join in on the games which made for fun competition! And finally, Jarrettsville also featured a very well received wintry Take & Make for Grades 6-Adult - a Snowflake Garland “Flurry of Words,” made from recycled book pages.

Marketing & Communications

Social Media:

The HCPL social media audience & interaction continues to grow.

- Facebook = 25,142 total followers
 - HCPL Main Facebook – 8,003 followers
 - HCPL Choose Civility Facebook – 1,114 followers
 - Branch Facebook combined – 16,025 followers
- Instagram = 6,624 total followers
 - HCPL Main Instagram – 1,331 followers
 - Branch Instagram combined – 5,293 followers
- HCPL Main Twitter – 1,845 total followers
- HCPL Main LinkedIn – 516 total followers
- HCPL Weekly Newsletter – 38,511 contacts/29,538 subscribers
 - Sent out 2 eNews per week for a total of 8 in January

Programs and Partnerships

4-Star Library:

HCPL received a 4-Star ranking from *Library Journal*. While there are a number of other systems in Maryland that were included in this annual recognition, almost all of these libraries were ranked 3-Stars or less. There is only one other library in the state that shares our 4-Star status.

Chesapeake Farm & Bay to Table: Season 2:

This popular program series with Chef John Shields continued on January 26 with “It’s a Kraut Fest.” Special guests included Food Network’s Chopped finalist, Chef Doug Wetzel and Sonya Binkert-Weber, co-owner of Binkert’s Meats in Rosedale, who joined Chef John & Mary as they explored the Krautfest secrets of Champagne Kraut, Stuffed Cabbage Rolls, and a Double Chocolate Sauerkraut Cake.

- January 26
- Aired live on Zoom, streamed live on Facebook, Twitter, and YouTube
- 277 attendees*, see end of report for customer comments

HCAA - Harford Community Action Agency:

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.

- January 4 at Aberdeen
- January 11 at Edgewood
- January 18 at Havre de Grace
- January 25 at Joppa
- 15 attendees, combined

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. A \$5.00 administrative fee is due to the HCBF at time of appointment: cash only. Call 410-836-0123 for an appointment and more information.

- January 21 at Abingdon
- 4 attendees

HCPL Digital Library “How To”:

This revamped program, previously called “Tech Time”, now focuses on promoting HCPL digital resources and services. This program assists customers with learning how to download books and magazines, stream movies and TV, and much more using their HCPL library card. Customers dropped in and librarians were ready to assist them.

- January 5 & 10 at Fallston (Tech Time)
- January 11 & 19 at Abingdon (Tech Time)
- January 12 at Bel Air (Tech Time)
- January 26 at Aberdeen (Program title changed to HCPL Digital Library “How To”)
- 4 attendees, combined

Winter Reading 2022, Celebrate with a Good Book:

This annual reading program continued in January and runs through March 5. Mugs have been delivered to all (11) branches and are available for completers to pick up, while supplies last. Adult participants are asked to read 5 books and high school students should read 3 books to complete. Customers are encouraged to log their participation in HCPL’s programs/events, contactless services, Take & Makes, social media, digital materials, and so much more! And, again this year, we are encouraging support for our amazing local business community. Customers can also log their activities such as dining out, ordering take out, shopping, visiting entertainment venues, and the like... at businesses located right here in Harford County.

When customers log any combination of these activities, they will be entered to win one of ten HCPL Swag Bags – each will include a signed copy of Chef John Shields’ The New Chesapeake Kitchen cookbook and an autographed "Chesapeake Farm & Bay to Table" apron.

- 1,655 Adult registrations
- 85 High School Student registrations
- 725 Completions, combined

Virtual Genealogy Week 2022:

HCPL’s 2nd annual Virtual Genealogy Week was held the week of January 24. This series featured three genealogy subject matter experts who each shared information and research tips related to their specific area of expertise. Several of the speakers as well as genealogy focused companies, donated prizes that were awarded to (9) randomly selected attendees. Arrangements are currently being made for prizes to be picked up at an HCPL location of the winner’s choosing. Over 500 attendees** for all programs combined, see end of report for customer comments.

- Beginning African American Genealogy
 - January 24
 - Presented by Nicka Smith
 - Held live via Zoom, streamed live on Facebook, Twitter, and YouTube
 - 224 attendees
- Discover Your Family’s Medical Records Through Genealogy Research
 - January 27
 - Presented by Lisa Lisson
 - Held live via Zoom, streamed live on Facebook, Twitter, and YouTube
 - 167 attendees
- Using Fold3 for Military Records
 - January 28
 - Presented by Margaret M. McMahon, Ph.D.
 - Held live via Zoom, streamed live on Facebook, Twitter, and YouTube
 - 135 attendees

Eden Mill Nature Center StoryWalk® partnership

- HCPL has an on-going relationship with Eden Mill and each quarter, creates a fun, educational, self-guided StoryWalk that places the pages of a children's book out in nature!
- The winter StoryWalk® is currently in place and will be displayed through late March.

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

- Book Bites, 1-minute videos of “bite-size” book recommendations from Harford County Public Library
 - 1,196 total views for all age groups
- Noon Year’s Eve Celebration
 - 37 additional views
- Holiday songs and special story times
 - 7 additional views
- Previous Episodes of Chesapeake Farm & Bay to Table
 - 61 additional views

Press Releases Distributed

- ‘Chesapeake Farm & Bay to Table’ Focuses on All Things ‘Kraut’ in January 26 Episode – January 10
- ‘A Love Story for All’ is the Theme of the February 9 Chesapeake Farm & Bay to Table Episode – January 27

Recent Media Hits and Press Mentions:

Television

Board Meeting Minutes – February 17, 2022

- “Jan 26 Chesapeake Farm & Bay to Table, Season 2 – It’s a Kraut Fest” – *WBAL-TV/Sunday Brunch* – Jan 23

Radio

- “Jan 26 Chesapeake Farm & Bay to Table, Season 2 – It’s a Kraut Fest” – *WPOC, Z104.3, 102.7 Jack FM* – Jan 16 – *WHGM Gold* – Jan 21

Print

- “HCPL Distributes COVID-19 Test Kits December 30” – *Harford County Living Monthly eNewsletter* – Jan 1 – *The Aegis* – Jan 5
- “Jan 26 Chesapeake Farm & Bay to Table Season 2” – *Harford County Living, I95 Business* (online), *The Patch – Aberdeen, Bel Air, Havre de Grace & Fallston* – Jan 10 – *The Baltimore Sun* (online) – Jan 13 – *Bel Air News & Views* – Jan 15 – *The Baltimore Sun* – Jan 19 – *APG Weekly eNewsletter* – Jan 21 – *Baltimore Magazine* – Jan 25
- “Feb 9 Chesapeake Farm & Bay to Table Season 2” – *I95 Business* (online), *The Patch – Aberdeen, Bel Air, Havre de Grace & Fallston* – Jan 27 – *Harford County Living, The Baltimore Times* (online), *Bel Air News & Views, Harford County Living Monthly eNewsletter* – Jan 28

Advertising:

Print

- MLA 2022 Conference Program – January 5

Radio

- Harford’s Edge on WAMD 970 AM – Show airs from 9-10 am on Fridays and is repeated on Saturday. The Library is the program sponsor. We have had no live shows to report but have been running relevant re-plays of past shows each Friday & Saturday since 3/6/20.

*Chesapeake Farm & Bay to Table Customer Comments:

I’m sorry we missed it, too! Thank you for the link! My mom will be 97 on Sunday and we have watched and enjoyed many of these shows! It’s something she can do and we feel like we’ve been out to a fun class together! Thank you!
~Jackie

Oh, thank you so much for the link and recipes. I was hoping it was being taped. I had something come up and could not make it. I really appreciate the follow-up on your end. again, many thanks, cheers
~Janis

Thank you for sending the link. I had a last minute work issue and was not able to attend.
~Nicole

I’m so grateful for the link and recipes! A serious family issue came up that evening and I didn’t want to join the program half-way through! I will be sure to watch it and try the recipes and sign up for the newsletter. Thank you!
~Susan

So sorry, I was late getting to it and realized that I didn't have the app. I will be ready for next one. Thank you for sending me the link and recipes.
~John

I really enjoyed that presentation — and the recipes. John is a stitch! I hope to view previous recordings and look forward (upon registering) to the February 9th Zoom. Thanks so much to all who participated and made these programs possible.
~Ann

Thank you very much for sending me the link to enable me to watch the Kraut Fest that I was unable to join after registering for it. I’m looking forward to seeing it.

~Elizabeth

So sorry I missed the live show; I had an emergency. However, I watched tonight and I'm so excited to try these recipes. Loved the show especially because I'm German & love, love German food. Thank you, Mary for doing this; so informative. Hopefully I'm on your list to receive future programs to register for. Looking forward to February & March programs.

~Bev

**Virtual Genealogy Week Customer Comments:

Thank you so much. I hated to cancel at the last minute but I had to work past that time. I was hoping you would record it. I appreciate you passing that on to me. I look forward to attending your other Genealogy classes.

~Kerry

Thank you for sending me the link to Jan 27th program that I missed. All three programs were very informative. Thank you for keeping us in the loop with genealogical programs. Great job, all.

~Kerry

Thanks again for the great program

~Raymond

That's great! Thank you for your email, I forwarded this to Retta. I watched this from the library and hope to someday look up 'Uncle Bud' some day!!

~Annie

Thank you so much for making this available after the session. Unfortunately, I was traveling and was unable to attend. I am looking forward to viewing this webinar and using these resources to research my family's military history.

~Karen

I'd like to pick up my prize from the Edgewood branch.

Thank you,

I found the event helpful.

~D.

Oh wow! I didn't even know there were drawings going on. I live closest to HdG library, so that would be my preferred pick-up spot. Thanks so much! Loved your genealogy sessions! Learned so much!

Thanks,

~Linda

Wow, I am very happy! HCPL provides the best programs. I am closer to Jarrettsville branch. I am out of town until February 18. — in Florida. Thanks 😊 so much, can't wait to see the prize!

~Ruth

Foundation

The next meeting of the HCPL Foundation Board of Directors will be February 22, 2022.

17th Annual Gala

The Gala is on for Saturday, April 9, 2022 at the Abingdon Library from 6pm – 10pm and from 5pm – 6pm for the VIP reception. We have currently sold 178 general admission tickets and 328 sponsor tickets for a total of 506 tickets sold to date. A few last-minute changes had to be made for the entertainment due to multiple conflicts and restrictions with the Mood Swings. The Shades of Blue Orchestra will be performing with a 24-piece band

during the gala and a 5-piece ensemble during the VIP reception. Water’s Edge Catering will be providing passed hors’ d oeuvres and several food stations with Vegas themed foods throughout the evening. The Local Oyster will be providing an oyster bar and Matsuri will be providing a sushi bar with a variety of sushi rolls and made to order rolls as well. Jim’s Bottleworks will be providing the beer, wine and liquor for the evening and Coffee has agreed to generously donate a wonderful coffee station to pair with dessert. Washington DC Casino and Poker rentals will be providing professional dealers to accompany 4 blackjack tables, 1 roulette table, 1 craps table and 2 poker tables. Guests will receive free fun money that can be cashed in at any table in exchange for chips. Guests will also have the option to purchase additional chips. All of the funds will go directly back to the Library and Darlington Branch project. A trophy will be given at the end of the evening for the player with the largest amount of chips at the end of the night. The next Gala Committee meeting is scheduled for Thursday, March 3 at 8:30am via Zoom.

Winter Reading

The Foundation is excited to support the Winter Reading and secure a sponsor for the mugs. The mugs continue to be a popular gift to completers. We would like to thank our Winter Reading sponsor APGFCU for supporting this initiative.

Summer Reading

Planning for the Summer Reading Challenge is underway and is planned to kick off on Tuesday, June 21, 2022 and conclude on Saturday, August 27, 2022. The kick off celebration will begin at the Abingdon Library in the morning and conclude at the Aberdeen Library in the afternoon. We are hoping to have our sponsors present to greet the Summer Reading participants at both locations. The Foundation will be purchasing the books used for the completer prizes and will be hosting an event at the conclusion of summer reading. The location has not been determined as of yet. We are currently planning an incentive for the teens as well. The Aberdeen Rotary Club has once again committed to supporting the Summer Reading program. A portion of the proceeds from their upcoming Shrimp, Oyster and Bull Roast on April 23 will support the Library initiative.

Once Upon a Rodeo

The next Rodeo committee virtual meeting is scheduled for Wednesday, February 16 at 8:30 AM. Announcements will begin shortly for the entertainment, tickets, coupons and a save the date.

Foundation Specialist

The Foundation Specialist position has been posted. We are actively accepting applications and hope to have this position filled by Spring. The posting can be found on hcplonline.org under the Library Jobs tab.

DRAFT Statement of Financial Position as of November 30, 2021

Assets:	
.....	
Checking/Savings	\$ 481,079.39
Accounts Receivable	20,000.00
Total Current Assets:	\$ <u>501,079.39</u>
Liabilities & Equity:	
.....	
Accounts Payable	\$ 2,770.00
Other Liabilities	965.66
Total Current Liabilities:	<u>3,735.66</u>
Long Term Liabilities	<u>100,000.00</u>
Total Liabilities	\$ <u>103,735.66</u>
Equity:	
.....	
Temporarily Restricted Net Assets	356,319.51
Board Designated Net Assets	2,258.99
Unrestricted Net Assets	12,608.35

Net Income	<u>51,373.73</u>
Total Equity:	<u>397,343.73</u>
Total Liabilities & Equity	\$ <u>501,079.39</u>

Cultural Arts Board

We wish our best to long-time Arts Advisory Board Member Kelley Dilworth who has recently resigned.

Grant Agreements Executed: Community Arts Development Grant to SUCCESS Project for \$1,000 to support arts programming.

Both the FY23 County Arts Development (CAD) Grant application and the Interim Report for our FY22 CAD Grant were submitted to Maryland State Arts Council this month.

Ms. Gahs asked whether those that purchased tickets to the November 2021 Gala had been notified that the Gala date had changed to April 9, 2022. Ms. Hastler explained that sponsors and ticketholders had been notified that the Gala was on hold and that we've been waiting to see what happened with COVID numbers and restrictions before making any big announcements regarding the new date. Ms. Hastler also explained that many of our vendors have been hit hard by restrictions, supply chain delays, and staffing shortages. Rather than send multiple communications with multiple changes to the plan, it seemed best to hold off on sending the information until more details had been confirmed. Now that the April Gala is confirmed, the team is working on how best to communicate all the necessary information to sponsors, ticketholders, and the general public. More information will be forthcoming.

ACTION ITEMS

Personnel Changes – February 2022

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

NEW HIRES:

Laura Bandoch, Materials Assistant Director, Materials Department, Administrative Office, 37.5 hours per week. Effective Date: February 22, 2022.

PROMOTIONS:

Laura Milcarzyk, Library Assistant I – Circulation, Bel Air Branch, 15 hour per week has been promoted to Library Assistant II – Circulation, Abingdon Branch, 30 hours per week. Effective Date: February 20, 2022.

OTHER CHANGES:

None

RETIREMENTS:

None

RESIGNATIONS/TERMINATIONS:

None

DISCIPLINARY ACTIONS:

None

LEAVE OF ABSENCE REQUESTS:

An employee, for employee's own serious health condition. Effective Date: January 27, 2022 – October 6, 2022.

An employee, for employee's own serious health condition. Effective Date: February 15, 2022 – May 15, 2022.

OPEN POSITIONS:

Aberdeen Branch

- **Library Associate I/II – Adult Services**, Aberdeen Branch, 20 hours per week. On hold.

Abingdon Branch

- **Library Associate I or II – Inclusive Services**, Abingdon Branch, 37.5 hours per week. Posted internally/externally.
- **Library Associate I/II**, Abingdon Branch, 15 hours per week. On hold.
- **Library Assistant I – Circulation**, Abingdon Branch, 15 hours per week (4 Positions). On hold.

Administrative Office

- **Custodian**, Facilities & Operations Department, Administrative Office, 19 hours per week. On hold.
- **Finance Director**, Finance Department, Administrative Office, 37.5 hours per week. On hold.
- **Foundation Specialist**, Administrative Office, 37.5 hours per week. Posted internally/externally.
- **Digital Content Coordinator**, Marketing Department, Administrative Office, 37.5 hours per week. Posted internally/externally.

Bel Air Branch

- **Librarian – Children Services**, Bel Air Branch, 37.5 hours per week. Posted internally/externally.
- **Library Associate I/II – Adult Services**, Bel Air Branch, 15 hours per week (2 Positions). On hold.
- **Library Associate I/II – Children Services**, Bel Air Branch, 15 hours per week. On hold.
- **Library Assistant II – Circulation**, Bel Air Branch, 37.5 hours per week. On hold.
- **Library Assistant I – Circulation**, Bel Air Branch, 15 hours per week (2 Positions). On hold.

Edgewood Branch

- **Library Associate I/II**, Edgewood Branch, 15 hours per week (2 Positions). On hold.
- **Library Assistant I – Circulation**, Edgewood Branch, 19 hours per week. On hold.
- **Library Assistant I – Circulation**, Edgewood Branch, 15 hours per week. On hold.

Fallston Branch

- **Library Assistant I – Circulation**, Fallston Branch, 15 hours per week. On hold.

Havre de Grace Branch

- **Library Associate I/II – Teen Services**, Havre de Grace Branch, 37.5 hours per week. On hold.
- **Library Associate I/II**, Havre de Grace, 15 hours per week. On hold.
- **Library Assistant I**, Havre de Grace, 15 hours per week. Posted internally/externally.

Jarrettsville Branch

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

Joppa Branch

- **Library Associate I/II – Teen Services**, Joppa Branch, 37.5 hours per week. Posted internally/externally.
- **Library Associate I/II**, Joppa Branch, 15 hours per week. On hold.

Norrisville Branch

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

Whiteford Branch

- **Library Assistant II – Circulation**, Whiteford Branch, 37.5 hours per week. Posted internally/externally.
- **Library Assistant I – Circulation**, Whiteford Branch, 15 hours per week (2 Positions). On hold.

FUTURE VACANCY DUE TO RETIREMENTS:

None

POSITION RECLASSIFIED

- **Web Content Specialist**, Administrative Office, 37.5 hours per week. Position has been reclassified as Digital Content Coordinator.

HCPL Library Jobs:

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

The following are examples of some sites that may be used to recruit for open positions: LinkedIn, Indeed, American Library Association (ALA), MaryLib listserve, CareerBuilder, Monster.com, and Facebook.

MOTION: Motion by Mr. Vogelhut, seconded by Ms. Gahs and carried by unanimous vote to approve the Personnel Report as presented.

June Board Meeting Date Change

Ms. Wright requested that this item be moved to next month’s meeting agenda to allow Dr. Allen to be present for scheduling purposes.

Human Resources Committee Chair

Ms. Hastler clarified that the Board Executive Committee confirmed Ms. Wright as the Human Resources Committee Chair due to her role as Vice Chair of the Board. Ms. Hastler explained that this committee, in particular, has many long-term, critical projects and involves many issues that are brought to the Executive Committee. For this reason, among others, the Executive Committee felt that the Vice Chair should fill this role.

OLD BUSINESS

There was no old business.

NEW BUSINESS

There was no new business.

BUSINESS FROM THE CHAIRPERSON

There was no business from the Chairperson.

BUSINESS FROM BOARD MEMBERS

There was no business from Board members.

EXECUTIVE SESSION

Ms. Wright 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;

Ms. Wright requested the Board retire to an Executive Session to discuss confidential personnel issues.

MOTION: Motion by Dr. Head, seconded by Mr. Vido and approved by unanimous vote to approve the closing of the Public Meeting and go into a closed Executive Session.

The public meeting was closed at 7:19PM and the Executive Session began at 7:20PM.

Present during the Executive Session were: Ms. Gahs, Dr. Head, Ms. Martin, Mr. Vido, Mr. Vogelhut, Ms. Wright, Ms. Hastler, and Ms. Button. Mr. Adams and Dr. Allen were absent.

The Board discussed confidential personnel issues.

MOTION: Motion by Mr. Vido, seconded by Dr. Head and approved by unanimous vote to approve the closing of the Executive Session and resume the Public Meeting.

The Executive Session was closed at 7:49PM and the Public Meeting resumed at 7:50PM.

ADJOURNMENT OF PUBLIC MEETING

There being no further comments or questions, Ms. Wright requested a motion to adjourn the meeting.

MOTION: Motion by Mr. Vogelhut, seconded by Ms. Gahs and approved by unanimous vote to approve the adjournment of the Public Meeting.

The public meeting adjourned at 7:51PM.