

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

MEETING MINUTES

June 15, 2022

Present: Dwayne R. Adams, Dr. William B. Allen, Dr. Monique H. Head, Durbin P. Vido, Jonas Vogelhut, Carol Wright, and CEO Mary L. Hastler, and Jennifer Button

Absent: Trustees Shannon G. Gahs and Taryn J. Martin, Student Representative Joshua Oguh, County Councilman Chad R. Shrodes

CALL TO ORDER

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

CHANGES TO THE AGENDA

There were no 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. Dr. Allen recommended that the format for Board meeting minutes be revised to 1) publish meeting minutes only once approved and 2) to reflect items discussed and actions taken.

MOTION: Motion by Mr. Vogelhut, seconded by Mr. Adams and carried by unanimous vote to approve the Minutes of the May 19, 2022 Board Meeting as presented.

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 May 31, 2022 were within the annual FY2022 budget. Revenues are \$19.4 million and Expenditures are \$16.6 million. A detailed budget was submitted for review.

The Budget & Finance Committee met on Tuesday, June 14, 2022. The committee reviewed the proposed operating and capital budgets for fiscal year 2023 and recommends both for Board approval. The committee also discussed annual funding for HCPL retirees' post-employment benefits. The Library FY 2022 audit has been scheduled for August and the Foundation audit has been scheduled for the last week in July.

Executive Committee – Dr. Allen

The committee met on Wednesday, June 15, 2022 and discussed personnel matters.

Capital Improvements Committee – Dr. Allen

The committee met on Tuesday, June 7, 2022. The committee reviewed the proposed capital budget for fiscal year 2023 and recommended Board approval. The committee also discussed state capital grant funding for fiscal years 2023 and 2024. An update was provided on current capital facility projects.

Human Resources Committee – Mr. Vogelhut

The committee met on Tuesday, June 14, 2022. The committee reviewed the proposed salary increase for fiscal year 2023. An update was provided on personnel matters, current professional development opportunities, and staff recognition.

Foundation Board – Ms. Martin

The Foundation Board met and discussed the upcoming November Library Gala. A detailed report was included as part of Ms. Hastler’s CEO report below.

PUBLIC SERVICES REPORTS

Statistics – Ms. Parry

Ms. Parry submitted a detailed report for review.

Programming and Events – Ms. LaPenotiere

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

Teen Services – Ms. LaPenotiere for Mr. Oguh

Ms. LaPenotiere 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 sail has been reordered in a different color to provide partial shade in the new story garden. The sail has been received and installed. A ribbon cutting will be scheduled to celebrate the refreshed branch.

Abingdon Pond Repair –The pond pump is working again. The branch is having continued problems with the new HVAC, including regulating humidity. A meeting was held on June 6th with all involved parties to determine a corrective course of action.

Two bollard lights are not working. Replacements are due to ship later this month.

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 in progress. There is new discussion that the elevators may need to be completely replaced prior to the construction project beginning in FY 24.

The County removed the overgrown evergreen trees from around the perimeter of the chiller fencing in the rear parking lot.

A walkway bollard light was damaged and we are waiting for a replacement. The item is on backorder until late June 2022.

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. 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 13, 2021, 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 12, 2021, 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. Construction is moving along as scheduled. Floor outlets were installed and the concrete poured, walls are painted, and the ceramic tile floor was installed. The wood accent wall has been installed behind the service desk. Outdoor work has begun: trenching for septic is in place and tied in; roof downspouts were installed to empty into the stormwater management pond; storefront glass was installed; parking lot curbing has been framed and concrete poured; new roof installed; and brickwork is complete for the outdoor fireplace. Construction is still on schedule.

A walk through with the County Executive took place on June 1st and visits with the Board will be scheduled in July.

Havre de Grace – The building was pressure-washed in preparation for application of the spider repellent. Three of the four walls are complete and we are waiting on scheduling for the last wall (facing the parking lot).

The public elevator has been out of service while waiting on a replacement part that has been held up by supply chain issues.

Security Systems – The Library completed installation of new security systems in the Fallston and Jarrettsville libraries. We are researching a camera system for Administration in Riverside.

Fire Safety – Annual fire drills and fire extinguisher inspections are underway at all buildings.

Dash Cams – All Library vehicles are being fitted with front and rear dash cam. This was a recommendation made by employees who work on the outreach vehicles. A test camera set was purchased and installed, and we are now moving forward with installation for the remainder of the fleet.

Fiscal Year 2023 Budget Update – The County Executive submitted the Fiscal Year 2023 Budget to the County Council on Friday, April 15th. The proposed Capital Improvement Program includes \$2.2 million for the Bel Air Library Renovations Project in FY 23 and a projected \$17.5 million for FY 24. In addition, Technology has been proposed to receive \$450,000 in Fiscal Year 2023. The Maryland State Library Capital Grant funding is \$1.4 million in FY 2023 for the Bel Air project. The Operating Budget for the Library includes an 11% increase for the operating budget (record funding) and this includes a 10% salary increase for eligible employees (wage parity with county employees). The Board HR Committee supports allocating the 10% salary increase as 5/5 (5% on the existing salary and then 5% on top of the new salary). The Library appropriation for the FY 2023 General Fund is 2.8%.

The submitted budget was approved by the Harford County Council and the Library updated the operating budget for review and approval at tonight’s meeting for July 1 implementation. The budget includes a 10% salary increase for all eligible employees.

Fines and Fees

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.

Board Student and Trustee Search – The County Executive and County Council approved the Student Representative Candidate that was forwarded in May by the Board Executive Committee. Mr. David Simberg, will be joining the Board in July as Student Representative. Applications remain open for the Trustee position.

A very special thank you to Joshua Oguh as he completes his senior year serving as Library Board Student Representative. We wish him well in his future adventures and encourage him to keep in touch!

JAWS Fusion Licenses – The Library for the Visually Impaired is coordinating the roll-out of the JAWS Fusion licenses that will be used on all public library computers throughout Maryland. The licenses support ADA accommodation for library staff for access to JAWS Fusion and enhance our accessibility resources. Harford volunteered to be in the pilot program and our first install should take place by the end of June at the Abingdon and Whiteford Branches.

Volunteers – The Library Volunteer program has returned and we have successfully been recruiting for teen Summer Reading Challenge volunteers for all branches. In addition, there are other volunteer opportunities and the website is updated on a regular basis as we return to our new norm. The application process is online and completely interactive and we offer an alternate format if requested.

Meetings & Presentations

May 2022

- 5/4-5/6 MLA Annual Conference
- 5/5 HCPL Foundation Gala Committee Meeting
- 5/5 HCPL Benefits Open Enrollment Meeting
- 5/6 MD Humanities Programs & Communications Committee Meeting

- 5/9-5/12 Futures & Foresight School
- 5/9 HCPL Board Executive Committee Meeting: Student Representative Interviews
- 5/10 HCPL Foundation Gala Committee Meeting
- 5/10 Author Event: Jennifer Weiner
- 5/11 HCPL: Freedom FCU Video Spotlight
- 5/11 HCPL Virtual Event: Chesapeake Farm & Bay to Table: Parties in Springtime
- 5/13 ARC After D’Arc Gala

- 5/17 Narrator Taping for MD Center of the Arts
- 5/18 Greater Bel Air Community Foundation Meeting
- 5/18 Harford Family House Ahoy Event
- 5/18 Greater Harford Committee Candidate debate
- 5/19 Harford Chamber of Commerce Military Appreciation Luncheon
- 5/19 HCPL Board of Trustees Meeting
- 5/19 Author Event: Karen Joy Fowler

- 5/23 HCPL Board of Trustees Executive Committee Meeting
- 5/23 Harford County Commission for Women Meeting
- 5/24 HCPL Foundation & Executive Board Meetings
- 5/25 Harford County Investment Committee Meeting
- 5/25-6/7 ECornell: Addressing Workplace Behavior Issues
- 5/27 TFS Professional Foresight Certification Info Session
- 5/27 Harford County Education Foundation Board Meeting
- 5/27 Harford County Education Foundation Strategic Plan Meeting
- 5/28 HCPL Virtual Event: Chesapeake Farm & Bay to Table Filming
- 5/31 MHAAC Meeting

Programming and Events

Aberdeen’s, Kate Waldt, attended the first ever Judy Center Baby Shower. She spoke with new/expecting mothers in the area about the resources that are available to them and their little one at the library. Kate also hosted the Center for a field trip where children and parents learned about the library, listened to a story and played with the library’s fun educational toys!

Bel Air and Edgewood staff collaborated on an outreach at the Armory. The Flower Garden Mart enabled Edgewood’s Kelly Mills and Bel Air’s Kim Truxel to share resources about native pollinators. They distributed

over 200 seed packets, promoted the upcoming BioBlitz and showed clips of the PBS film, *My Garden of a Thousand Bees*.

The Rolling Reader is winding up school visits, and as they do so, staff are talking up Summer Reading and encouraging students to sign up. The lead teacher at Magnolia Judy Center thanked the Rolling Reader staff for visiting this year. She stated that their visits have made a positive impact on her families. “My families have so much fun with you. They now see reading as a family activity. Thank you for all you did to make our kids feel special.”

During Havre de Grace’s Experiment & Explore their preschool crowd learned all about the science of weather through hands on experiments like make your own tornado in a bottle and rain cloud in a jar. They tested the power of the wind with the wind tunnel, and made their very own rain stick to use to summon the rain. One mom said she loves the science experiments at the Havre de Grace library so much, and she’s so glad they break out all the fun realia for her kids to explore!

Speaking of weather: Fallston’s Block Party program at the end of the month had a couple of extra people thanks to a tornado warning during the program! The meeting room is their safe space, so they invited customers to come in and join in the fun while waiting out the bad weather.

Teen Services

An enthusiastic group participated in Edgewood’s Teen Anime Club! They discussed popular manga and anime and shared some recommendations to read and watch. Staff also shared some tips and info about how manga and manga series are shelved around the system, and how to request on the HCPL app.

Librarian Allison Maskaleris’ efforts with teens in the branch and visiting the schools are paying off. Fallston has started having some repeat teens signing up for teen programs.

Katherine Ellis at Jarrettsville started the month with an artistic program for teens and adults—Melted Crayon Butterflies. Each butterfly was a unique work of art that attendees couldn’t wait to frame.

One of Whiteford’s regular homeschool teens visited the branch recently after getting her driver’s license. She said the library was the first place she drove to on her own! And Branch Manager, Deidrah Reeves, made this month’s Teen Time super special with her expertise at jewelry making with the teens. Everyone left with fantastic ‘bling,’ including earrings, necklaces, and bracelets!

Marketing & Communications

Social Media:

The HCPL social media audience & interaction continues to grow.

- Facebook = 25,784 total followers
 - HCPL Main Facebook – 8,088 followers
 - HCPL Choose Civility Facebook – 1,138 followers
 - Branch Facebook combined – 17,696 followers
- Instagram = 6,790 total followers
 - HCPL Main Instagram – 1,377 followers
 - Branch Instagram combined – 6,016 followers
- HCPL Main Twitter – 1,864 total followers
- HCPL Main LinkedIn – 570 total followers
- HCPL Weekly Newsletter – 38,235 contacts/28,899 subscribers
 - Sent out 2-3 eNews per week for a total of 10 in May

Programs and Partnerships

Meet New York Times Bestselling Author Jennifer Weiner

New York Time's Bestselling Author Jennifer Weiner launched her in-person book tour for her newest release, *The Summer Place*, right here in Harford County at the Water's Edge Event Center in Belcamp on Tuesday, May 10.

Previously scheduled to take place at the Abingdon Library, this event was moved to the larger venue to better accommodate the incredibly high number of registered attendees. In addition to the in-person program, HCPL partnered with Howard County Public Library who offered a live stream to those who preferred to attend virtually.

Bethany Beach Books was in attendance to handle sales of several of Jennifer's titles, including *The Summer Place* which was released that day!

Attendees enjoyed a wonderful presentation by the author that provided lots of humor even in the face of some of life's most challenging moments. A Q&A session followed, and several audience members had the opportunity to ask Ms. Weiner questions.

Before the evening ended, guests had the opportunity to get their books signed and take pictures with the author.

Howard County Public Library's live stream of the event was recorded, but, at the request of Jennifer's publisher, it will be posted on YouTube and social media platforms at a later date.

- May 10
- 426 attendees with 314 in-person and 112 virtual

Chesapeake Farm & Bay to Table: Season 2:

Season 2 of this popular program series with Chef John Shields concluded on Wednesday, May 11, with "Parties in the Springtime." This month's special guest was the Kitchen Goddess herself from public television's Coastal Cooking show, Andrea Farnum, who joined Chef John & Mary in the kitchen to prepare crispy rockfish tacos with lime jicama slaw and avocado cream, along with a strawberry paloma.

The third season debuts in June.

- May 11
- Aired live on Zoom, streamed live on Facebook, Twitter, and YouTube
- Recorded program was also posted to HCPL-Universe for customer viewing
- 227 virtual attendees/views

Virtual Genealogy – Tour of the MD State Archives, Part 2

As a follow-up to last fall's virtual event, genealogists were invited to take a deeper dive into locating more complex genealogical records at the Maryland State Archives. Kasey Maes, an archivist with the Maryland State Archives, walked attendees through accessing court, probate, land, and Legacy of Slavery records. What can be accessed online from home was highlighted as well as how to find the physical documents at the archives. Participants learned about what information expect to find from these various records, and how to use them to enrich your family's history.

- May 17
- Aired live on Zoom, streamed live on Facebook, Twitter, and YouTube
- 67 virtual attendees/views

Meet the Author: Karen Joy Fowler

Author Karen Joy Fowler visited the Abingdon Library for an in-person event to discuss *Booth*, her epic novel about the Booth family that offers a startling portrait of a country in the throes of change.

Joined in conversation by local author and Executive Director of the Harford County Bar Foundation, Jennifer Vido, attendees had the opportunity to get their books signed as well as take photos with Ms. Fowler.

- May 19
- 121 attendees

Community Partnership - Harford County Public Library sponsored the Baltimore Metropolitan Council's annual celebration of Bike to Work Week. Accompanied by the HCPL Book Bike, library staff was on-hand for Bike to Work Day at the Harford County pit stop, located on Main Street in Bel Air. Promotional items were distributed along with information on HCPL resources and services, including Summer Reading 2022 details.

- May 20
- 57 visits to the HCPL outreach table

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).

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

Community Partnership - 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 summer StoryWalk® will be ready to view by June 21 when the 2022 Summer Reading Adventure begins and will be available through the end of August.

Independence Day Parades

Planning for this year's float is underway! As in the past, our design will promote the annual Summer Reading Adventure and the 2022 theme is "Oceans of Possibilities." HCPL staff will be participating in four parades: Darlington on June 25, Edgewood/Joppatowne on July 2, Havre de Grace on July 3, and Bel Air on July 4.

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

- Book Bites, 1-minute videos of "bite-size" book recommendations from Harford County Public Library
 - 582 total views for all age groups
- Previous Episodes of *Chesapeake Farm & Bay to Table*
 - 139 additional views

Press Releases Distributed

- *Chesapeake Farm & Bay to Table Launches Season 3 on June 8 – May 25*

Recent Media Hits and Press Mentions:

Television

- “Harford County Public Library - Chesapeake Farm & Bay to Table, Choose Civility Harford County & HCPL Employee Interviews” – *Harford MagaScene* (HarfordTV) – May 2022

Print

- “Baltimore County Library Employees Ratify First Union Contract” – *The Baltimore Sun* (online) – May 2
- “The Annual Bel Air Garden Mart Returns” – *The Patch – Bel Air* – May 2
- “New Director at Chesapeake Therapeutic Riding Center Gallops into the Future” – *The Aegis* (online) – May 4
- “Chesapeake Farm & Bay to Table ‘Parties in the Springtime’ May 11” – *The Aegis* (online) – May 4 – *The Aegis* – May 6 – *Baltimore Style eNewsletter* – May 26
- “2022 Voter Guide: Bill Montgomery, Candidate for Harford County Council District E” – *The Baltimore Sun* (online) – May 17
- “Bike to Work Day Returns to In-Person Event in Harford County for its 25th Year” – *The Aegis* (online) – May 20
- “Maryland Center for the Arts ‘Dancing for the Arts Gala’ Returns” – *The Baltimore Sun* (online) – May 20
- “Chesapeake Farm & Bay to Table Launches Season 3 on June 8” – *Harford County Living, I95 Business* (online), *The Patch – Aberdeen, Bel Air, Fallston*, and *Havre de Grace, Harford County Chamber of Commerce* – May 25 – *Bel Air News & Views* – May 26 – *APG Weekly eNewsletter* – May 27

Foundation

The Foundation Executive Committee and Board met in May and reviewed financials for December, January, February and March. The Library Gala is scheduled for Saturday, November 5th, 2022, and a kickoff Happy Hour is scheduled for Thursday, June 30th, 5 to 7 p.m., at Uncle Hawaiian Grindz in Fallston (flipflops required!). The Annual Foundation Meeting is scheduled for Tuesday, June 28th, with dinner to follow in the evening at Barrett’s on the Pike in Bel Air. Summer Reading Challenge Kickoff Celebration is Tuesday, June 21, at the Abingdon and Aberdeen Library Branches. All Board Trustees are invited to attend!

Cultural Arts Board

During the month of May, applications for the FY23 Community Arts Development Grant have been collected and reviewed by staff and panels of Advisory Board members.

Grant Agreements have been executed with the following organizations:

- Springboard Community Services

Arts in Education grants application approved for the following organizations:

- George D. Lisby Elementary School at Hillsdale

COVID Recovery Applications were approved for the following organizations:

- Deer Creek Chorale, Inc.
- Harford Ballet Company DBA Ballet Chesapeake
- Harford Choral Society, Inc.
- Havre de Grace Arts Collective
- Scottfield Theatre Company
- Theatreworks Live
- Tidewater Players Inc
- Upper Chesapeake Chorus of the Sweet Adeline’s International, Inc.

Independent Artist Mini Grants were approved for the following artists:

- Joanna Barnum
- Sarahia Benn
- Irmgarde Brown
- Michael Gaudreau
- Nicki Jergensen
- Rosemari Kelly
- Derek Pentz
- Andrea Sauer
- Malachi Stocks
- Ariana Tharrington
- Elinir Tryon Elgin
- Sean “Guy” Wallis
- Pamela Wilde

ACTION ITEMS

Personnel Changes – June 2022 - Mr. Ross

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

NEW HIRES:

Hannah O’Sullivan, Library Associate I Teen Service, Havre de Grace Branch, 37.5 hours per week. Effective Date: June 27, 2022

Chloe Meyer, Children Summer Assistant-Rolling Reader, temporary summer position, Edgewood Branch. Effective Date: June 13, 2022

OTHER CHANGES:

Deidrah Reeves- Branch Manager (interim), Norrisville Branch, 37.5 hours per week, Effective Date: June 12, 2022

Jaime Bink- Branch Manager (interim), Whiteford Branch, 37.5 hours per week, Effective Date: June 12, 2022

Amy Lingelbach- Circulation Manager (interim), Whiteford Branch, 37.5 hours per week, Effective Date: June 12, 2022

Debra Wilson - Custodian PT, Havre de Grace, 19 hours per week has been awarded the Custodian FT, Bel Air, 37.5 hours per week. Effective Date: July 11, 2022.

RESIGNATIONS/TERMINATIONS:

Andrea Pentz, Circulation Manager, Whiteford Branch, 37.5 hours per week, Effective Date: May 26, 2022

Catherine Brown, Library Assistant I, Havre de Grace Branch, 15 hours per week, Effective Date: June 11, 2022

Wanda Wheeling, Circulation Assistant, Edgewood Branch, 9 hours per week, Effective Date: June 3, 2022

OPEN POSITIONS:

Aberdeen Branch

- **Library Associate I/II – Adult Services**, Aberdeen Branch, 20 hours per week. Posted internal/external.
- **Library Assistant II- Circulation**, Aberdeen Branch, 37.5 hours per week. Posted internal/external

Abingdon Branch

- **Library Associate I/II**, Abingdon Branch, 15 hours per week. Posted internal/external

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.
- **Library Assistant I Technical Service**, Administrative Office, 15 hours per week. Posted internal/external.

Bel Air Branch

- **Library Associate I/II – Sharing the Gift**, Bel Air Branch, 37.5 hours per week. On hold.
- **Library Associate I/II – Adult Services**, Bel Air Branch, 15 hours per week (2 Positions). Posted internal/external.
- **Library Associate I/II – Children Services**, Bel Air Branch, 15 hours per week. Posted Internal/external.
- **Library Assistant I- Circulation**, Bel Air Branch, 15 hours per week (2 position)-on hold
- **Library Assistant I – Circulation**, Bel Air Branch, 15 hours per week. On hold
- **Library Associate III- Outreach- Silver Reader**, Bel Air, 37.5 hours per week. Posted Internal/external.

Edgewood Branch

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

Fallston Branch

- **Library Assistant I – Circulation**, Fallston Branch, 15 hours per week. Posted internal/external.

Havre de Grace Branch

- **Library Associate I/II**, Havre de Grace, 15 hours per week. On hold.
- **Library Assistant I** Havre de Grace, 15 hours per week. Posted internal/external
- **Custodian**, Facilities & Operations Department, Havre de Grace, 19 hours per week. On hold.

Jarrettsville Branch

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

Joppa Branch

- **Library Assistant II – Circulation**, Joppa Branch, 37.5 hours per week. Posted internal/external.
- **Library Associate I/II**, Joppa Branch, 15 hours per week. Posted internal/external.

Norrisville Branch

- **Library Associate I/II**, Norrisville Branch, 15 hours per week. Posted internal/external
- **Library Assistant I**, Norrisville Branch, 15 hours per week. Posted internal/external
- **Branch Manager**, Norrisville Branch, 37.5 hours per week. Posted internal/external

Whiteford Branch

- **Library Assistant II – Circulation**, Whiteford Branch, 37.5 hours per week. Posted internally/externally.
- **Circulation Manager**, Whiteford Branch, 37.5 hours per week. Posted internal/external

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.

FY2023 Operating & Capital Budgets – Ms. Hastler

The Board reviewed the proposed operating and capital budgets for fiscal year 2023, recommended for approval by the Board Budget & Finance and Capital Improvements Committees.

Salary Scale Revision – Ms. Hastler

The Board reviewed a proposed salary scale revision, revised in consultation with CBIZ. The revised salary scale is effective July 1, 2022.

Dr. Allen asked that all of the action items be considered as one item for approval.

MOTION: Motion by Mr. Adams, seconded by Mr. Vogelhut and carried by unanimous vote to approve all Action Items as presented.

OLD BUSINESS

There was no old business.

NEW BUSINESS

FY23 Officer Elections – Dr. Allen

Dr. Allen noted that current Board Officers were nominated to serve another term in FY23 but opened the floor to other nominations. No additional nominations were brought forth.

MOTION: Motion by Mr. Adams, seconded by Mr. Vogelhut and carried by unanimous vote to close nominations.

The current slate of Board Officers includes: Dr. William Allen – Chair, Carol Wright – Vice Chair, and Durbin Vido – Treasurer.

MOTION: Motion by Mr. Vogelhut, seconded by Mr. Adams and carried by unanimous vote to approve the current slate of Board Officers as presented.

BUSINESS FROM THE CHAIRPERSON

There was no business from the Chairperson.

BUSINESS FROM BOARD MEMBERS

There was no business from Board members.

PUBLIC COMMENTS

There were no public comments.

EXECUTIVE SESSION

Dr. Allen 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;

Dr. Allen requested the Board retire to discuss confidential personnel issues.

MOTION: Motion by Mr. Adams, seconded by Mr. Vogelhut 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 7:03PM and the Executive Session began at 7:04PM.

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

The Board discussed confidential personnel issues.

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

The Executive Session was closed at 7:25PM and the Public Meeting resumed at 7:26PM.

ADJOURNMENT OF PUBLIC MEETING

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

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

The public meeting adjourned at 7:26PM.