

**HARFORD COUNTY PUBLIC LIBRARY  
FY 2021 BOARD OF TRUSTEES**

**MEETING MINUTES**

**June 17, 2021**

---

**Present:** Dr. William B. Allen, Alex M. Allman, Dr. Monique H. Head, Durbin P. Vido, Carol Wright, Student Representative Jacob T. Buler, and CEO Mary L. Hastler, and Jennifer Button

**Absent:** Trustee Dwayne R. Adams, Nancy A. Brown, Shannon G. Gahs, Taryn J. Martin, County Councilman Chad R. Shrodes

**CALL TO ORDER**

Chairperson Alex Allman called the hybrid, in-person/virtual, meeting of the Harford County Public Library Board of Trustees to order at 6:40 PM.

**CHANGES TO THE AGENDA**

There was one change to the Agenda. Ms. Hastler requested that consideration of Juneteenth as an annual holiday be added as an Action Item on tonight's Agenda.

**PRESENTATIONS/RECOGNITIONS**

Mr. Allman thanked Mr. Buler for serving as the FY21 Student Liaison. He noted that Mr. Buler has been an active participant at many Board meetings and put forth a number of ideas that were implemented this year. Mr. Allman also noted that Mr. Buler is very self-confident and that his ideas will help him go far in his college career. Mr. Allman noted it has been a pleasure to have him on the Board, wished Mr. Buler good luck in his future endeavors and congratulated him on his recent graduation. Ms. Hastler added her thanks to Mr. Buler for his service and encouraged him to visit in the future. Due to the pandemic, Mr. Buler was the first Student Liaison to attend all meetings virtually, and Ms. Hastler looks forward to meeting him in person. Ms. Hastler also thanked Mr. Buler for the great ideas he offered, which demonstrated his leadership skills, and joined Mr. Allman in wishing Mr. Buler well in his future endeavors. Mr. Buler thanked both for their kind words and assured the Board he would remain in touch.

Dr. Allen thanked Mr. Allman for his ten years of service on the Board, serving as Chair, and as a member of many committees. Dr. Allen noted the calm demeanor and aplomb with which Mr. Allman served, and noted his hope that Mr. Allman would remain a resource for the Board in future. As a special recognition of our thanks, Mr. Allman was presented with a plaque noting his service, a hand-carved decoy tied to our local heritage, and the gavel which has been used by all Board Chairs.

Mr. Allman thanked Dr. Allen for the kind words and noted this is not the end of his participation with the Library, as he has been a fan of libraries and a library patron since he was a young child. Mr. Allman shared several stories about his time with this and other libraries and noted his time on the Board has been a rewarding and wonderful volunteer experience. Mr. Allman noted that he was always proud to tell people that he represented the Library. Mr. Allman also expressed his pleasure in working side by side with Ms. Hastler, noting she is an amazing professional, very skilled, and a tremendous executive, in addition to being a wonderful person. He noted that the staff has been great to work with, and reminisced about meeting Ms. LaPenotiere in her early years at Bel Air Library. Mr. Allman also thanked Ms. Button for keeping things on track and organized. He recognized Ms. Cogar as someone that impressed him, is extremely intelligent and great with numbers. Mr. Allman noted it's been great to work with Mr. Ross, and that his steady approach is similar to his own. Mr. Allman noted it has been wonderful getting to know Ms. Parry. Mr. Allman also noted that Mr. Gregory has always

impressed as someone who took his job very seriously. Mr. Allman, knowing he couldn't take time to thank every member of the Library staff, shared that it has been a wonderful experience and thanked everyone.

### **APPROVAL OF CONSENT AGENDA**

Mr. Allman read the list of items included in the Consent Agenda for the record, including:

- Approval of May 20, 2021 Board Meeting Minutes
- Statistical Report – May 2021

All voting Board members had the opportunity to review Consent Agenda items in advance of this evening's Board meeting.

**MOTION: Motion by Dr. Allen, seconded by Ms. Wright and approved by unanimous vote to approve the Consent Agenda as presented.**

### **COMMITTEE REPORTS**

#### **OPEB Trust Committee - Mr. Allman**

The trustees met on June 8, 2021 to review the status of the OPEB Trust. The OPEB Trust's market value as of March 31, 2021 was \$59,909,753. The Trust has had a return of 7.8% since its inception April 2015. The Library joined the trust in 2018 and has contributed \$3,594,342 to the fund. The value of the Library's portion of the fund is \$4,567,783 as of March 31, 2021.

The trustees approved contributing \$280,334 to the trust for FY 2021. This transfer was completed on June 10, 2021.

#### **Budget & Finance Committee - Mr. Vido**

Mr. Vido read the Treasurer's Report. The Treasurer's Report was prepared by Stan Estremsky, Finance Director. Operating expenditures for the eleven months ending May 31, 2021 were within the annual FY2021 budget. Revenues are \$18.7 million and Expenditures are \$16.0 million. Revenue from operations is under budget as the Library has temporarily suspended the collection of fines, processing of Passports are on hiatus, and collection of miscellaneous revenue such as printing and copies are also limited. A detailed budget was submitted for review.

The committee met June 14, 2021 to discuss the changes to the FY2022 proposed budget needed after the final approval by the County Council's appropriation. The committee discussed several options for providing pay increases to the Library staff. The committee agreed on a 3% increase with an additional increase to the employee's hourly rate in the amount of \$1.54 (\$3,000 / 1950 ). Further discussion included a decision to provide for a \$1,000 one-time thank you payment for all employees.

Highlights of the remaining budget increases are for Healthcare and funding the PEHP Plan. There is a slight decrease for Retiree healthcare costs as the Library has transitioned to a more cost-effective Medicare Advantage plan for retirees as part of the County Benefits Consortium.

Other minor changes are to increase the amount of premium for the County Self-insurance and then a shifting of existing funds between line items.

The committee approved the Proposed Budget for presentation to the Board for final approval. All voting Trustees have had the opportunity to review the proposed budget.

Ms. Hastler noted that the library requested the County to provide wage parity in proposed fiscal year 2022 budget and it was not funded. The goal continued to find a way to provide a salary increase that would benefit

all the library employees and with a special focus on lower level employees. Ms. Hastler also thanked the Board, who showed a deep understanding of the work that continued during COVID and the many difficulties the library team encountered during the past year. Many staff were on the front lines and continued to provide excellent service during the lockdown and have demonstrated incredible commitment to serving the community. Ms. Hastler noted that the Library will be tapping into its reserves to fund the salary increase.

Mr. Allman noted that much time has been spent on discussion of the budget, with staff salaries and collection development the highest priority items.

Dr. Allen asked whether the Library has benefitted particularly from CARES Act funding. Ms. Hastler noted that the Library received funding from a couple of small grants including one for Wi-Fi expansion. Additionally, three ARPA grants were submitted for various projects but were not included in the proposed budget since funding has not yet been received.

**Executive Committee - Mr. Allman**

The committee did not meet.

**Capital Improvements Committee - Mr. Allman**

The committee did not meet.

**Human Resources Committee – Dr. Allen**

The committee did not meet formally, although they did communicate directly and approve the changes to the proposed budget.

**Foundation Board – Ms. Hastler**

Ms. Hastler noted that Foundation Board met and discussed this Saturday's Rodeo on June 19<sup>th</sup>. Over 1,700 tickets have been sold and headliner Jimmie Allen has been a big draw. Planning also continues for the annual Gala and tickets go on sale August 6<sup>th</sup> at 11:06AM.

**CEO REPORT**

**Building Projects**

**Abingdon HVAC Replacement Project** – The Maryland State Library notified the library that the application for \$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 is 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 16<sup>th</sup>. 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 are now to be shipped from the factory on March 22. Demo of the old units began on March 29<sup>th</sup>. The first three of five units were lifted into place on April 5<sup>th</sup>. The remaining two units were lifted into place on May 10<sup>th</sup>. The Library closed for the day for this to safely take place. Final connections have been made and testing conducted. The county continues to adjust the equipment so it is functioning properly. The project is estimated to be complete by the end of June.

**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 begin in February and continue. Colimore Architects is the lead agency working on designing the space with HBM consulting. The County issued a purchase order in the amount of \$28,839 for the design project. Colimore recently completed the Abingdon window project and HBM completed the Library Facilities Master Plan. Colimore Architects completed a Bel Air Library Programming and Scope Study in early April and it is being reviewed with the county. The Library submitted a State Library Capital Grant last week for fiscal year 2023 in the amount of \$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.

**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 has been 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.

**Havre de Grace** – Power outages occur during extreme weather and the Havre de Grace Branch has experienced several power outages since it opened. Each time there is a power outage, the keyless entry system and the elevators need repair. To minimize damage and repairs to the library equipment, such as the elevators and keyless entry system, the Library has requested that a whole building surge suppressor be installed. A surge suppressor was originally requested during the planning and construction phase of the building but was eliminated from the plans. The County is in the process of getting quotes.

**Jarrettsville** – The moisture at the front entrance is causing the deterioration of the threshold. The County received a proposal from Unisource for \$51,983 and is issuing a P.O. and funds. The project is anticipated to begin on May 17<sup>th</sup> with an estimated completion date of May 28<sup>th</sup> and take about 1.5 weeks. The branch will remain open during this time. Cones will be used to safely guide traffic through the drive through while allowing customers to enter the branch through a meeting room door. The project is complete. We were just notified this week that the parking lot is scheduled to be resurfaced in July.

**Norrisville** - The intrusion alarm panel at the front entrance is defective. The County is waiting on replacement parts to correct the issue.

**Delivery Truck** – A new 2021 Ford E350 Box delivery truck has been purchased and the interior has been fitted with customized shelving. This vehicle replaces the 2006 truck which has needed several repairs and rust issues.

### **Service Delivery Update**

Harford County Public library was included under the County Senior Center directives for COVID closures. In early March 2021, the County Parks & Rec facilities reopened and several of these facilities are joint use space with Senior Centers. While programming is not taking place in County Senior Centers, the buildings are open. This is good news and the library allowed customers back into their facilities beginning Monday, March 8<sup>th</sup> at limited capacity (50%).

The opening of all the branches is taking place over a three week period and on Monday, March 22, all library branches will once again be allowing people back in the buildings. Limited capacity was lifted by the Governor

on Friday, March 12<sup>th</sup> at 5 p.m. The Library is continuing with drive through and front door contactless pick up services along with free, contactless printing. Modifications have been implemented in the library spaces to include safe physical distancing, early literacy learning centers remain closed, stand up computer use, and discouraging customers from gathering or lingering inside the buildings when browsing the collection or using the computers.

Fines are continued to be waived until the end of June and we are encouraging customers to return the materials they may have at home so that others may have the opportunity to borrow. Masks are mandatory for staff and customers as well as safe physical distancing. Plastic shields have been provided to all staff if they wish to wear a protective shield (optional) along with the mask (mandatory). We have implemented many safety and wellness measures to do our best to minimize risk to include safe physical distancing, mandatory masks, and encouraging a maximum of 60 minutes maximum spent in the building. Meeting rooms are not available for booking yet. Programming will continue virtually and outdoors and no group events or activities permitted inside the library. We are working closely with the County and Health Department to provide the COVID-19 Vaccine to all interested library staff as soon as possible and as of this week, approximately 70 employees have received the vaccine. The majority have received it through their own efforts independent of the County Health Department. The Library recruited a team of employee volunteers to provide onsite support for distributing the vaccine for the County Health Department and have offered the Edgewood Library parking lot as a possible vaccine site for the mobile clinic. The County and library is seeing an uptake in positivity cases over the past month and approaching 10%, the highest in the state.

On Monday, April 12<sup>th</sup>, Library Staff throughout the branches and headquarters contacted 200 residents who had received the first vaccine but did not receive the second dose. The Harford County Health Department provided a list of names and contact information. The results were mixed with most having already received the second dose, messages were left for those who did not answer, and some have passed away. Out of 200 calls, one requested a follow up with the Health Department to schedule their second dose.

The Branches have expanded their virtual programming to the great outdoors and we launched Outdoor Story times last week throughout the system. This is a fun way to reintroduce our youngest customers and their families to the library through the love of reading, play and music. Outdoor events will continue to expand. Meeting rooms are coming back online and available for booking as of July 1.

**Outreach** – The existing Opening the Gift, Sharing the Gift, and Partners in Reading outreach programs are on hiatus during COVID-19. However, a team of library staff have been working to create a new service delivery to our preschool population and their educators. Preschool Traveling Library launched this month and the library teams are delivering reading material, lesson plans and activities to licensed daycare providers, preschools, and more. The contents are themed and support pre and early literacy skill building. Our children are so excited to see the librarian coming up the path with the delivery. In addition, virtual story times are created that support the themes and the teachers/parents/caregivers can login and provide a complete learning experience with their charges. The Silver Reader team have created a new service delivery model and are making deliveries to nursing homes, etc. The goal is to keep our seniors engaged during the extreme times while practicing safety and wellness for both our staff and customers. The Rolling Reader team are assisting with deliveries to the daycares and licensed daycare providers.

The Library is partnering with Harford Community Action Agency to provide space in the parking lots of several of our branches for food banks.

The Library provided support to the Circuit Court of Maryland, Adult Drug Court, and purchased books for the graduates. The first graduation was held on March 26<sup>th</sup>.

The Library is also providing support to the People Who Care, founded by Grace Callwood, with Little Free Libraries throughout the county promoting diversity and inclusion in literature.

The Library is a sponsor of the Summer Snack Club at the Harford Community Action Agency headquarters in Edgewood. The program begins June 24<sup>th</sup> and runs for 10 weeks until August 26. Children and families may stop by and participate in activities, pick up goodies, and take home a bag of food.

The Edgewood Library parking lot will be the site of COVID testing hosted by the Maryland Department of Health on July 2 and July 3, 2-6 p.m.

### **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 material and will revise procedures to support the new legislation.

**Wi-Fi Expansion** – The Library completed the expansion of Wi-Fi beyond the borders of our parking lots. This enables a much broader range and strong signal for our customers. The county Department of Parks & Rec provided three picnic tables for each location for the duration of the summer to provide outdoor seating while practicing safe physical distancing.

In addition, we have been awarded a \$30,589 competitive grant from the Maryland State Library, Maryland LSTA Grant (IMLS) for FY 2021 to implement our project, Islands of Connectivity—Creating Equitable Internet Access in Harford County. This grant enables the library to purchase five remote broadband kits consisting of Ubifi internet gateways, an external LTE-antenna, Meraki MR86 external access points, two pairs of Meraki long-range antennas, cabling and mounting brackets. We will also purchase five years of Ubifi LTE-based internet service and five years of Meraki service and support for each site. We will coordinate with our vendors to install, configure, and maintain the equipment at the five partner locations. We are piloting the first install of the equipment at the new Darlington location on Conowingo Road and then moving forward with five permanent locations, working closely with Councilman Chad Shrodes on identifying partner sites in the northern part of the county internet deserts. The Library tested the equipment at the first site and experienced mixed results. For the equipment to be successful, we discovered there must be substantial Wi-Fi signals in the area to bounce off. That eliminates installing the equipment in the priority areas identified as not having access to Wifi or broadband. As a result, we are purchasing equipment that is mobile and can be launched from our outreach vehicles or installed in place such as a park facility.

The Library currently owns 36 Wi-Fi Hotspots that customers may borrow and use to access the internet, support school work, telemedicine and more in their own homes or businesses. The demand for these hotspots is very high, and at any time we have an estimated wait list of 65-85 customers. Often our patrons cannot wait for the Wi-Fi hotspot to be returned and walk away discouraged without placing a reserve.

The Library purchased an additional 110 Wi-Fi Hotspots under our MEEC contract for a total of \$14,850 per year, including monthly connectivity fee. This brought the total Wi-Fi hotspots available for our customers to borrow up to 146 closing the digital divide and provide accessibility for school work, telemedicine, employment and more. It will also assist in addressing the lack of internet access in targeted areas of the county. The initial collection has been prioritized for students, families and educators.

Harford County Government provided \$29,700 of Cares Act Funding to the library to purchase the hotspots and provide two years of service. The equipment has been received and we continue to work with Harford County Public Schools on identifying families that remain without connectivity. It was estimated that about 300 families did not have access and we are closing that gap.

**Budget – FY 2022 – Update** – The County Executive and his Administrative Team sent the budget recommendations to the County Council this week. The County Executive is recommending an overall 3% increase for the library operating budget. Included in the Library Capital Improvement Plan is \$250,000 for Technology. As a reminder, the County Council has the authority to cut the budget but not add to it. We are working on reviewing the Library budget request and making a recommendation on allocating the 3% increase (approximately \$551,000). We are recommending a 3% salary increase for eligible employees and exploring the feasibility of offering a onetime bonus COVID pay. The Health Care Benefits Consortium consultant has indicated that health care premium rates will be increasing by 8.48% in FY 2022.

The County Council Work Session was held on Friday, April 30, and our presentation was well received. The County Council expressed concern that the library did not receive full funding as requested and also the library did not receive wage parity. County Employees are receiving a \$3,000 merit increase along with a 3% COLA. For the library to implement wage parity for eligible employees, it would cost \$885,305. We feel that wage parity would benefit our lower level employees, which has been a priority of the library for many years. The County Council requested additional information which was submitted and followed up with a letter to the County Executive requesting another look at funding for the libraries along with two other groups. We are cautiously optimistic that the County Executive and his Team will fully fund our initial request of \$1,079,265 county appropriations or a 5.88% increase. This would be an additional \$528,262 over the 3% the County Administration recommended. Many thanks to the Trustees and employees who contacted the County Council during the Public Budget Hearing through email thanking them for their support and requesting the library be fully funded in fiscal year 2022.

The final fiscal year 2022 operating budget for the Library approved by the County Council, included a 3% overall increase. We were disappointed not to receive wage parity with county employees or receive funding to cover full increase in other operational costs. The Library team went back to the drawing board to recommend a final budget for board approval and that is being presented this evening for review and approval. The Library is recommending that Staff that have received an overall “Meets” or “Exceeds” on their annual performance evaluation are eligible for a 3% increase as well as an equivalent increase of \$3,000 calculated as a per hour increase that will be added to the employees’ hourly rate ( $\$3,000 / (37.5 * 52) = \$1.54$ ). In addition, each employee will receive a \$1,000 one-time thank you incentive. Staff that have been hired after April 1, 2021, will receive these increases once they have successfully completed their 90-day probationary period. In order to provide for this salary increase for eligible staff and to have adequate operating funds to cover expenses, the library will be using the 3% increase from the county, along with an increase in state funding, and library reserves.

ARPA 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.

**HCPL and HCPS MOU** – The MOU has been signed by the HCPS Superintendent, Library CEO and the County Executive launching the school ID project initiative. Students ID's will be able to be used to access online HCPL products remotely, anytime and anywhere. The IT Departments for the schools and library are working on testing the system in preparation for going live. We received a lovely thank you note from several teachers in appreciation of the library sponsorship for the Teacher of the Year program.

### **Meetings & Presentations**

May 2021 (virtual unless noted)

5/3-5/7 Maryland Library Conference

- 5/3 John Shields Virtual Program Project Meeting
- 5/3 Harford County Cultural Arts Board Meeting
- 5/5 Greater Bel Air Community Foundation Meeting
- 5/5 MLA Volunteer of the Year Award Presentation
- 5/6 HCPL Virtual Program: Parenting & The Anxious Child

- 5/10 P&R Mobile Rec Unit
- 5/10 Crisis Intercept Mapping 2021 - Module 1
- 5/10 Maryland Humanities Program & Communications Committee Meeting
- 5/10 MAPLA Summer Planning Meeting
- 5/10 Harford County Good Scout Meeting
- 5/11 MD Humanities Development & Governance Committee
- 5/12 Monthly Pandemic Conference Call Update
- 5/12 HCPL Virtual Program: COVID Journal
- 5/14 Sgt Alfred B Hilton Groundbreaking

5/17-5/21 Bike to Work Week

- 5/17 Harford County Library/Lincoln: Quarterly Retirement Plan Review
- 5/17 Design Progress Meeting - Darlington Library
- 5/18 MD Humanities Finance Committee Meeting
- 5/19 MD Humanities Audit Meeting
- 5/20 MD Humanities Standing Meeting with Executive Director
- 5/20 MD Humanities REWG
- 5/20 Darlington Library Planning Meeting
- 5/20 Harford Chamber Military Appreciation Event
- 5/20 Interview with Comcast Newsmakers
- 5/20 MSL Grants Portal Training
- 5/21 Chesapeake Therapeutic Riding Nonprofits Executive Directors Workshop

- 5/24 Interview with Channel 2's Lauren Cook
- 5/24 HCPL Virtual Program: Film Screening: Power of Expression
- 5/24 Harford County Women's Commission
- 5/25 Darlington Library Planning Meeting
- 5/25 MD Humanities Strategic Planning Meeting
- 5/25 Harford County Good Scout Meeting
- 5/25 HCPL Foundation & Executive Board Meetings
- 5/26 Harford County May Investment Committee Meeting
- 5/26 Coffee with Interview Channel 13
- 5/27 Local Management Board Meeting

- 5/27 HCPL Gala Meeting
- 5/27 Harford County Education Foundation Board Development
- 5/27 MD Humanities Executive Committee Meeting
- 5/27 HCPL Virtual Program: Mental Health Matters with Kelly Jensen

### **Programming and Events**

In support of May being Mental Health Month, we presented a wide range of programs:

- *Mental Health Matters-Let's Talk about It with Kelly Jensen;*
- *A COVID Journal: Reflecting and Documenting This Past Year with 7 Days-7 Questions with Sandra Magsamen;*
- *Power of Expression Film Screening with Jordan Lally;*
- *and Parenting and the Anxious Child: A Conversation with Licensed Psychologist Dr. Hessler.*

All programs were very well attended.

*Genealogy- What's Been Done Using Someone Else's Genealogy Research with Thomas MacEntee* was a very popular draw for our genealogists.

Weekly outdoor story times for families and babies began in the middle of May. Many branches are using their own grounds. Bel Air is using Shamrock Park. Aberdeen is using Friendship Park. Audiences have grown for all the offerings.

The favorite topics for social media posts and Take & Makes were Mother's Day and May the 4<sup>th</sup> Be with You!

### **Marketing & Communications**

#### **Social Media:**

The HCPL social media audience & interaction continues to grow.

- Facebook = 22,523 total followers
  - HCPL Main Facebook – 7,689 followers
  - Branch Facebook combined – 14,834 followers
- Instagram = 6,017 total followers
  - HCPL Main Instagram – 1,183 followers
  - Branch Instagram combined – 4,834 followers
- HCPL Main Twitter – 1,814 total followers
- HCPL Main LinkedIn – 476 total followers
- HCPL Weekly Newsletter – 38,663 contacts/30,629 subscribers
  - Sent out 2 eNews per week for a total of 8 in May

#### **Programs and Partnerships**

HCPL's Summer Reading Adventure 2021 for All Ages began June 1 and over 670 Library customers have already registered.

May is Mental Health Awareness Month partnership.

Harford County Public Library and Harford County Department of Community Services joined together to present a variety of programs that support good mental health for all ages in our community. Some programs were held in May (below) and others will be held in June. All (7) programs were free, open to the public, and held live via Zoom.

- Parenting & The Anxious Child: A Conversation with Licensed Psychologist Dr. Hessler
  - May 6
  - 106 attendees

- A Covid Journal: Reflecting and Documenting This Past Year with 7 Days – 7 Questions with Sandra Magsamen
  - May 12
  - 300 printed Covid Journals were distributed at all HCPL locations as Take & Make kits.
  - 61 attendees
- “Power of Expression” – Film Screening program with Jordan Lally
  - May 24
  - 7 attendees
- Mental Health Matters: Let’s Keep Talking About with Kelly Jensen
  - May 27
  - 43 attendees

#### Outdoor Story Time programs.

Began the week of May 10. Held outside, in-person at all branches with the exception of Darlington and Edgewood... due to space constraints.

- Babies – Mondays thru Thursdays at Abingdon, Havre de Grace, Bel Air, and Whiteford
- Family & Friends – Mondays thru Fridays at Bel Air, Whiteford, Fallston, Norrisville, Aberdeen, Joppa, Abingdon, and Jarrettsville
- 831 attendees, combined, for all Outdoor Story Times

Virtual Story Times, Concerts, and STEAM Programs featured at HCPL-U

- 782 views in May

Book Bites, 1-minute videos of “bite-size” book recommendations from HCPL

- 1,136 total views in May for all age groups

Virtual Book Discussion programs

- May 6, 13, 22, 27
- Held live via Zoom
- 6 Attendees, combined

Books and Beyond program

- May 7
- Held live via Zoom
- 18 attendees

Knot Just Knitting @ Noon program

- May 11
- Held live via Zoom
- 11 attendees

Virtual D&D programs

- Held live via Discord
- 6 team participants for Middle School on May 13
- 8 team participants for High School on May 27

What’s Been Done: Using Someone Else’s Genealogy Research program with Thomas MacEntee

- May 18
- Held live via Zoom
- 192 attendees

Aberdeen Ironbirds Movie Night at the Ballpark partnership

- Harford County Public Library’s Choose Civility initiative was selected as the recipient of proceeds from this year’s (3) \$5 movie nights.

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 is now up with plans to update with a fall StoryWalk by the end of August.

#### **Press Releases Distributed**

- *HCPL Hosts Virtual Programs in Support of Mental Health Awareness Month*, May 6
- *HCPL Foundation President Receives MLA Outstanding Volunteer Award*, May 13
- *HCPL Foundation Once Upon a Rodeo Features Family Friendly Fun with Rodeo, Music, & Vendors*, May 19

### **Recent Media Hits and Press Mentions:**

#### **Television**

- “Connecting with the Community” – *Comcast Newsmakers* – May 28

#### **Print**

- “Horses Helping Nonprofit Leaders” – *The Paddock Post* (Chesapeake Therapeutic Riding monthly newsletter) – May 2021
- “HCC Foundation Raises \$30,000 at Crab Crawl Fundraiser” – *Cecil Whig, The Patch – Aberdeen, Bel Air, Fallston & Havre de Grace* – May 5
- “HCPL Hosts Virtual Programs in Support of Mental Health Awareness Month” – *The Patch – Aberdeen, Bel Air, Fallston & Havre de Grace* – May 6 – *Harford County Living, Bel Air News & Views* – May 7 – *The Aegis* (online), *Yahoo! News* – May 11 – *The Aegis* – May 12 –
- “HCPL Foundation President Receives MLA Award” – *Bel Air News & Views, Harford County Living, Citybizlist, The Patch – Aberdeen, Bel Air, Fallston & Havre de Grace, I95 Business* (online), *Harford County Chamber of Commerce Newsletter* – May 13 – *Citybizlist Newsletter* – May 14 – *The Daily Record* – May 18
- “Weekly Outdoor Story Time” – *The Aberdeen Advocate eNewsletter* – May 17
- “HCPL Foundation Once Upon a Rodeo” – *Harford County Living, The Patch – Aberdeen, Bel Air, Fallston & Havre de Grace* – May 19 – *Bel Air News & Views* – May 21 – *Bel Air Patch eNewsletter* – May 23

#### **Advertising:**

#### **Print**

- 2021 Bike to Work Week – May 17-23
- Harford Community College (HCC) Crab Crawl Drive-In Event
- Harford County Chamber of Commerce Mini-Golf Tournament

#### **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

### **Foundation**

The next meeting of the HCPL Foundation Board of Directors will be June 22, 2021.

### **Summer Reading Adventure**

This year’s Summer Reading Adventure will begin on Tuesday, June 1 and conclude on Tuesday, August 31. The Summer Reading Adventure will include both in person and virtual programming. This Library initiative will encourage children and teens to stay engaged over the Summer months with reading and learning to avoid the “Summer Slump”. In addition, we will be encouraging adults to participate whether it be with their children, grandchildren or independently. Registration incentives will include a reading level appropriate book for children and a Horizon movie ticket for teens. A Summer Reading Adventure celebration is planned for the end of Summer, the week of August 23. More details to come for this family friendly evening event. Let’s take a moment to recognize our current sponsors: Aberdeen Rotary, APGFCU, Bel Air Friends of HCPL, Horizon Cinemas, HCPL Foundation. We are still in the process of acquiring sponsors for the Summer Reading Adventure.

### **Once Upon a Rodeo**

The 1<sup>st</sup> Annual Once Upon a Rodeo was hosted on June 19, 2021 from 12 noon – 8:00 PM at the Harford County Equestrian Center. The Foundation will be hosting a professionally sanctioned rodeo supported by the

ProRodeo Association from 1:00 PM – 4:00 PM. Contestants will participate in 7 pro-rodeo events consisting of barrel racing, bull riding, calf roping, team roping, saddle bronc riding, steer wrestling, bareback riding and tie down roping. The rodeo will be followed by a music concert featuring new country artist Jimmie Allen with special guest, Frank Solivan & Dirty Kitchen (2016 International Bluegrass Music Award winner for Instrumental Group of the Year) and an appearance by Harford County’s own Ed and Rick. This family friendly festival will be free to veterans, active military, first responders and children 10 and under. Teens will also have free admission upon presenting their YA HCPL card at the gate. All spectators under the age of 18 must be accompanied by an adult. Tickets went on sale, Monday April 19 and are \$30 per person for general admission and \$100 per person for VIP. The VIP ticket includes Andy Nelson’s BBQ, soft drinks, beer and wine, moonshine and bourbon tastings, onsite parking, VIP seating at the rodeo, and VIP seating for the concert. A \$5 discount coupon is currently available at all 11 branches while supplies last. To date, we have sold 488 tickets, have 10 craft vendors and 5 food vendors: Chick-Fil-A, Don’s Dogs, Eat Like a Greek, Pit n Pinchers, Kona Ice of Bel Air. Let’s take a moment to celebrate our current sponsors: Premiere Sponsors – GFL Environmental, Keene Dodge, and Visit Harford! WSMT Insurance, Supporting Sponsors – Chesapeake Bank of Maryland, Robert Button Trucking, and Harford Retirement Planners.

**17<sup>th</sup> Annual HCPL Gala: VEGAS Baby!**

This year’s Gala will take place on Saturday, November 6 at the Abingdon Library. Tickets are \$150 per person and will go on sale on Friday, August 6 at 11:06 AM. This year’s Gala theme was revealed on Wednesday, April 28<sup>th</sup> and is “Welcome to the Fabulous 17<sup>th</sup> Annual Library Gala, VEGAS BABY! What happens at the Library Gala, stays at the Library Gala.” Sponsors of the 2020 Gala will be given the opportunity to carry over their commitment to the 2021 Gala or increase their support. Sponsorship opportunities have been revised to include “Double Down Sponsors”. Double Down Sponsors are supporters who have committed to double their contribution. Double Down Sponsors will receive 2 VIP tickets, a Hi Roller Lounge (reserved private lounge space with optional bottle service), special recognition at the Gala, in the program and on the website, be showcased as Double Down Sponsors at the gaming tables and on the back of the bottle service menu in the Hi Roller Lounges. The Gala Committee met for the first time since January on April 22 and will continue to meet on the 4<sup>th</sup> Thursday of the month at 9:30 AM via Zoom. Let’s take a moment to recognize our current sponsors which have helped us raise over \$70,000 in sponsorship dollars:

Double Down Sponsors - Freedom Federal Credit Union, Harford County Chamber of Commerce, Sharon and Brian Lipford, Harford Mutual Insurance

Presenting Sponsor – Saxon’s Diamond Centers, Freedom Federal Credit Union, The Kelly Group, Richardson’s Flower’s and Gifts, GFL Environmental

Headlining Sponsors – Rainbow International Restoration, WebIXI, The Daily Record, Water’s Edge Catering, Harford Mutual Insurance

Premier Sponsors – Chesapeake Bank of MD, Coffee, Keene Dodge, Mark and Mary Hastler, Comcast, Huether McClelland Foundation

Supporting Sponsors – Jeff & Jean Foulk, Harford Retirement Planners, Harford County Government, Howard Bank, Paige and Bill Cox, Bel Air Friends of HCPL, Lou and Linda Wienecke, Towson University in Northeastern Maryland, Harford Community College, Abingdon Friends of HCPL, Visit Harford!, Greater Harford Committee, MELOS Inc., Dex Imaging, Chesapeake Employers Insurance

Contributing Sponsors – Harford County Chamber of Commerce, MediaWise Inc., Midatlantic Photographic LLC, DiPaula Law, The John Carroll School, Mark and Pam DiBerardino, Al and Gail Jackson, Sharon & Brian Lipford, Dave and Colleen Patzer, Terry and Steve Troy, Oak Contracting, Town of Bel Air, MNS Group, Dr. William and Carol Allen, Dianna and Jorge Pinagotte/TrueCoach4Me, United Way of Central Maryland, The Local Oyster, Sanctuary Title.

**Cultural Arts Board**

Harford County Cultural Arts Board was pleased to welcome Maryland State Arts Council (MSAC) Executive Director Ken Skrzysz, and Deputy Director Steven Skerritt-Davis, at the May meeting for a thorough presentation

explaining the role of MSAC, the “Funding Big Picture,” and the role of County Arts Agencies of Maryland, as follows:

- Providing equitable and accessible financial and technical support to all artists, arts organizations, and arts programs within the jurisdiction;
- Engaging with MSAC in ways that strengthen and enhance an inclusive collegial network of county arts agencies across the state
- Encouraging and supporting arts activity while championing creative expression, diverse programming, and lifelong learning throughout their jurisdictions;
- Advocating for the arts in their local jurisdiction; and
- Providing leadership that elevates community artists by connecting their constituents to statewide and national trends and best practices.

Harford County Cultural Arts Board voted to affirm and pass onto the Harford County Council the following three Harford Living Treasure nominations:

1. Clarence J. Barnes
2. Doris (Gough) Carey
3. Agnes E. (Presberry) Minor

Independent Artist COVID-19 Emergency Relief Grants approved in May:

- Denise Carr
- Kelsey Kearney
- Ariel Pelavo
- Ariana Tharrington
- Elizabeth Tilley
- Eliner Tryon Elgi

We were happy to find our press release about grants and the Cultural Arts Board’s stated commitment to Inclusion, Diversity, Equity and Access picked up and printed on section front pages of both *The Aegis* and new local publication *Susquehanna Press*, as well as *The Weekender* and other smaller outlets.

Cultural Arts Board Coordinator, Jessica Cleaver, as show and segment producer, and Tom Duncan, as director, were honored for their work on *Kaleidoscope* segment, “Shine a Light” featuring Maryland Poet Laureate Grace Cavalieri. The feature, produced in partnership with Harford Cable Network, received two 2021 Silver Telly Awards, for General – Television – Documentary and Television – Craft Videography/Cinematography.

## **ACTION ITEMS**

### **FY22 Board Officer Nominations**

Mr. Allman presented the following nominations for Board Officers for FY22:

Chair – Dr. William Allen

Vice Chair – Ms. Carol Wright

Treasurer – Mr. Durbin Vido

Board Officer positions will be effective July 1, 2021. Mr. Allman reminded Trustees to consider committee assignments for the upcoming fiscal year, to be presented at the July Board meeting.

**MOTION: Motion by Dr. Head seconded by Mr. Allman and carried by unanimous vote to approve the FY22 Board Officer nominations as presented.**

### **FY22 Revised Operating Budget and Capital Improvement Plan Budget**

Mr. Allman requested a motion on the revised FY22 Operating Budget and Capital Improvement Plan Budget as presented by the Board Budget and Finance Committee. Mr. Vido noted that the proposed Capital Improvement Plan Budget was reduced to a nominal amount for IT expense.

**MOTION: Motion by Dr. Allen seconded by Ms. Wright and carried by unanimous vote to approve the FY22 Revised Operating Budget and Capital Improvement Plan Budget as presented.**

### **Annual Juneteenth Holiday**

Mr. Allman shared that Juneteenth has been declared a federal holiday and Ms. Hastler requested that Juneteenth (June 19<sup>th</sup>) be considered a federal holiday for the Library. This will increase the Library's holidays to 14 during the year. There was discussion among the Trustees regarding the effective date, weighing the importance of commemorating the holiday with the logistical feasibility of implementing the holiday in 2021.

Ms. Wright asked whether Ms. Hastler had received any comments from staff regarding the option not to recognize the holiday in 2021. Ms. Hastler shared that she had not received any communication from staff regarding this topic.

It was determined by the Board that recognizing the holiday on June 19, 2021 was not feasible with only 24 hours' notice. Ms. Hastler noted that the Library has been celebrating Juneteenth for many years although it has not previously been recognized as a day the system is closed. Juneteenth will be added to the calendar as a Library holiday effective July 1, 2021 (Fiscal Year 2022). This is aligned with the holiday schedule followed by Harford County Government, as they will also begin recognizing Juneteenth as an official federal holiday in 2022.

**MOTION: Motion by Mr. Vido seconded by Dr. Head and carried by unanimous vote to approve the addition of Juneteenth (June 19<sup>th</sup> annually) as a Library holiday, effective July 1, 2022 as presented.**

### **Personnel Changes – June 2021**

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

#### **NEW HIRES:**

None

#### **PROMOTIONS:**

**Beth Heinlein**, Librarian – Teen Services, Fallston Branch, 37.5 hours per week has been promoted to the position of Assistant Branch Manager, Fallston Branch, 37.5 hours per week. Effective Date: May 30, 2021.

#### **OTHER CHANGES:**

None

#### **RETIREMENTS:**

None

#### **RESIGNATIONS/TERMINATIONS:**

**Sherrie Hoffman**, Custodian, Fallston Branch, 28 hours per week. Effective Date: May 27, 2021.

**Erin Piscitelli**, Library Assistant I – Circulation, Havre de Grace, 15 hours per week. Effective Date: June 4, 2021.

**Jackie Cassidy**, Senior Assistant Branch Manager – Children's Services, 37.5 hours per week. Effective July 19, 2021.

**DISCIPLINARY ACTIONS:**

None

**LEAVE OF ABSENCE REQUESTS:**

None

**OPEN POSITIONS:**

**Aberdeen Branch**

- **Circulation Supervisor**, Aberdeen Branch, 37.5 hours per week. Position abolished – replaced with Library Assistant II – Circulation, Aberdeen Branch, 37.5 hours per week. On hold.
- **Library Associate I/II – Adult Services**, Aberdeen Branch, 20 hours per week. On hold.

**Abingdon Branch**

- **Library Associate I/II – Teen Services**, Abingdon Branch, 37.5 hours per week. Posted internally/externally. Open until filled.
- **Library Associate I/II**, Abingdon Branch, 15 hours per week. On hold.
- **Library Assistant II – Circulation**, Abingdon Branch, 37.5 hour per week (2 Positions). Will be posted internally/externally.
- **Library Assistant II – Circulation**, Abingdon Branch, 30 hours per week. On hold.
- **Library Assistant I – Circulation**, Abingdon Branch, 15 hours per week (3 Positions). On hold.

**Administrative Office**

- **Web Content Specialist**, Administrative Office, 37.5 hours per week. On hold.
- **Special Collections Processor**, Administrative Office, 37.5 hours per week. Posted internally/externally. Open until filled.

**Bel Air Branch**

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

**Edgewood Branch**

- **Librarian – Children Services**, Edgewood Branch, 37.5 hours per week. Posted internally/externally. Open until filled.
- **Library Associate I/II – Adult Services**, Edgewood Branch, 37.5 hours per week. On hold.
- **Library Associate I/II**, Edgewood Branch, 15 hours per week. On hold.

**Fallston Branch**

- **Librarian – Teen Services**, Fallston Branch, 37.5 hours per week. On hold.
- **Library Assistant I – Circulation**, Fallston Branch, 15 hours per week. On hold.
- **Custodian**, Fallston Branch, 28 hours per week. Posted internally/externally. Open until filled.

**Havre de Grace Branch**

- **Library Associate I/II – Children’s 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 - Circulation**, Havre de Grace Branch, 15 hours per week (2 Positions). On hold.

**Jarrettsville Branch**

- **Assistant Branch Manager**, Jarrettsville Branch, 37.5 hours per week. On hold.
- **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.
- **Circulation Manager**, Jarrettsville Branch, 37.5 hours per week. Posted internally/externally. Open until filled.

**Joppa Branch**

- **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 I – Circulation**, Whiteford Branch, 15 hours per week (3 Positions). Currently recruiting for one (1) position. Posted internally/externally. Open until filled.

**FUTURE VACANCY DUE TO RETIREMENTS:**

- **Circulation Manager**, Whiteford Branch, 37.5 hours per week. Posted internally/externally. Open until filled.

Dr. Allen asked whether the 20 positions on hold were due to current policy or whether those particular situations required the positions to be on hold. Mr. Ross explained that some of those positions are actually frozen, some are being evaluated, and some are in the process of being filled with lots of interviewing currently being conducted.

**MOTION: Motion by Dr. Allen seconded by Mr. Allman and carried by unanimous vote to approve the personnel changes for June 2021 as presented.**

**OLD BUSINESS**

None

**NEW BUSINESS**

Mr. Allman reminded all Trustees to consider which Board Committees they would like to participate on in FY22. Ms. Martin has already expressed her interest in remaining on the Foundation Committee. Committee assignments will be discussed at the July meeting.

Dr. Head asked about the expectation for the frequency of committee meetings, whether they meet regularly or as needed. Mr. Allman noted there is some regularity as well as on an as needed basis, depending on the committee. The HR Committee tends to meet more frequently because of personnel issues. The Capital Improvements Committee generally meets twice a year. The Executive Committee meets as needed and is more frequent as issues arise, like employment issues or policy issues that need to be dealt with quickly. The Budget & Finance Committee meets at least three times a year, or more depending on need. The Foundation Committee attends monthly Foundation Board meetings.

**BUSINESS FROM THE CHAIRPERSON**

Mr. Allman reiterated that it has been a great ten years and he looks forward to continuing to be a member of the Library community. He noted it's a great organization and a great Board. Mr. Allman expressed his thanks for supporting him and noted it's been great to work with everyone.

**BUSINESS FROM BOARD MEMBERS**

There were no comments from Board members.

**PUBLIC COMMENTS**

There were no comments from the public.

**ADJOURNMENT OF PUBLIC MEETING**

Mr. Allman requested the Board retire to an Executive Session to receive an update on the CEO Work Plan.

Mr. Allman cited the provision in the Maryland Open Meetings Act allowing for closed sessions:

**Maryland Open Meetings Act § 3-305**

(b) In general – Subject to subsection (d) of this section, a public body may meet in closed session or adjourn an open session to a closed session only to:

(1) discuss:

(i) the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of an appointee, employee, or official over whom it has jurisdiction; or

(ii) any other personnel matter that affects one or more specific individuals;

**MOTION: Motion by Dr. Allen, seconded by Ms. Wright and approved by unanimous vote to approve the closing of the Public Meeting and go into a closed session.**

There being no further comments or questions, the public meeting adjourned at 7:27 PM.