

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

MEETING MINUTES

May 15, 2024

Present: Dr. William B. Allen, Chair; Terrance Flannery; Dr. Monique H. Head; Taryn J. Martin; Durbin Vido, Treasurer; Colonel Jonas Vogelhut, US Army, Retired; Michael Woods; Carol Wright, Vice Chair; Mary L. Hastler, CEO; and Jennifer Button

Absent: Student Representative Ava Holloway; County Council Member Jessica Boyle-Tsottles

CALL TO ORDER

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

CHANGES TO THE AGENDA

There were no changes to the agenda.

RECOGNITIONS/PRESENTATIONS

There were no recognitions or presentations.

APPROVAL OF MINUTES

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

MOTION: Motion by Mr. Flannery, seconded by Colonel Vogelhut, US Army Retired, and carried by unanimous vote to approve the Minutes of the April 18, 2024 Meeting as presented.

COMMITTEE REPORTS

Budget & Finance Committee – Mr. Vido

The committee did not meet.

The Treasurer's Report was prepared by Kathy Cogar, Chief Financial Officer. Operating expenditures for the fiscal period ending April 30, 2024 were within the annual FY2024 budget. Revenues were \$19.9 million and Expenditures were \$17.3 million. Expenditures for Contracted Services were over budget as there have been cost increases for security service, waste removal, and computer support for both hardware and software.

MOTION: Motion by Dr. Head, seconded by Colonel Vogelhut, US Army Retired, and carried by unanimous vote to approve the Treasurer's Report as presented.

Executive Committee – Dr. Allen

The committee did not meet.

Capital Improvements Committee – Dr. Head

The committee did not meet.

Human Resources Committee – Ms. Wright

The committee met virtually on May 7, 2024. The committee reviewed and discussed the May HR Report including new hires, resignations, and leaves of absence. Mr. Ross revised the report with necessary corrections, including the removal of the Finance Director position, approved for elimination at the April Board meeting, and the updated report will be presented to the Board for full review and approval at tonight's meeting.

Ms. Cogar provided a summary of recommended salary increases for FY2025. The library explored various scenarios for eligible employees, including: a 3% salary increase; a \$1.00 increase; a \$2.00 increase; a hybrid model combining different approaches. The committee deliberated on the \$1/\$2 salary adjustment proposal, considering it as a salary scale adjustment rather than a salary increase. After careful consideration, the HR Committee recommended continuing with the percentage-based approach for eligible staff, proposing a 3% salary increase for eligible employees for FY2025. The estimated cost for implementing a 3% salary increase, including FICA, is \$407,085.

Foundation Board – Ms. Martin

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

PUBLIC SERVICES REPORTS

Statistics – Ms. Parry

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

Programming and Events – Ms. LaPenotiere

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

Teen Services – Ms. LaPenotiere for Ms. Holloway

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

CEO REPORT

Capital & Building Projects

Capital Projects Planned for FY 2024

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

Abingdon

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

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

Edgewood

The County has informed the library about the use of balances from a Community Development Block Grant (CDBG) to repave the Edgewood Library parking lot. The total eligible funding for the project is \$166,886.21. A recent pre-bid meeting was held. This project is on hold until warmer weather arrives, and the asphalt plants reopen in the spring. The bid process will begin promptly and the project includes ADA accessible access for the both the front and back of the building. After some re-working of the plans for the back sidewalk and realigning the handicapped parking the project is ready to go out for bid. A pre-bid meeting was held on March 11, 2024. The branch may need to close for two days during the repaving. Bids were due back April 10, 2024 and scheduled for the Board of Estimates on May 7th.

Fallston

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

One of Fallston's public restrooms has failed the quarterly water test for bacteria. The vendor was scheduled to come back after the filter was changed to test again. We are waiting for the second round of test results. This one restroom is closed to the public.

Havre de Grace

A replacement security camera system has been installed and is 95% complete. The programming will be completed this week.

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

Administration

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

The library is working with the county on providing square footage to enable expansion of the homeless shelter to house women and children. Two walk-throughs have taken place.

Board Updates

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

Interviews were held on March 20 for the Student Representative for FY 2025. The selected candidate was forwarded to the County Executive for appointment effective July 1, 2024. The Board has two openings for Trustees in FY 2025 and we have selected one candidate to move forward. In addition, interviews were held the week of April 29th and the Executive Committee selected a third candidate to move forward.

Three new letters and documentation were submitted to the county executive on May 3 recommending the following appointments to the Library Board of Trustees effective July 1: Stacey Rebbert; Phil Cramer; and

George Hergenbahn. Also pending is the reappointment of Carol Wright for a second, five-year term effective July 1 and a second letter was sent, dated May 3rd.

Ellie Hanson was appointed by the Harford County Council on May 7 as the Student Representative effective July 1, 2024. Congratulations Ellie!

Time to Care Act

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

Strategic Planning and Futures Thinking

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

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

FY 2025 Operating and Capital Budgets

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

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

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

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

Maryland Library Association Annual Conference, May 8 through May 10th – Cambridge Hyatt

The Library was well represented and presented in several sessions and actively participated in the many activities. The Library was honored to be the recipient of the Maryland Library Association Excellence in Marketing Award for the Library Gala Spyball Video and collateral. Laura Bandoch, Materials Assistant Director, was elected MLA Secretary for 2024/2025. Attendees included the following:

1. Baker, Megan
2. Bandoch, Laura
3. Bloomer, Bridget
4. Button, Jennifer
5. DiBeneditto, Frank
6. Fedele, Ashley
7. Hastler, Mary
8. Hillenburg, Lienna
9. Hughes, Amanda
10. Jones, Jennifer
11. Kessler, Colleen
12. Miller, Tracy
13. Mills, Kelly
14. Parry, Daria
15. Parsons, Julie
16. Reeves, Deidrah
17. Sconion, Denise
18. Shrodes, Amber
19. Greenly Smith, Leslie
20. Soper, Sierra
21. Taylor, Pam
22. Yocum, Carrie – One day

Cultural Arts Board – No report received this month.

Board Meeting Schedule Change – As a reminder, the Trustee meeting scheduled for June 20th was rescheduled for Thursday, June 13th.

Meetings & Presentations

April 2024

- 4/1 2024 Changemaker Challenge in Harford County Reviewer Consensus Meeting
- 4/1 Interview with Jeff St. Pierre
- 4/3 Interview with WAMD
- 4/4 Taste of Aberdeen

- 4/9 Harford Chamber Government Affairs Committee Meeting
- 4/9 Interview with WAMD
- 4/9 Teacher of the Year Awards
- 4/9 National Library Week Proclamation
- 4/10 Harford County Education Foundation Board Meeting
- 4/10 Harford County RUN Board Meeting
- 4/10 Route 40 Business Association Meet & Greet
- 4/10 County Executive Annual Event
- 4/10 Interview with Comcast
- 4/10 MLA Legislative Panel Meeting

- 4/16 Healthy Harford Board of Directors Meeting
- 4/17 RAMP MD Board Meeting

- 4/17 Harford Family House Ahoy Theme Reveal
- 4/18 Interview with Comcast

- 4/23 Harford Chamber Government Affairs Committee Meeting
- 4/23 HCPL Retiree Luncheon
- 4/23 HCPL Foundation & Executive Board Meetings
- 4/24 United Way Project Connect
- 4/24 EDAB Stakeholder Engagement Session
- 4/24 Cultural Arts Board Annual Arts Gathering
- 4/25 Harford County Business Appreciation Breakfast
- 4/25 Harford Chamber Legislative Wrap-up
- 4/27 Aberdeen Rotary Bull, Shrimp & Oyster Roast

- 4/30 Interview with 98 Rock
- 4/30 Harford Chamber Networking at Night

Programming and Events Highlights

Here at HCPL, April was all about Futures Thinking, Earth Day, the Solar Eclipse, and more!

Aberdeen's Earth Day celebration at Festival Park proved to be a success! Engaging with over 200 attendees, they not only facilitated sign-ups for library cards but also offered a crafting activity for children. Utilizing leftover supplies, customers crafted Earth Day take-and-make projects.

At Abingdon, staff members Bridget Bloomer and Frank DiBeneditto proudly introduced the new Traveling Library Van at the YMCA Ward Y in Abingdon during Healthy Kids Day on April 20th. With sunny skies and 382 satisfied customers, it was a delightful event. Abingdon's Language Café showcased the bilingual expertise of staff contributing to the systemwide Future Thinking initiative. Customers engaged with staff fluent in Russian (Lilliana Brown), Portuguese, German, Spanish (Carmen Cortez), Spanish (Jen Perdomo) and American Sign Language (Anna McGreevy).

Havre de Grace collaborated with the Havre de Grace Opera House to host the 12th Annual Black Gospel Music Experience, drawing numerous vocal groups from Maryland, Virginia, and Washington DC. Together, they celebrated the vibrant history and progression of Black Gospel music.

Joppa's Solar Eclipse party was a smash, featuring engaging activities and expertise from the Harford County Astronomical Society. Over 100 attendees enjoyed crafts, NASA livestreams, and insightful discussions.

Finally, in honor of the Month of the Military Child, the Rolling Reader participated in celebrations at APG Aberdeen and Edgewood base youth centers. Rebecca Lloyd led a special story time and craft sessions, highlighting the vital role military children play in the armed forces community.

Teen Services Highlights

This month at Aberdeen, Teen Crafternoon took place in the Story Garden, offering a delightful session where teens crafted earth suncatchers using blue and green gems alongside hot glue. The event attracted a mix of registered participants and walk-ins, all eager to join in the creative fun.

Over at Darlington, Emily Carlson-Moy led a captivating session on the Futures concept during Teen After Hours. Through a combination of a thought-provoking video, engaging discussion, and the interactive "Make That Most Magnificent Thing" game, attendees were immersed in exploring potential futures.

Meanwhile, Fallston's Paint Night continued its streak of popularity, with word spreading fast among attendees who eagerly recommended the event to their friends. Such has been its appeal that the last few sessions have been fully booked within minutes of registration opening.

At Jarrettsville, the debut of "Gamers & Artists, Unite!" on April 10, brought together an eclectic mix of Nintendo enthusiasts and aspiring canvas painters. The atmosphere buzzed with excitement as participants embraced the fusion of gaming and artistic expression.

Meanwhile, Joppa hosted an exhilarating Teen After Hours event centered around the "Choose Your Own Adventure Escape Room." Teens emerged from the experience not only entertained but also equipped with new skills and insights to apply in their daily lives.

Lastly, at Whiteford's Craft & Create: Spa Night, participants of all ages indulged in an evening of fizzy fun on April 9th. Together, they crafted scented bath bombs and exfoliating sugar scrubs, filling the meeting room with delightful aromas.

Marketing & Communications

Social Media

The HCPL social media audience & interaction continues to grow.

- Facebook = 32,690 total followers
 - HCPL Main Facebook – 9,899 followers
 - HCPL Choose Civility Facebook – 1,156 followers
 - Branch Facebook combined – 22,791 followers
 - *(All 11 branches, Choose Civility, Rolling Reader, Silver Reader)*
- Instagram = 9,093 total followers
 - HCPL Main Instagram – 1,908 followers
 - Branch Instagram combined – 7,185 followers
 - *(All 11 branches, Choose Civility, Rolling Reader, Silver Reader)*
- HCPL Main X (formerly Twitter) – 1,927 total followers
- HCPL Main LinkedIn – 822 total followers
- HCPL Weekly Newsletter – 37,450/26,381 contacts/subscribers
 - Sent one general eNews per week and one dedicated to Taste of Harford, for a total of five eNews in April

Programs and Partnerships

National Library Week (April 7-13)

With the 2024 theme of "Ready. Set. Library," this annual celebration highlights the valuable role libraries, librarians, and library workers play in transforming lives while also strengthening our communities.

Special days of distinction included Right to Read Day (Monday, April 8), National Library Workers Day (Tuesday, April 9), National Library Outreach Day (Wednesday, April 10), and Take Action for Libraries Day (Thursday, April 11).

A team from HCPL and CEO Mary Hastler attended the Harford County Council meeting on Tuesday, April 9, to accept a proclamation in honor of National Library Week.

To add to this year's festivities, branch staff created short videos that were shared on HCPL social media accounts.

Total views of 3,880 with views breakdown of...

ABD-320 views, ABG-474 views, BEL-324 views, DAR-314 views, EDG-274 views, FAL-136 views, HAV-140 views, JAR-180 views, JOP-354 views, NOR-244 views, WHT-175 views, Rolling Reader-411 views, Silver Reader-132 views, Admin-402 views

National Poetry Month

April is National Poetry Month and HCPL celebrated with a lineup of events that put a spotlight on creativity and verse with programs such as Blackout Poetry, Poetry Open Mic Night, and Magnetic Poetry.

Solar Eclipse

All branches celebrated the historic solar eclipse leading up to and on April 8, with special activities, crafts, and story times. HCPL staff also distributed thousands of pairs of eclipse glasses to the Harford County community from April 1-8.

Earth Day

Earth Day was observed on April 22 and HCPL celebrated with programs, events, themed Take & Makes, and a special curated “Earth Day for Kids” booklist.

Summer CheckOut Programming Guide

Design and layout are underway for the Summer CheckOut publication. Featuring programs happening in June, July, and August, this edition includes information about 2024 Summer Reading. The schedule of summer programs may currently be viewed by visiting HPCLonline.org and clicking on Calendar of Events. Print copies of CheckOut will be available in the branches at the end of May.

2024 Summer Reading

Summer Reading 2024 officially begins on June 1 with the theme, *Adventure Begins at Your Library*. The program runs through August 17 and readers of all ages are encouraged to participate.

Summer Reading Kick-off events are scheduled for Monday, June 17, at the Bel Air (10 am-noon) and Havre de Grace (1-3 pm) Libraries. Children and teens may pick up their registration materials while also meeting some of our sponsors. Due to the generosity of our sponsors, participants will be thrilled to see the return of HCPL’s Summer Reading reusable tote bags this year.

Summer programming includes several guest presenters, many of which are paid for by the various Friends of HCPL groups. This year’s performers include The Science Guys, Wildlife Adventures, Mr. Jon & Friends, The Fifty 7’s, Circus Science, and much more!

Meet the Author – Kristie Wolf

Local author Kristie Wolf weaves tales and ignites hearts with her romantic thriller, *Too Dangerous to Love*, the first installment in the *Project Viper* series. Kristie spent a recent evening at HCPL where she discussed her inspiration along with her writing process and shared updates on her newest releases. Attendees were invited to bring their own books by the author and a book signing was offered.

- April 16
- Abingdon Library
- 7 attendees

Community Partnership – Harford Community Action Agency (HCAA)

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

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

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. Appointments took place at the Abingdon Library in April. *A \$5.00 administrative fee is due to the HCBF at time of appointment: cash only.

Community Partnership – Eden Mill Nature Center StoryWalk®

HCPL has an on-going relationship with Eden Mill and each quarter, HCPL creates a fun, educational, self-guided StoryWalk® that places the pages of a children's book out in nature! The spring title, *The Hidden Rainbow*, is currently in place and will be available through the beginning of June.

Marketing Request Forms (MRFs) Completed in April

Promotional materials for HCPL programs and events are created, proofed, and produced by the team. The group completed nearly 127 MRFs in March. These jobs involve designs for several different mediums, everything from printed flyers or posters to digital files, such as graphics for the various social media platforms, flatscreens, and webslides. These MRFs include materials and promotions needed for system-wide events coordinated by the Marketing team as well as branch programs, and Foundation (Taste of Harford and 2024 Gala) events/initiatives.

Additional Views for Previously Reported Programs, Events, and Partnerships

- Book Bites, 1-minute videos of “bite-size” book recommendations from HCPL
 - 333 views total – April for all age groups
- Previous Genealogy Virtual Programs
 - 25 views total – April additional views

Recent Media Hits and Press Mentions

Advertisements

- *HCPL Gold Sponsor Video* – 2024 MLA/DLA Conference – April 29
- *HCPL Ad* – 47th Annual Military Appreciation Luncheon (Harford County Chamber of Commerce) – April 26

Radio

- “Library CEO Mary Hastler Highlights Taste of Harford” – *WAMD 970* – April 9
- “Library CEO Mary Hastler Speaks with WPOC-FM’s Jeff St. Pierre about National Library Week, Taste of Harford, and Summer Reading” – *93.1 WPOC-FM* – April 5

Print

- “United Way of Central Maryland, Community Partners Provide Needed Resources to Harford County Residents During Project Connect Event” – *NottinghamMD.com* (online) – April 29
- “Then and Now – 150th Anniversary of the Town of Bel Air PHOTOS” – *The Aegis* (online) – April 27
- “HCPL Foundation Hosts Taste of Harford” – *The Aegis* – *The Aegis* (online) – April 24
- “Harford County Executive Unveils \$1.23B Budget Proposal Amid Expected Revenue Shortfall” – *The Aegis* (online) – April 15
- “IAM Union Applauds Maryland Senate Passage of Library Workers Rights Legislation” – *International Association of Machinists and Aerospace Workers Press Release* – April 4
- “Harford County Seeks Public Input on Use of Opioid Restitution Funds” – *Bel Air Patch* – April 2 – *Havre de Grace Patch* – April 3

Foundation

The Harford County Public Library Foundation met on April 23, 2024 at 6:30 p.m. at the Abingdon Branch. The next meeting will take place on May 28th.

Foundation Operations:

The Foundation welcomed Taylor Carty, Foundation and Community Engagement Specialist on April 29th. Taylor is a graduate of Salisbury University who majored in Public Relations and Strategic Communications. She has 5 years of non-profit experience and has dived right in to the Foundation’s busy spring.

Upcoming Events:

More than 220 tickets were sold for the Taste of Harford on May 19th at Vignon Manor Farm in Darlington. 40 Restaurants, breweries, wineries, bakeries, and caterers have joined the celebration and are excited to showcase a diverse array of “tastes” for our guests. \$10,000 in Sponsorships have been raised, and more than 17 additional vendors have applied to be a part of the event’s Shop Local experience.

The Saxon’s Gala Raffle items have been selected and they are stunning. Tickets will debut at the Taste of Harford for a 2 ct. diamond necklace, a .54 ct. diamond bangle bracelet, and a Men’s Ball Watch. The Gala promo video is in production and should debut in June. Gala sponsorship letters will be mailed before the end of May.

Community Engagement:

Edgewood Epicenter has agreed to host the Costume Wheelchair Workshop on October 4th and 5th. Marketing materials will be distributed to schools in June and be available in branches during summer reading. The Committee will meet next in June.

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

Statement of Financial Position March 31, 2024

Current Assets

ASSETS

Checking/Savings	\$1,436,007.23
Accounts Receivable/Prepaid Other	<u>\$ 29,560.00</u>
Total Current Assets	\$1,465,567.23

LIABILITIES & EQUITY

Liabilities

Accounts Payable	\$ 1,425.00
Other Current Liabilities	<u>\$ 119,472.74</u>
Total Current Liabilities	\$ 120,897.74

Equity

Temporarily Restricted Net Assets	\$1,251,603.35
Board Designated Net Assets	\$ 2,258.99
Unrestricted Net Assets	\$ -47,690.71
Net Income	<u>\$ 138,497.86</u>
Total Equity	\$ 1,344,669.49

TOTAL LIABILITIES & EQUITY \$ 1,465,567.23

Mr. Woods inquired if there had been any discussion about securing funds for the Bel Air Library project in the next fiscal year. Ms. Hastler explained that the Library would need to reapply for a Library Capital Grant, but it is unlikely to receive the grant due to the controversy surrounding the return of funds this year.

Dr. Head asked whether volunteers were being used for this year's Summer Reading Program. Ms. Hastler noted that many volunteers have been secured again for this year's program.

ACTION ITEMS

Personnel Changes – Ms. Hastler for Mr. Ross

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

NEW HIRES:

Taylor Carty, Foundation & Community Engagement Specialist, Administrative Office, 37.5 hours per week. Effective Date: April 29, 2024.

PROMOTIONS:

None

OTHER CHANGES:

None

RETIREMENTS:

None

RESIGNATIONS/TERMINATIONS:

None

DISCIPLINARY ACTIONS:

An employee, 37.5 hours per week. One (1) day of suspension without pay.

An employee, 37.5 hours per week. Two (2) day suspension without pay.

LEAVE OF ABSENCE REQUESTS:

None

OPEN POSITIONS:

Aberdeen Branch

None

Abingdon Branch

None

Administrative Office

- **Administrative Assistant**, Administration, Administrative Office, 37.5 hours per week. On hold
- **Virtual Services Coordinator**, Information Technology Department, Administrative Office, 37.5 hours per week. Posted internally/externally.

Bel Air Branch

- **Library Associate II – Opening the Gift Coordinator**, Bel Air Branch, 37.5 hours per week. This position was previously 28 hours per week, added 9.5 hours to construct this position to full-time, 37.5 hours per week. Posting removed. Reviewing position.
- **Library Assistant II – Circulation**, Bel Air Branch, 15 hours per week (2 Positions). On hold.
- **Library Assistant II – Circulation**, Bel Air Branch, 28 hours per week. This position was previously 37.5 hours per week – gave 9.5 hours to the position of Library Associate I/II – Opening the Gift Coordinator to make it full-time. On hold.

- **Custodian**, Bel Air Branch, 37.5 hours per week, On hold.
- **Library Associate I or II**, Children’s Services Department, Bel Air Branch, 15 hours per week. Added 5 hours – posted as 20 hours per week. Posted internally/externally.

Darlington Branch

None

Edgewood

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

Fallston Branch

- **Library Assistant II – Circulation**, Fallston Branch, 15 hours per week. Posted internally/externally. Interviews to be scheduled for May 17, 2024.

Havre de Grace Branch

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

Jarrettsville Branch

- **Library Assistant II – Circulation**, Jarrettsville, 15 hours per week. Posted internally/externally. Interviews to be scheduled for May 30, 2024.

Joppa Branch

None

Norrisville Branch

None

Whiteford Branch

None

FUTURE VACANCY DUE TO RETIREMENTS:

- **Library Associate I or II – Adult Services**, Bel Air Branch, 37.5 hours per week. Effective Date: July 1, 2024. [Amy Kraft] Posted internally/externally. Interviews to be scheduled for May 20 & 22, 2024.
- **Library Assistant II – Circulation**, Bel Air Branch, 37.5 hours per week. Effective Date: July 1, 2024. [Hope Barnoff-Stavros]
- **Library Assistant II – Circulation**, Jarrettsville Branch, 37.5 hours per week. Effective Date: July 1, 2024. [Johneva MicKey]
- **Librarian – Adult Services**, Joppa Branch, 37.5 hours per week. Effective Date: July 1, 2024. [Karen Dull] Posted internally/externally for Library Associate or Librarian – Adult Services.

POSITION RECLASSIFIED:

None

HCPL Library Jobs:

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

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

MOTION: Motion by Colonel Vogelhut, US Army Retired, seconded by Mr. Woods and approved by unanimous vote to approve the Personnel Report.

FY25 Board Officer Nominations

Dr. Allen presented the following nominations for Board Officers for FY25, effective, July 1, 2024:

- Chair – Dr. William Allen
- Vice Chair – Ms. Carol Wright
- Treasurer – Mr. Michael Woods

There was a discussion among Trustees regarding the Board sub-committee chair selections for FY25, effective July 1, 2024. Dr. Allen presented the following recommendations:

- Budget & Finance: Mr. Michael Woods
- Capital Improvements: Dr. Monique Head
- Human Resources: Ms. Carol Wright
- Representing the Library Board on the Foundation Board: Colonel Vogelhut, US Army Retired; Ms. Carol Wright; Mr. George Hergenbahn (pending his Board of Trustees appointment)

Dr. Allen requested a motion to close the nominations.

MOTION: Motion by Mr. Vido, seconded by Dr. Head and approved by unanimous vote to close the nominations for Board Officers.

Dr. Allen requested a motion to approve the slate of Board Officers as presented.

MOTION: Motion by Dr. Head, seconded by Mr. Vido and approved by unanimous vote to approve the FY25 Board Officer nominations as presented.

OLD BUSINESS

There was no old business.

NEW BUSINESS

Dr. Allen shared that a letter dated May 8, 2024 had been received from a representative of the International Association of Machinists and Aerospace Workers. Dr. Allen noted that the letter would be shared with the full Board during tonight's closed Executive Session in order to discuss potential next steps, which may include seeking legal counsel and further discussion at next month's Board meeting.

BUSINESS FROM THE CHAIRPERSON

Dr. Allen shared that his recent Meet the Author event at Abingdon Library was so successful that it inspired a similar event in Philadelphia!

Dr. Allen shared that he would be recognized as a 2024 Bradley Prize Recipient later this month, and that the honor was more a reflection of the Library's accomplishments rather than his own. Congratulations to Dr. Allen!

BUSINESS FROM BOARD MEMBERS

Mr. Woods shared that his family had recently attended several Library events across multiple branches, and extended his compliments to all for such wonderful programming!

PUBLIC COMMENTS

There were no comments from the public.

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 review the FY2024 CEO Work Plan and to review the letter received from the International Association of Machinists and Aerospace Workers.

MOTION: Motion by Mr. Flannery, seconded by Mr. Woods, 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 6:59PM and the Executive Session began at 7:00PM.

Present during the Executive Session were: Dr. Allen; Mr. Flannery; Dr. Head; Ms. Martin; Mr. Vido; Colonel Vogelhut, US Army, Retired; Mr. Woods; Ms. Wright; Ms. Hastler, and Ms. Button.

Ms. Hastler presented the CEO FY2024 Work Plan and progress to date.

The Board reviewed the letter received from the International Association of Machinists and Aerospace Workers, and will continue their discussion in an Executive Session at the next Board meeting.

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

The Executive Session was closed at 7:22PM and the Public Meeting resumed at 7:22PM for the sole purpose of adjournment.

ADJOURNMENT OF PUBLIC MEETING

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

The public meeting adjourned at 7:22PM.