

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

**VIRTUAL MEETING MINUTES**

**May 20, 2021**

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**Present:** Dwayne R. Adams, Dr. William B. Allen, Alex M. Allman, Shannon G. Gahs, Dr. Monique H. Head, Taryn J. Martin, Durbin P. Vido, Carol Wright, County Councilman Chad R. Shrodes, Student Representative Jacob T. Buler, and CEO Mary L. Hastler, and Jennifer Button

**Absent:** Trustee Nancy A. Brown

**CALL TO ORDER**

Chairperson Alex Allman called the virtual meeting of the Harford County Public Library Board of Trustees to order at 6:31 PM.

**CHANGES TO THE AGENDA**

There were no changes to the agenda.

**PRESENTATIONS/RECOGNITIONS**

There were no presentations/recognitions.

**APPROVAL OF CONSENT AGENDA**

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

- Approval of April 15, 2021 Board Meeting Minutes
- Statistical Report – April 2021

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

**MOTION: Motion by Mr. Adams, seconded by Dr. Head and approved by unanimous vote to approve the Consent Agenda as presented.**

**COMMITTEE REPORTS**

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

The committee did not meet.

Mr. Vido read the Treasurer's Report. The Treasurer's Report was prepared by Kathy Cogar, Chief Financial Officer. Operating expenditures for the ten months ending April 30, 2021 were within the annual FY2021 budget. Revenues are \$16.8 million and Expenditures are \$14.7 million. Revenue from operations is under budget as the Library has temporarily suspended the collection of fines and the branches have not allowed customer applications for passports. A detailed budget was submitted for review.

**Executive Committee - Mr. Allman**

The committee did not meet.

**Capital Improvements Committee - Mr. Adams**

The committee did not meet.

**Human Resources Committee – Dr. Allen**

The committee did not meet.

**Foundation Board – Ms. Martin**

Ms. Martin noted that Foundation Board met. Planning continues for the Rodeo on June 19<sup>th</sup> and tickets are now on sale. Planning also continues for the annual Gala in November and this year’s theme is Vegas Baby!

**CEO REPORT**

**Building Projects**

**Aberdeen** – New sidewalk being installed this week leading to the Story Garden from the main entrance. New landscaping is scheduled to be installed with Maryland native plants as part of the BGE Green Grant this month in time for the ribbon cutting in June. Date to be determined.

**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. Once in place, the final connections will be 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 is submitting a State Library Capital Grant this week.

**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.

**Edgewood** – A replacement security system is on order for the branch. The current system is out of date and not functioning properly. The new system will have high definition cameras for clearer pictures. The project was completed on April 20<sup>th</sup>.

**Havre de Grace** – The installation of the sound attenuating panels was completed in early January. The tops of the shelving units will be replaced and delivery is anticipated the end of March. The shelving units were raised and put on wheels requiring new tops to be retrofitted. The shelving tops were delayed in fabrication but are now scheduled to ship April 9<sup>th</sup>. The tops were received and installed on April 29<sup>th</sup>. The project is now complete.

**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.

**Delivery Truck** – A new 2021 Ford E350 Box delivery truck has been purchased and the interior is currently being customized with shelving. Delivery is expected to be before the end of the month. This will replace the 2006 truck which has needed several repairs and rust issues.

### **Service Delivery Update**

The 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 Storytimes 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.

**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.

### **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 Wife 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.

**Board of Trustee Search** –On May 11<sup>th</sup>, the County Council confirmed the appointment of Jonas Vogelhut to the HCPL Board of Trustees, and Joshua Oguh as the FY22 Student Representative to the Board. All vacancies are now filled and we will welcome our new members at the July Board meeting. Board Orientation for Mr. Vogelhut and Mr. Oguh will be scheduled for this summer. We were very fortunate to have many well-qualified candidates this year who applied and we will encourage them to consider applying in the future.

**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.

**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.

**Maryland Library Association Virtual Annual Conference** – May 4-5-6-7, 2021 – On Wednesday, May 5<sup>th</sup>, Carolyn Lambdin, HCPL Foundation President, was the recipient of the MLA Outstanding Volunteer Award for her work and commitment to the Library and the community. It was an honor to present the award along with Jenny Dombeck, Foundation Director, to Carolyn during the Maryland Author Award Ceremony featuring D. Watkins. Carolyn truly embodies the love of reading and giving back to the community through her work.

**HMAN** - The County is upgrading the HMAN network on Sunday, May 23<sup>rd</sup> from 2:00PM – 6:00PM. All branch locations will experience a complete network outage including internet, wi-fi, phones, and server access. Riverside’s internet, wifi, phones, server access, etc should not be impacted. Access to the website, catalog, and app should not be impacted.

**Collection Update** – The Library expanded the Balance Bike collection and purchased six new bikes and helmets. We now have 12 balance bikes that our very young customers may borrow to learn how to ride a two-wheel bike. In addition, this week we launched two new Little Leaper STREAM kits: I want to be a Farmer and I want to be a Firefighter.

**Open Enrollment** – Open Enrollment for active employees and under 65 retirees was held this month. This is the time when employees review their medical and dental care choices along with updating their information pertaining to dependents, beneficiaries, etc.

### **Meetings & Presentations**

April 2021 (virtual unless noted)

- 4/1-4/9 Anna’s House Virtual Breakfast
- 4/1 ALA Virtual Congressional Visits Briefing
- 4/5 CASA & HCPL Partnership Meeting

Board Meeting Minutes – May 20, 2021

- 4/5 MAPLA Weekly Legislative Meeting
- 4/5 MSL Federal Legislation Talking Points Meeting
- 4/5 Cultural Arts Board Meeting
- 4/6 Congressional Visits “On the Hill”
- 4/6 Harford County Council Proclamation for National Library Week
- 4/7 Congressional Visits “On the Hill”
- 4/7 Annual Meeting with MD State Library Representative
- 4/7 HCPL Bulle Rock Association Presentation
- 4/9 MLA Legislative Panel
- 4/9 MD Humanities Shifting thoughts on Financial Position Conversation
- 4/9 Children’s Librarianship: International Perspectives
- 4/9 MD Humanities
- 4/9 Executive University - Strategic Foresight
- 4/10 ALA Executive Committee Gift Acceptance Policy Presentation
  
- 4/12 Harford County Chamber Government Affairs Committee Meeting
- 4/12 Harford County Good Scout Meeting
- 4/14 EDAB (Economic Development Advisory Board
- 4/14 Monthly Pandemic Conference Call Update
- 4/14 National Humanities Conference 2021 Invitation
- 4/15 MAPLA
- 4/15 REWG Maryland Humanities
  
- 4/19 Beyond the Statements: Leading Racial Equity in Humanities Organizations Event
- 4/20 UCHS and Health Department 3 year priority Setting Meeting
- 4/20 Harford County Regional United Way Board
- 4/20 Harford County Chamber of Commerce State of APG Roundtable
- 4/22 HCPL Foundation Gala Meeting
- 4/22 HCPL Supervisor Disability Awareness Training
- 4/22 HCPL Virtual Program: Edith Head
- 4/23 The Daily Record Women’s Leadership Summit
  
- 4/26 Harford County Chamber Government Affairs Mtg
- 4/26 Maryland Humanities’ Strategic Planning Kick Off Meeting
- 4/26 Harford County Good Scout Meeting
- 4/26 Harford County Women’s Commission Meeting
- 4/27 MD Humanities Racial Equity Training - Unconscious Bias
- 4/27 HCPL Foundation Board Meeting
- 4/28 Federal Communications Commission’s Tech and Communications Diversity Opportunity Symposium and Virtual Fair
- 4/29 Harford County Chamber Legislative Wrap-Up
- 4/30 Harford County Council Budget Work Session
- 4/30 Meeting with MD Humanities Meeting

**Programming and Events**

*Edith Head: The Woman Who Dressed Hollywood* was our most successful virtual program of the month. Martina Mathisen enthralled 164 customers with her portrayal of the famous costumer. The visual history of movie dress from the 1920s through the 1980s, was enjoyed by all.

Spring was in the air for the Rolling Reader. Take and Makes consisted of Bird Feeders and Bird Nests. Three hundred and forty-seven elementary aged children through toddlers received the craft activities to brighten their

days. Amy Lingelbach and Suzy Vogtman, librarians from Abington and Whiteford, participated in virtual book discussion groups for Patterson Mill and North Harford High Schools.

Besides Spring, Social Media posts and Take and Makes highlighted National Library Week, Earth Day, Poetry, National Autism Day and the Week of the Young Child.

## **Marketing & Communications**

### **Social Media:**

The HCPL social media audience & interaction continues to grow.

- Facebook = 22,237 total followers
  - HCPL Main Facebook – 7,628 followers
  - Branch Facebook combined – 14,609 followers
- Instagram = 5,938 total followers
  - HCPL Main Instagram – 1,163 followers
  - Branch Instagram combined – 4,775 followers
- HCPL Main Twitter – 1,829 total followers
- HCPL Main LinkedIn – 469 total followers
- HCPL Weekly Newsletter – 38,701 contacts/30,765 subscribers
  - Sent out 2-3 eNews per week for a total of 12 in April

HCPL Celebrated National Library Week 2021, April 4-10 with a

- HCPL received annual Harford County Council Proclamation at April 6 Council meeting.
- Staff emojis were created and compiled into branch specific graphics for each Library location and Riverside. These were featured on social media and then compiled into a video showcasing our amazing staff who always go above and beyond to serve the Harford County community! (add link)

### **Programs & Partnerships**

Virtual D&D programs

- Held live via Discord
- 5 team participants for Middle School on April 8
- 8 team participants for High School on April 22

Knot Just Knitting @ Noon program

- April 13
- Held live via Zoom
- 8 attendees

Virtual Book Discussions

- April 22, 29
- Held live via Zoom
- 20 attendees, combined

Edith Head: The Woman Who Dressed Hollywood program

- April 22
- Aired live via Zoom and streamed live on select HCPL social media channels
- 164 attendees

NEA Big Read Virtual Book Discussion partnership

HCPL, in partnership with Maryland Public Television (MPT), brought "NEA Big Read" to Harford County! We held (2) virtual book discussion, for grade 11 to adult, featuring the memoir, *Lab Girl*, by award-winning scientist Hope Jahren. *The NEA Big Read is a program of the National Endowment for the Arts in partnership with Arts Midwest. It broadens the understanding of our world, our communities, and ourselves through the joy of sharing a good book.*

- April 10, 15



- Held live via Zoom
- Over 70 free books distributed to HCPL customers
- 15 attendees, combined

Take & Make Outreach Table at Abingdon YMCA, *Healthy Kids at the Y* event

- April 17
- 29 visits to the table

Obscure Video Game Systems virtual program partnership

- HCPL co-sponsored this Ruth Enlow Library of Garrett County program, along with 10 other Maryland systems held live via Zoom on April 22.

Veterans Entrepreneur Class partnership

- Worked with Harford County Department of Community and Economic Development to present HCPL business development resources to this group live via Zoom on April 28.

Aberdeen Ironbirds Movie Night at the Ballpark

- 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 current StoryWalk is up through mid-June with plans to update with a summer StoryWalk by the end of June.

May is Mental Health Awareness Month-

- Harford County Public Library and Harford County Department of Community Services have joined together to bring present a variety of programs that support good mental health for all ages in our community.
- Speakers include author and artist Sandra Magsamen, musician and mental health advocate Jordan Lally, author Kelly Jensen, and local youth mental health physician, Dr. Shreya Hessler. All (7) programs are free, open to the public, and held live via Zoom.

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

- Virtual Story Times, Concerts, and STEAM Programs featured at HCPL-U
  - 1,363 views in April
- Book Bites, 1-minute videos of "bite-size" book recommendations from Harford County Public Library
  - 1,368 total views for all age groups

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

Print:

- "Best of Harford: Kids Activity Category – Honorary Mention for Bel Air Children's Area" – *Harford Magazine* – Spring 2021
- "HCPL Donates Books for Adult Drug Court Graduates" – *Harford County Living Newsletter* – April 1 – *The Susquehanna Press, Bel Air News & Views* – April 2 – *The Aegis* (online) – April 10 – *The Aegis* – April 23
- "Captain Jim McMahan Jr. of Bel Air Dies at 82" – *The Patch* – *Aberdeen, Bel Air, Fallston & Havre de Grace* – April 16
- "Harford Budget Hearings Conclude Friday; Public Hearings Scheduled Next Week" – *The Aegis* (online) – April 29

### **Advertising:**

Print

- 2021 Virtual Transitioning Youth Expo – HCPL Opening Ad & Videos featuring HCPL resources
- MPT on-air ad campaign for the following...
  - Total of 6x - sponsor message at the open and close of Hemingway, airing on MPT HD on April 5, 6, 7, 2021 (68,828 viewers for the Hemingway programs, total)

- Total of 6x - sponsor message at the open and close of My Grandparent's War, airing on MPT HD on April 11, 18, 25, 2021
- Total of 14x - sponsor message at the open and close of Atlantic Crossing, airing on MPT HD, April 11 – May 23, 2021
- Total of 20x - sponsor message to air Monday – Sunday, MPT HD, 6:00pm-10:00pm targeting PBS NewsHour, Finding Your Roots, and other available dramas. April 11 – May 23, 2021
- Total of 20x - sponsor message to air Monday – Sunday, MPT 2, 7:00pm-11:00pm targeting PBS NewsHour, Finding Your Roots, and other available dramas. April 11 – May 23, 2021

### 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 replays of past shows each Friday & Saturday since 3/6/20

### **Foundation**

The next meeting of the HCPL Foundation Board of Directors will be May 25, 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, Visit Harford!, WSMT Insurance, Supporting Sponsors – Chesapeake Bank of Maryland, Robert Button Trucking, 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 Coffee, Keene Dodge, Mark and Mary Hastler, Comcast, Huether McClelland Foundation

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**DRAFT Statement of Financial Position as of April 30, 2021**

<b>Assets:</b>	
Checking/Savings	\$ 580,468.10
Accounts Receivable	25,750.00
Other Current Assets	3,000.00
Total Current Assets:	\$ <u>609,218.10</u>
<b>Liabilities &amp; Equity:</b>	
Accounts Payable	\$ 1,375.00
Other Liabilities	1,499.51
Total Current Liabilities:	2,874.51
Long Term Liabilities	<u>200,000.00</u>
Total Liabilities	\$ <u>202,874.51</u>
<b>Equity:</b>	
Temporarily Restricted Net Assets	344,921.51
Board Designated Net Assets	2,258.99
Unrestricted Net Assets	2,993.65
Net Income	56,169.44
Total Equity:	<u>406,343.59</u>
<b>Total Liabilities &amp; Equity</b>	<b>\$ <u>609,218.10</u></b>

**Cultural Arts Board**

Warmest welcome to new Cultural Arts Advisory Board members, confirmed by Harford County Council on April 6<sup>th</sup>: Chris Depkin, Gigi Devanney, Elizabeth Lane-Stevens, and Bill Rothenbach.

By consensus, the Board agreed to continue offering Independent Artist Relief Grants as long as needed until the current COVID-19 state of emergency is terminated.

Harford County Cultural Arts Board will accept applications for FY22 Community Arts Development Grants April 7 – May 21, 2021. IDEA principles have been incorporated into the criteria. Ratings will reflect evidence of Inclusion, Diversity, Equity, and Access within the application.

Harford County Cultural Arts Board evaluated requests for the second round of FY21 COVID-19 Supplemental Grant Request for Arts Organizations, which were made available to all current grantees receiving General Operating support. Round Two COVID-19 Supplemental Grants for Arts Organizations disbursed to date:

- Ballet Chesapeake 5,000
- Deer Creek Chorals, Inc. 5,000
- Harford Artists' Association 5,000
- Bay Country Gentlemen 3,200
- Havre de Grace Arts Collective 7,500
- Scottfield Theatre Company 7,000
- Theatreworks Live 7,900

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

- Trevor Ebert
- Derick Ebert
- Michael Johnson
- Linda Leanza
- Sue Leonard
- Andrea Sauer
- Michele Sauers
- John Sauers
- Kelly Sneddon
- Gretchen Walsh
- Jonathan West

Total fiscal year 2020 rollover and 2021 grant funding received from Maryland State Arts Commission was \$251,848. As of April 30, 2021, \$228,291 has been expended.

We are pleased to announce a new episode of Kaleidoscope is now available, produced in partnership by the Cultural Arts Board and Harford Cable Network, featuring

- Barry Gabler of the [Bay Country Gentlemen](#) explaining their innovative “carbershop” rehearsals,
- Jordan Lally, Executive Director of the [Ed Lally Foundation](#), talking about the connections between mental health, meditation, and creative expression,
- Jim McFarland, Professor of Art + Design at Harford Community College and [Ernest Burke Memorial Committee](#) member,
- and we “Shine a Light” on Brazilian singer [Rose Moraes](#)

Mr. Allman noted that this year’s Trustee search included an unprecedented number of candidates, all wonderfully qualified and believes that the selected candidate and student representative are the perfect fit for the Board. Ms. Hastler noted that candidates not selected were encouraged to apply again for future vacancies.

Mr. Allman expressed his appreciation to Ms. Hastler for keeping the Board updated on a regular basis, particularly with the budget issues. He noted that all budgeting issues, and especially those related to potential salary increases, are of the utmost importance to Ms. Hastler, Senior Staff, and Trustees and taken very seriously. Mr. Allman noted that although we have not received a final budget number from the County, he can confirm that Ms. Hastler, Senior Staff, and Trustees will be taking a very close look at the finalized budget and its impact on Library staff. Ms. Hastler noted that a final budget will likely be presented to the Board for approval at the June meeting.

Ms. Wright asked if there was currently a limit on the amount of time a customer can linger in the branch. Ms. Hastler noted that time limits have been lifted and customers may remain in the buildings to complete their business. However, while we are in the early stages of our new reopening, we are encouraging customers to not stay too long in the buildings so that we can continue to provide a safe environment to all in terms of physical distancing, etc. Ms. Hastler also noted that we are beginning to reopen our quiet rooms now and have begun the process to reopen meeting rooms and return seating to the public floor, although this will take some time to implement. Ms. Hastler also noted that we have had several recent instances of inebriated people found sleeping outside on branch steps and aggressive behavior. The safety of library customers and staff remains a priority and local law enforcement have had to intervene. This has occurred in the past, but it is unusual to have the same type of incident occur so close together in three separate areas of the county. Ms. Hastler reassured the Board that safety of Library staff, as well as customers, is of the utmost importance.

Dr. Head asked what type of advertising campaign will be used to encourage student participation in the Summer Reading Challenge while school is still in session. Ms. Hastler noted that each branch has a school liaison for both public and private schools to help disseminate information. Of note this year, participants will receive their free book when registering for the program instead of receiving the book upon completion. The program will run June 1<sup>st</sup> through the end of August and will culminate in a large celebration outdoors at Abingdon Library, which will also kickoff the Library's 75+1 anniversary celebration. More information will be shared prior to the June 1<sup>st</sup> program launch.

## **ACTION ITEMS**

### **Personnel Changes – May 2021**

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

#### **NEW HIRES:**

**Catherine Lambert**, Custodian, Bel Air Branch, 37.5 hours per week. Effective Date: May 17, 2021.

**Sherrie Hoffman**, Custodian, Fallston Branch, 28 hours per week. Effective Date: May 17, 2021.

#### **PROMOTIONS:**

**Anna Hiser**, Library Associate I – Children's Services, Abingdon Branch, 37.5 hours per week was promoted to Library Associate II – Children's Services, Abingdon Branch, 37.5 hours per week based on the successful completion of the Maryland Library Associate Training Institute. Effective Date: April 4, 2021.

#### **OTHER CHANGES:**

**Jessica Tompkins**, Library Associate II, Jarrettsville Branch, 15 hours per week has been awarded the position of Library Associate II – Children's Services, Jarrettsville Branch, 37.5 hours per week. Effective Date: May 2, 2021.

#### **RETIREMENTS:**

None

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

**Felix Davila**, Librarian – Adult Services, Edgewood Branch, 37.5 hours per week. Effective Date: May 7, 2021.

**Anne Greene**, Library Assistant I, Jarrettsville Branch, 15 hour per week. Effective Date: June 12, 2021

**DISCIPLINARY ACTIONS:**

None

**LEAVE OF ABSENCE REQUESTS:**

An employee has requested FMLA for the care of a family member. Effective dates are 5/1/2021 to 12/31/2021.

An employee has requested leave of absence from June 16 to August 16, 2021. The leave requested was to obtain a seasonal position elsewhere. The request was not approved.

**OPEN POSITIONS:**

- **Circulation Supervisor**, Aberdeen Branch, 37.5 hours per week. Position abolished – replaced with Library Assistant II – Circulation, Aberdeen Branch, 37.5 hours per week. Will be posted internally/externally.
- **Library Associate I/II**, Aberdeen Branch, 20 hours per week. On hold.
- **Library Assistant II – Circulation**, Abingdon Branch, 37.5 hour per week. Will be posted internally/externally.
- **Library Associate I/II**, Abingdon Branch, 15 hours per week. On hold.
- **Library Assistant II – Circulation**, Abingdon Branch, 37.5 hours per week. On hold.
- **Library Assistant I – Circulation**, Abingdon Branch, 15 hours per week (3 Positions). On hold.
- **Web Content Specialist**, Administrative Office, 37.5 hours per week. On hold.
- **Special Collections Processor**, Administrative Office, 37.5 hours per week. On hold.
- **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.
- **Library Associate I/II – Children Services**, Edgewood Branch, 37.5 hours per week. On hold.
- **Library Associate I/II**, Edgewood Branch, 15 hours per week. On hold.
- **Librarian – Adult Services**, Edgewood Branch, 37.5 hours per week. On hold.
- **Assistant Branch Manager**, Fallston Branch, 37.5 hours per week. Posted internally/externally. Open until filled.
- **Library Assistant I – Circulation**, Fallston Branch, 15 hours per week. On hold.
- **Librarian – Children Services**, Havre de Grace, 37.5 hours per week. On hold.
- **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. On hold.
- **Assistant Branch Manager**, Jarrettsville Branch, 37.5 hours per week. On hold.
- **Library Associate I or II – Children’s Services**, Jarrettsville Branch, 37.5 hours per week. Posted internally/externally. Open until filled.
- **Library Assistant I – Circulation**, Jarrettsville Branch, 15 hours per week. On hold.
- **Library Associate I/II**, Joppa Branch, 15 hours per week. On hold.
- **Custodian**, Joppa Branch, 19 hours per week. Posted internally/externally. Open until filled.
- **Library Associate I/II**, Norrisville Branch, 15 hours per week. On hold.
- **Library Assistant I – Circulation**, Whiteford Branch, 15 hours per week (3 Positions). On hold.

**FUTURE VACANCY DUE TO RETIREMENTS:**

- **Library Assistant II – Circulation**, Abingdon Branch, 30 hours per week. On hold.
- **Circulation Manager**, Whiteford Branch, 37.5 hours per week. Posted internally/externally. Open until filled.

**MOTION: Motion by Dr. Allen seconded by Ms. Gahs and carried by unanimous vote to approve the personnel changes for May 2021 as presented.**

**OLD BUSINESS**

None

**NEW BUSINESS**

**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

Nominations will be voted on at the June Board meeting, along with committee assignments.

**BUSINESS FROM THE CHAIRPERSON**

There was no business from the Chair.

**BUSINESS FROM BOARD MEMBERS**

Ms. Wright asked when HCPL would resume pre-covid activities and events. Ms. Hastler noted that the plan is to continue to launch new activities, and depending on COVID-19 metrics, the fall looks promising.

Dr. Allen requested that the June Board of Trustees meeting be conducted in person with a hybrid virtual offering. Board members in attendance were in agreement, with a caveat that existing COVID-19 metrics and protocols be considered.

**PUBLIC COMMENTS**

There were no comments from the public.

**ADJOURNMENT OF PUBLIC MEETING**

There being no further comments or questions, the public meeting adjourned at 7:04 PM.