

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

MEETING MINUTES

November 18, 2021

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

Absent: Trustees Nancy A. Brown, Taryn J. Martin, and County Councilman Chad R. Shrodes

CALL TO ORDER

Vice Chairperson Carol Wright called the virtual meeting of the Harford County Public Library Board of Trustees to order at 6:30 PM.

CHANGES TO THE AGENDA

There were no changes to the agenda.

PRESENTATIONS/RECOGNITIONS

There were no presentations or recognitions.

APPROVAL OF MINUTES

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

MOTION: **Motion by Mr. Vido, seconded by Dr. Head and approved by unanimous vote to approve the Minutes of the October 21, 2021 Board Meeting as presented.**

COMMITTEE REPORTS

Budget & Finance Committee – Mr. Vido

The Board Budget & Finance Committee met virtually on Wednesday, November 10, 2021. The meeting began with an overview of the preliminary FY2023 Operating budget. In previous years, the Library would ask for wage parity in the cover letter to the County Executive. This year we are putting the request for an increase in the actual budget. The budget also includes 4 new positions: Marketing Web Design/Social Media; Marketing Program & Outreach; IT-HELP desk/AV Technician; Foundation Development Coordinator.

It also includes \$150,000 for the anticipated increase in operational expenses for the new Darlington location. The committee was reminded that the County only approves a lump sum amount for our funding – not by line item. Ms. Cogar presented the projected revenue and operating expenses. Highlights include the Library continuing to defer the collection of fines, personnel expenses and purchase/maintenance of software.

The Capital budget was presented as well. The Library will be submitting for funding for Technology as well as to replace the aged outreach vehicles. The Bel Air branch renovation is included without costs as we are still in the early stages of the project planning.

The committee approved both preliminary budgets.

The Finance Committee was provided a draft of the RFP for the selection of auditor for review. Mr. Durbin will be representing the Board on the selection committee.

The Treasurer's Report was prepared by Kathy Cogar, Chief Financial Officer. Operating expenditures for the fiscal period ending October 31, 2021 were within the annual FY2022 budget. Revenues are \$6.99 million and Expenditures are \$6.80 million. Expenditures for Materials is over budget as several annual contracts are paid in July – Midwest (\$150K), CCPL consortium (\$54K), Baker & Taylor Leased Books (\$83K) and several databases. Expenditures for Contracted Services is similar with the annual contract for Polaris and Envisionware (Library software) also paid in July/August. These overages will even out as the year progresses. Electricity costs have increased slightly over the budgeted amount. The annual bill for internal use hot spots was paid in October. These items will also even out as the year progresses. A detailed budget was submitted for review.

Executive Committee – Dr. Allen

The committee met virtually on Friday, November 12, 2021 to review the upcoming agenda and reports from the Budget & Finance and Capital Improvements Committees related to the Proposed FY2023 Operating and Capital Budget. The Committee also discussed health benefits for a spouse and dependents if an employee passes away and the various options available to the family. Dr. Head asked for further clarification on how an employee's death effects the cost of health insurance for a surviving spouse or dependents. Ms. Hastler confirmed that the few instances where an active employee passed away after a lengthy illness, the library worked closely with the employee reviewing their options and what might be best for the family. In both of these instances, the employee retired before they passed away and the spouse and dependents remained on the library health insurance, vision and dental plans as long as they like. It falls under COBRA if an active employee passes away and has not retired. The active coverage would stop at the end of the month the employee died and then the surviving spouse would have the opportunity to enroll in COBRA benefits. They are required to pay 100% of the cost for the insurance. They have a 60-day enrollment period to determine if they want to enroll in COBRA and the basic COBRA period is 18 months. They do not have to make a decision immediately and the 60 days provides them with a cushion.

Capital Improvements Committee – Mr. Adams

The committee met virtually on Wednesday, November 10, 2021. The Committee reviewed the following proposed Capital Budget requests for fiscal year 2023. Supporting documents include the Harford County Public Library Facilities Master Plan as well as the Harford County Government Facilities Master Plan. Both are available online on the respective websites.

- Technology - \$446,630 request in FY 2023. The committee discussed the out years and Dr. Head asked the reasoning behind lesser requests in out years through 2028. Ms. Parry explained that as we move to the cloud, the need to purchase new servers will hopefully decrease and perhaps resulting in a lower funding request for out years. Ms. Hastler added, that beyond FY 2023, it is a guesstimate at this point and realistically a place holder for future years.
- Bel Air Renovation – The County is working with a new architect and the project original estimates will be revised. We do not have a specific funding request estimate yet and the dollar amounts will be filled in as soon as possible.
- Mobile Service Vehicles - \$228,900 request in FY 2023. Both the Rolling Reader and Silver Reader are more than 20 years old and needing replacement. This has been a recurring request for several years. The Library has received IMLS grant funding to partially fund a fleet of three smaller vehicles to supplement the Outreach Vehicle program. Ordering and acquisition of these three vehicles has been delayed due to the supply and distribution chain problems experienced worldwide.

FY 2023 Capital Projects – County Capital Plan & Funding

The county provides capital funding and/or operating funds for routine maintenance and repairs.

- Public Restrooms Refresh – Aberdeen, Edgewood, Fallston and Joppa Libraries. Refresh includes new flooring, new wall finishes, new cubicles, new facilities, new sinks, lighting, etc. ADA compliance will continue to be a priority.

- Edgewood Library – Replace property fence behind the branch that has fallen into disrepair.

FY 2022 Building and Capital Projects – Update

Construction for the new Darlington Library is underway and we anticipate opening in late spring 2022. The new location is at the intersection of Route 136 and Route 1 and we are repurposing the existing Howard Bank building.

The new Abingdon HVAC system is still not functioning properly and a defective part has been replaced and the system being recalibrated.

Additional Building Projects Planned for FY 2023

- Edgewood Library – Reconfigure and replace the customer service desk.
- Fallston Library – Children’s area refresh.
- Joppa Library – Interior refresh.

The Committee approved the proposed FY 2023 Library Capital Improvement Plan.

Human Resources Committee – Dr. Allen

The committee did not meet.

Foundation Board – Ms. Hastler for Ms. Martin

The Foundation Board did meet and details included as part of Ms. Hastler’s CEO report below.

PUBLIC SERVICES REPORTS

Statistics – Ms. Parry

In October, physical circulation was at 178,240 and e-products at 55,143 with a total year to date circulation of 981,765. Online databases were 31,285, online classes at 8,713, PC sessions at 4,405, and WiFi usage at 28,058. Information reader assistance was 28,626. There were 531 programs with 34,519 attending. There were 58,685 walk-in and 4,815 drive through customers. A detailed report was submitted.

Programming and Events – Ms. Lapenotiere

October is STEM Month and Halloween! Abingdon’s monthly STEM table returned and featured Cartesian divers. Over 300 customers had great fun with them. Edgewood featured the skeletal system, since this year’s theme was Health and Wellness. They had a make-your-own 3 ft. tall skeleton activity. Their last STEM fun of the month was a slimy success and perfect for outside! Children made shaker and fluffy slime!

Bel Air’s Experiment and Explore featured pumpkins. The children loved counting the pumpkin seeds, measuring the different sized pumpkins and exploring their insides. The biggest hit was seeing if a pumpkin would sink or float. Havre de Ween at Havre de Grace was a big success with more than 50 costume-clad customers enjoying the “Haunted Library” activities. And on that rainy Friday, October 29th, 99 attendees enjoyed Bel Air’s Halloween Dance Party.

Teen Services – Mr. Oguh

Teen Book Discussion Groups have started! Our librarians participated in the Patterson Mill and North Harford High Schools discussions. At Patterson Mill, the librarians enjoyed the activity and promoted Abingdon’s Anime Club. Teen Time has begun at Whiteford and Aberdeen. Gaming, craft activities, and good conversations were the offerings.

Ms. Wright commented that the librarians facilitating Teen Book Discussion Groups have been very helpful!

Dr. Allen asked how the books were selected and who facilitated that process. Ms. LaPenotiere explained that these book discussion groups are being held at the schools and that we are being invited in to participate, so the titles are selected by the school media specialists.

CEO REPORT

Building Projects

Aberdeen – Sails are being ordered to provide some shade in the new story garden. A ribbon cutting will be scheduled to celebrate the newly refreshed branch as soon as the space is completed.

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

Final connections have been made and testing conducted. The County continues to work through programming issues with the contractor relating to the two larger units. The branch is experiencing higher than normal humidity which is not acceptable. An extension of the project has been granted to the contractor by the County. The manufacturer's engineer made an error in design of the coil for one of the units. The defective coil has been replaced and commissioning of the units to begin November 19th.

Repairs are underway on the pond pump which stopped working.

Bel Air – The branch is the busiest branch in the system with approximately 27% of total activity (circulation, walk-ins, programming and attendance). It was last renovated/built in the mid- 1990s and is overdue for a refresh. The library is working with the county on a space assessment and exploring the possibility of incorporating some of the Administrative functions in the building. Library space planning prioritizes designing with flexibility and adaptability for future technology and needs. During this time of exploring options, the library will continue to maintain the appearance and functionality of the building to include small refresh projects in the meeting room, stairwells, and more. Meetings to begin the conversation of adapting the branch to include administrative functions began in February and continue. Colimore Architects 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 to offset some of the cost 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 and interior demolition began July 13th and is complete. A pre-bid meeting took place on August 31, 2021 with all bids due September 22nd. The due date was extended to September 29th. The project was approved by the Board of Estimates on October 12th with construction beginning on November 8th.

Fallston – the upgrade to the storm water management pond began September 13th. The project is to be completed in 70 days. Equipment will be parked at the top of the parking lot during the project. The project is complete.

Security & Fire Systems - The Library is seeking quotes for a security system for the Fallston and Jarrettsville libraries. A new hi-def security system was installed on November 8th to replace the existing system. Additional cameras have been added for enhanced coverage. The Havre de Grace Fire Panel was repaired with a new dialer installed.

COVID Update

We continue to monitor COVID metrics in the county and possible impact on library services. For the immediate future, programming will continue outdoors for the majority of time. The Library is closely monitoring the new OSHA regulations and waiting for MOSH to announce Maryland regulations. As a brief summary of the OSHA regulations effective January 4, 2022, employees must provide proof of vaccination or be tested weekly. Staff have been notified so that they can begin preparing for the new regulations. Ms. Gahs asked whether Ms. Hastler knew the number of HCPL employees that were unvaccinated. Ms. Hastler said that the library is currently working on obtaining the vaccination status of each employee in preparation for the pending OSHA requirement. Ms. Hastler also noted that the assumption is that the rate will mirror the rate of vaccination in the county.

The Library will be distributing 1,284 home test kits on Saturday, November 20th at all branches, from 10 a.m., to 5 p.m., while supplies last. Each individual may pick up one test kit that contains two tests. This is an initiative of the Maryland Health Department and the Harford County Health Department. Any kits remaining after Saturday will be distributed on Saturday, November 27th. A press release was distributed to the media on November 17th.

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.

Grants

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

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

The Library also received Notice of Grant Award from the Maryland State Library in the amount of \$90,000 to support the initiative of expanding our outreach capacity.

Planning is underway for all three initiatives.

Harford County Chamber Olympics – A team of 4 Library staff represented HCPL at this year's Chamber Olympics on November 3rd. Although we didn't win, we did have a great time supporting Jennifer Button, Chair of the Harford Young Professionals Group that coordinated the event.

Margaret Carty's Celebration of Life – On November 6th, a lovely celebration of Margaret Carty's life was held in Annapolis. She did so much for Maryland Libraries and beyond.

Meetings & Presentations

October 2021 (virtual unless noted)

- 10/1 MD Humanities Executive Committee Meeting

- 10/4 GBCF Annual Golf Tournament
- 10/6 Farm & Bay to Table Planning Meeting
- 10/6 Susquehanna Chapter Military Officers Association of America Contest Judging Panel Meeting
- 10/7 MD Humanities Board Meeting Prep Meeting
- 10/7 HCPL Virtual Program: Farm & Bay to Table: Seafood Maryland Style
- 10/8 MLA Legislative Panel
- 10/8 Harford Family House – Purse Auction

- 10/11 Harford County Regional United Way Board Meeting
- 10/12 SARC Groundbreaking
- 10/12 MD Humanities Strategic Planning Task Force Meeting
- 10/12 Harford County Board of Estimates Meeting for Darlington Library
- 10/12 Harford County Veterans Collaborative Meeting
- 10/13 EDAB Meeting
- 10/13 Darlington Library Planning Meeting
- 10/13 Maryland Association of Public Library Administrators Fall Meeting (MAPLA)
- 10/13 Harford County Planning Advisory Board Meeting
- 10/14 HCPL Board Budget & Finance Committee Meeting
- 10/14 Howard County Library System – Virtual Groundwater Training
- 10/14 Route 40 Revitalization Meeting
- 10/15 MD Humanities Board Meeting
- 10/16 Citizens for MD Libraries Annual Conference

- 10/18 ALA Philanthropy Advisory Leadership Meeting
- 10/18 Empathy Concert & Perspectives
- 10/19 HCPL Foundation Gala Auction Meeting
- 10/20 Harford County Child Fatality Review Committee
- 10/20 HCPL Foundation Once Upon A Rodeo Planning Committee Meeting
- 10/20 HCPL Board Executive Committee Meeting
- 10/20 Service Design Intensive - Foundational Service Design Concepts and Process
- 10/20 Service Design Intensive - Understanding the Needs of people
- 10/20 Harford County Disability Employment Awards
- 10/20 Harford County Chamber Harford Awards
- 10/21 Healthy Harford Board of Directors Meeting
- 10/22 Harford County Education Foundation Tools for Schools Awards
- 10/22 Service Design Intensive - The Power of Experience Opportunities
- 10/22 Service Design Intensive - Identifying and Prioritizing Opportunities
- 10/22 UHC Retiree Healthcare Information Session

- 10/25 MAPLA IGRTF Bi-Weekly Call
- 10/25 Harford County Commission for Women
- 10/26 eBook Consortium Fall Meeting
- 10/26 Paycom Best Practices Meeting
- 10/26 HCPL Foundation Executive Board & Board Meetings
- 10/27 Service Design Intensive - Approaches to Generating Ideas
- 10/27 Service Design Intensive - Crafting Concepts
- 10/28 Harford Leadership Academy
- 10/28 Maryland Humanities Race Equity Work Group
- 10/28 Maryland Public Library Statistics Overview
- 10/28 ALA Philanthropy Advisory Group Leadership
- 10/28 Bel Air Business of the Year & Archer-Bull Awards
- 10/28 Harford Community College Civil Rights Project Digital Launch
- 10/28 HCPL Foundation Gala Committee Meeting
- 10/29 Service Design Intensive - North Stars and Cupcake Experiments
- 10/29 Compass Governmental Relations
- 10/29 MD Humanities Advocacy Committee Meeting
- 10/29 Service Design Intensive - Prototyping Service Delivery

Programming and Events

October is STEM Month and Halloween! Abingdon's monthly STEM table returned and featured cartesian divers. Over 300 customers had great fun with them. Edgewood featured the skeletal system, since this year's theme was Health and Wellness. They had a make-your-own 3 ft. tall skeleton activity. Their last STEM fun of the month was a slimy success and perfect for outside! Children made shaker and fluffy slime!

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Teen Services

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Marketing & Communications

Social Media:

The HCPL social media audience & interaction continues to grow.

- Facebook = 24,114 total followers
- HCPL Main Facebook – 7,877 followers
- HCPL Choose Civility Facebook – 1,066 followers
- Branch Facebook combined – 15,171 followers
- Instagram = 6,476 total followers
- HCPL Main Instagram – 1,274 followers
- Branch Instagram combined – 5,202 followers
- HCPL Main Twitter – 1,831 total followers
- HCPL Main LinkedIn – 500 total followers
- HCPL Weekly Newsletter – 38,586 contacts/29,931 subscribers
- Sent out 2 eNews per week plus a dedicated Foundation eNews for a total of 9 in October

PROGRAMS and PARTNERSHIPS

Harford County Public Library partnered with Harford County Government for SockTober. During the month of October, all HCPL branches were donation drop-off locations for socks, mittens, hats, and gloves that will benefit homeless families and veterans in Harford County.

All Library branches displayed a Breast Cancer Awareness Ribbon on their front door in honor of Breast Cancer Awareness Month. In addition, Bel Air and Abingdon Libraries had their outside ballast lights lit in pink.

Library CEO and Riverside staff created the following videos in support of local organizations.

- The Harford House – in support of their Ghoul & Oyster Roast
- SARC – in support of Domestic Violence Awareness Month
- HCPS' Swan Creek School – a morning welcome to students

HCPL participated in seven outreach activities across the system.

- Over 1,650 people stopped by our tables to learn about library resources and pick up branded giveaways at these activities, combined

Family History Month is celebrated in October. The following programs/events took place to recognize this initiative.

Family History Month Take & Make Kits

- Over 480 of these kits were given out to customers

Genealogy – A-Z Trivia Adventure

- October 13
- Aired live via Zoom and streamed live on select HCPL social media channels
- 51 attendees

Genealogy – Tour of Maryland State Archives

- October 19
- Aired live via Zoom and streamed live on select HCPL social media channels
- 133 attendees

Genealogy – Genealogy Sharing Discussion Group

- October 21
- Aired live via Zoom and streamed live on select HCPL social media channels
- 31 attendees

The Warped Weavers Guild demonstrated in celebration of National Weaving and Spinning Month.

- 34 attendees total from several branches

Outdoor Story Time programs

- Held outside, in-person at most branches on a regular weekly schedule

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- 1,254 attendees, combined, for all sessions of Baby Outdoor Story Time and Family & Friends Outdoor Story Time

One Maryland One Book Group Discussion programs

- October 4, 9, 14, 21, (2) on 28
- Held in-person, indoors or outdoors at multiple locations and one virtual
- 37 attendees, combined

Books and Beyond program

- October 1
- Held live via Zoom
- 6 attendees

Virtual D&D program (grades 6-12)

- October 7
- Held live on Discord
- 9 attendees

Seafood-Maryland Style!: Farm & Bay to Table program

- October 7
- Aired live via Zoom and streamed live on select HCPL social media channels
- 165 viewers

Knot Just Knitting @ Noon program

- October 12
- Held live via Zoom
- 6 attendees

Eden Mill Nature Center StoryWalk® partnership

- HCPL has an on-going relationship with Eden Mill and each quarter, creates a fun, educational, self-guided StoryWalk that places the pages of a children's book out in nature!
- The fall StoryWalk® is now up.

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

- Book Bites, 1-minute videos of “bite-size” book recommendations from Harford County Public Library
 - 1,339 total views for all age groups

Press Releases Distributed

- *Harford County Public Library Foundation Elects Three New Board Members* – October 21

Recent Media Hits and Press Mentions:

Print

- "Harford County Public Library Foundation Elects Three New Board Members" – *Bel Air News & Views, Harford County Living, The Patch – Aberdeen, Bel Air, Havre de Grace & Fallston, I95 Business* (online) – Oct 21 – *Harford Chamber of Commerce Newsletter* – Oct 22
- "October 7 Farm & Bay to Table Showcases Seafood – Maryland Style!" – *The Aegis, Cecil Whig* – Oct 1 – *APG e-Newsletter* – Oct 1, 8
- "Havre de Grace Bench Dedicated in Memory of Volunteer" – *The Patch – Havre de Grace, Harford County Living* – Oct 1 – *The Aegis* (online) – Oct 6 – *The Aegis, The Record* – Oct 8

Advertising:

Print

- SARC Balloon Glow Gala
- Harford County Education Foundation Tools for Schools Breakfast
- Harford Center Ghouls & Oyster Roast

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 November 23, 2021.

17th Annual Gala

This year's annual gala has been rescheduled for Saturday, April 9, 2022. "The Show Must Go On!" has been added to the originally themed "Vegas Baby" tagline. The Gala Committee continues to meet and plan for this highly anticipated event. The next Gala Committee meeting is scheduled for Thursday, December 2 at 8:30am via Zoom. We are getting many inquiries about tickets and November has created great excitement for the Gala in April.

Poker Run & Pub Crawl

The Foundation hosted a Poker Run & Pub Crawl on Saturday, November 6 in celebration of the originally scheduled Library Gala. The cost to participate was \$10 and included a commemorative pint glass. The event was free to Library Gala ticket holders and sponsors. Registration was held from 3:30pm – 4:00pm at the Bel Air Library and check in took place from 7:00pm – 7:30pm at Looney's Pub North. Over 100 people participated in the event! The night ended with an eight-way tie with 8 Straight Royal Flushes. The winner was determined by a draw off and received a wagon of cheer and two camp chairs! A special thanks to the pubs in Downtown Bel Air that supported the event: Alecraft Brewery, Black Eyed Suzies, Independent Brewing Company, Looney's Pub, Magerks, Main Street Tower, Sean Bolan's. Since there was so much positive feedback and people had such a great time, we are anticipating this to be an annual event.

Foundation Audit

The Foundation successfully completed its audit and submitted their 990 to the Library and to the State of Maryland.

Annual Giving Campaign/Giving Tuesday

We are in the process of preparing for our Annual Giving Campaign mailer. This year we are focusing on the positive impact the Library continues to have with both virtual and outdoor programming, special reading initiatives and engaging the community in the love of reading. We will also be participating in the National Giving Tuesday Campaign scheduled for the Tuesday after the Thanksgiving Holiday on November 30.

Cultural Arts Board

Harford County Cultural Arts Board Arts in Education (AiE) Grants can now support 100% of the costs of arts experiences for in-person and virtual audiences through June 30th. Whether artists are brought on site for small group learning or large-scale performances, or audiences travel to Maryland and Washington DC's museums or performances, AiE Grants may be used to support high-quality arts experiences for underserved audiences of any age. Eligible organizations include nonprofit schools, government facilities, or community-based nonprofit settings in Harford County, including:

- Harford County Public Schools
- Preschools
- Montessori schools
- Charter schools
- Private schools
- Before-school and after-school programs
- Government or nonprofit institutional settings, such as nursing homes, long-term care facilities, and prison
- Other nonprofit or government programs serving people with disabilities, senior citizens, and veterans

Harford County Cultural Arts Board voted to affirm and pass onto the Harford County Council the following Harford Living Treasure nominations: Lilma Huntley, Gladden Kurtz, Howard McComas III, Richard Slutzky, Douglas Washburn.

At the October 4, 2021 meeting, Bill Rothenbach, spokesperson for the Nominating Committee, presented the recommended slate of Board Officers for the next twelve months 2021-2022. The nominees were: Chuck Bowden – President; Angie Sokolov – Vice President; and Peter McCallum – Recording Secretary. This motion was approved unanimously.

ACTION ITEMS

Personnel Changes – November 2021

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

NEW HIRES:

Jill Cluff, Library Assistant I – Circulation, Havre de Grace Branch, 15 hours per week. Effective Date: November 1, 2021.

Danielle Thompson, Library Assistant I – Circulation, Bel Air Branch, 15 hours per week. Effective Date: November 15, 2021.

Vincent Katzenberger, Custodian/Delivery Driver, Administrative Office, 37.5 hours per week. Effective Date: November 15, 2021.

Darian Tucker, Custodian/Delivery Driver, Administrative Office, 37.5 hour per week. Effective Date: November 15, 2021.

Bethany Freeman, Library Associate II – Adult Services, Edgewood Branch, 37.5 hours per week. Effective Date: November 29, 2021.

Colleen Hollinshead, Library Associate I – Children’s Services, Abingdon Branch, 37.5 hours per week. Effective Date: November 29, 2021.

Sarah Spaeth, Library Assistant I – Circulation, Havre de Grace Branch, 15 hours per week. Effective Date: November 29, 2021.

PROMOTIONS:

Nicole Bembenek Circulation Assistant, Bel Air Branch, 8 hours per week has been promoted to the position of Library Assistant I – Circulation, Bel Air Branch, 15 hours per week. Effective Date: November 1, 2021.

OTHER CHANGES:

None

RETIREMENTS:

None

RESIGNATIONS/TERMINATIONS:

Nina Depkin, Foundation Specialist, Administrative Office, 37.5 hours per week. Effective Date: November 12, 2021.

DISCIPLINARY ACTIONS:

An employee received a three-day unpaid suspension. Effective date: October 21, 2021.

LEAVE OF ABSENCE REQUESTS:

An employee has requested FMLA for own serious health condition, effective 11/29/21 to 1/17/21.

OPEN POSITIONS:

Aberdeen Branch

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

Abingdon Branch

- **Library Associate I or II – Inclusive Services**, Abingdon Branch, 37.5 hours per week. On hold.
- **Library Associate I/II**, Abingdon Branch, 15 hours per week. On hold.
- **Library Assistant I – Circulation**, Abingdon Branch, 15 hours per week (5 Positions). Recruiting to fill 1 position. Posted internally/externally.

Administrative Office

- **Custodian**, Facilities & Operations Department, Administrative Office, 19 hours per week. On hold.
- **Finance Director**, Finance Department, Administrative Office, 37.5 hours per week. On hold.
- **Foundation Specialist**, Administrative Office, 37.5 hours per week. Reviewing position description.
- **Web Content Specialist**, Administrative Office, 37.5 hours per week. On hold.

Bel Air Branch

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

Edgewood Branch

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

Fallston Branch

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

Havre de Grace Branch

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

Jarrettsville Branch

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

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 (2 Positions).

FUTURE VACANCY DUE TO RETIREMENTS:

- **Library Assistant II – Circulation**, Whiteford Branch, 37.5 hours per week. Effective: December 1, 2021.
- **Library Assistant II – Circulation**, Joppa Branch, 37.5 hours per week. Effective Date: January 1, 2022.
- **Library Associate I/II – Teen Services**, Joppa Branch, 37.5 hours per week. Effective Date: February 1, 2022.
- **Technical Services Manager**, Administrative Office, 37.5 hours per week. Effective Date: February 1, 2022.

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

Ms. Gahs asked whether all of the open positions were on hold right now. Ms. Hastler explained that some are and some are not, as is noted on the report. Ms. Gahs asked the reason so many positions were on hold. Ms.

Hastler explained that even before COVID, positions were put on hold when they became vacant so each position could be assessed (is the position still needed, any changes needed, etc.). Once COVID hit, filling positions intentionally slowed down due to the decrease in our statistics. However, the positions remain and are placeholders until we are able to fill them again. Some positions will be filled immediately due to need, and that is assessed on an individual basis. Mr. Vogelhut requested that the open positions that we are currently recruiting for be shown during Mr. Ross's presentation with a link to the website.

Proposed FY2023 Operating Budget

Ms. Hastler noted that the proposed budget is available in the Board portal for review. As a reminder, this is a working document based on what is known now as well as what we are projecting, but we have several months before it would actually be approved by the County Executive and County Council at the end of May. Ms. Hastler reminded the Board that we used reserves to cover salary increases for the current fiscal year. We are requesting the County fully fund the upcoming year and also requesting a 5% salary increase for eligible employees. We are hoping the increase would offset the inflation that Dr. Allen noted earlier. We also know that some of our expenses are increasing. Our CFO Kathy Cogar does a really good job and we have a conservative budgeting approach. We are asking for Board approval of the preliminary budget, with the understanding that if changes are needed, we would bring a revised budget back to the Board for approval.

Mr. Vido noted that the preliminary budget is dependent on what the County does or doesn't approve, so this is more our hope than a finalized budget. Ms. Hastler explained that the County does not approve line items, just the overall budget number, and decisions on how funding will be spent are made by the Library.

MOTION: Motion by Dr. Head, seconded by Mr. Vogelhut and carried by unanimous vote to approve the Proposed FY2023 Operating Budget as presented.

Proposed FY2023 Capital Budget

Ms. Hastler noted that the proposed budget is available in the Board portal for review. The Library will be submitting for funding for Technology as well as to replace the aged outreach vehicles. The Bel Air branch renovation is included without costs as we are still in the early stages of the project planning.

MOTION: Motion by Mr. Vogelhut, seconded by Dr. Head and carried by unanimous vote to approve the Proposed FY2023 Capital Budget as presented.

OLD BUSINESS

There was no old business.

NEW BUSINESS

There was no new business.

BUSINESS FROM THE CHAIRPERSON

There was no business from the Chairperson.

BUSINESS FROM BOARD MEMBERS

There was no business from Board members.

PUBLIC COMMENTS

There were no comments from the public.

ADJOURNMENT OF PUBLIC MEETING

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

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

The public meeting adjourned at 7:03 PM.