

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

MEETING MINUTES

October 21, 2021

Present: Dwayne R. Adams, Dr. William B. Allen, Shannon G. Gahs, Dr. Monique H. Head, Taryn J. Martin, 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: Trustee Nancy A. Brown and County Councilman Chad R. Shrodes

CALL TO ORDER

Chairperson Dr. William Allen called the virtual meeting of the Harford County Public Library Board of Trustees to order at 6:32 PM.

CHANGES TO THE AGENDA

There were no changes to the agenda.

PRESENTATIONS/RECOGNITIONS

Roenna Fahrney Award Recipients

Ms. Hastler recognized this year's recipients of the Roenna Fahrney Award. Recipients present at tonight's meeting were Mary Schemm, Theresa Stephens, Joyce Wemer, and Debra Wilson. A full list of the award recipients and their achievements was included in Ms. Hastler's CEO Report. Dr. Allen congratulated the award recipients and expressed appreciation on behalf of the entire Board of Trustees.

FY2021 Annual Audit Presentation

Ms. Hastler welcomed Keith Amerman, Manager, from Cohn Reznick, LLP to provide a summary of the Fiscal Year 2021 Audit of Harford County Public Library. Mr. Amerman reviewed the responsibilities of management and the auditors, as well as highlights of the Independent Auditors Report as of June 30, 2021, and provided a brief explanation of the type of information included in the report.

The Management Discussion and Analysis was a narrative written by the Library's management team and described significant events which occurred during the fiscal year.

The Independent Auditor's Report reflected an unmodified opinion, the highest opinion possible, which means the Library's financial statements are fairly and appropriately presented, without any identified exceptions, and in compliance with Generally Accepted Accounting Principles (GAAP), according to the auditors' judgement. The audit was completed using Government Auditing Standards.

Mr. Amerman noted that his firm did not audit the supplementary financial statements of the HCPL Foundation since that information was audited by other auditors. However, those documents were included in this report since the Foundation is a component unit of the Library. Financial statements for the Other Post Employment Benefit (OPEB) Trust were also included in the report since the Library has fiduciary responsibility over the Trust.

There were no new accounting policies adopted in FY2021.

In summary, the Library received a clean report.

Dr. Head asked how the issue of equity is addressed for library branches and how funds are dispersed among branches. Specifically, she noted that in the Foundation financials there are differences between branches and the amount of donations. Ms. Hastler confirmed that the donations in question are restricted funds under the Foundation. The Library and Foundation support community members who wish to donate funds to a particular branch or program. These funds are then categorized as restricted funds. Frequently, capital projects such as the new Havre de Grace Library will have a greater balance available. These funds are then used to support the local branch or project as indicated and are spent down over time. However, these funds do not reflect the funding that is allocated to each branch and program by any extent. Dr. Head asked whether spending is initiated at the branch level, and Ms. Hastler noted that may be the case but funding may also be granted to branches based on needs identified at the administrative level. Dr. Allen also noted that the financial documents in question reflected performance over a period of time, and Ms. Hastler also noted that on the library side of the books, that some of the restricted funds listed were established years ago in honor or memory of a loved one and are used to purchase books for all the branches unless restricted to a specific branch. These funds were established prior to the establishment of the Library Foundation.

MOTION: Motion by Mr. Vido, seconded by Mr. Vogelhut and approved by unanimous vote to approve the Financial Audit Report for FY2021 as presented.

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 September 16, 2021 Board Meeting as presented.

COMMITTEE REPORTS

Budget & Finance Committee – Mr. Vido

The Board Budget & Finance Committee met on Thursday, October 14, 2021, where Mr. Ammerman reviewed the FY2021 Audit in detail. The Committee recommended approval of the audit report.

The Treasurer's Report was prepared by Kathy Cogar, Chief Financial Officer. Operating expenditures for the fiscal period ending September 30, 2021 were within the annual FY2022 budget. Revenues are \$5.4 million and Expenditures are \$5.5 million. Regarding Wages – September is a two-pay month and October is a three-pay month. Inadvertently, the first pay of October was posted to September. This will resolve itself by the end of October. 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) is also paid in July/August. These overages will even out as the year progresses. Water & Sewer annual fees were paid in July. Public WiFi that was initially paid for through a grant is now paid for by the Library. These will also even out as the year progresses. A detailed budget was submitted for review.

MOTION: Motion by Mr. Vido, seconded by Mr. Vogelhut and approved by unanimous vote to approve the Treasurer's Report as presented.

Executive Committee – Dr. Allen

The committee met on Wednesday, October 20, 2021 to review the Financial Audit Report for FY2021. The committee expressed their satisfaction with the audit. In order to be more regularly informed about Foundation financials, the committee requested that the Foundation's 990 Forms be posted to the Board Portal annually. The FY 2021 audit and 990 have been made available for Trustee review in the portal.

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. Wright shared that the Annual Gala has been rescheduled from November 6, 2021 to April 9, 2022 due to the ongoing pandemic. A Poker Run & Pub Crawl in Bel Air is scheduled for November 6th and all are invited to participate. The November 5, 2022 Gala will take place as currently scheduled. The Foundation hosted an end of summer celebration and countdown to fall on September 22nd at Broom's Bloom Dairy. The Foundation also hosted a fall networking event on September 30th outdoors at Hopkins Farm Brewery. The Foundation Board welcomed new three new members: Diane Moore, Angela Rose, and Brad Stover.

PUBLIC SERVICES REPORTS

Statistics – Ms. Parry

In September, physical circulation was at 181,328 and e-products at 53,898 with a total year to date circulation of 748,382. Online databases were 29,185, online classes at 7,828, PC sessions at 4,302, and WiFi usage at 26,387. Information reader assistance was 24,746. There were 569 programs with 33,157 attending. There were 56,552 walk-in and 4,991 drive through customers. A detailed report was submitted.

Programming Report – Ms. LaPenotiere

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

Dr. Allen commented that although the library may not be back fully in person, HCPL is back as evidenced by its successful programming!

Teen Highlight Report – Mr. Oguh

Mr. Oguh reviewed the Teen Services Report, which can be found as part of Ms. Hastler's monthly report below. Mr. Oguh also noted that he had recently heard students in his school discussing attending a recent event at the Edgewood Library!

CEO REPORT

Building Projects

Aberdeen – Sails are being ordered to provide some shade in the new story garden. A ribbon cutting will be scheduled soon.

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 proper coil is being manufactured. It will be at least four weeks before the new coil is shipped.

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 presented to the Board of Estimates on October 12th with construction to begin in early November.

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 on schedule.

Joppa – A new hi-def security system is on order to replace the existing system. Additional cameras have been added for enhanced building coverage.

Miscellaneous – In support of Breast Cancer Awareness Month, pink film was installed in the bollards of Bel Air and Abingdon Libraries. Pink lights are also on the exterior corner sign at the Bel Air Library.

Harford County Planning Advisory Board (PAB)- On Wednesday, October 13, the library capital project priorities for FY 2023 along with an update on current projects was presented.

Service Delivery

Public service hours (open to the public) continue to expand with the goal of reaching pre-COVID hours of operation. The Darlington Library hours of operation expanded during COVID and are in alignment with the other branches. On July 17th, Saturday hours expanded until 5 p.m. On November 1, 2021, branch hours will expand once again as follows:

Monday through Thursday, 10 a.m., to 7 p.m.

Friday and Saturday, 10 a.m., to 5 p.m.

Drive Through Hours at Abingdon, Bel Air, Edgewood and Jarrettsville

Monday through Thursday, 9 a.m., to 7 p.m.

Friday and Saturday, 9 a.m., to 5 p.m.

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.

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 a 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 Office on Disabilities Annual Employer Celebration – The Library provided virtual support for the annual celebration on Wednesday, October 20, 2021. Library employee, Sharon Neary, was honored as Employee of the Year during the celebration. She was nominated by her former supervisor, Robin Fiastro, and she brings so much to her work at the library. Congratulations Sharon!

Roenna Fahrney Awards - In October 1994, the Library Board of Trustees established *The Roenna Fahrney Award*. This award is presented to an individual or team, who has been nominated by peers, who embody the “service to the community” spirit demonstrated by Ms. Fahrney throughout her 21 years of service to the citizens of Harford County. Ms. Fahrney’s “service to the community” philosophy continues today by:

- Demonstrating excellence in external or internal customer service that significantly contributes to the library’s mission, either for consistent superior performance or for an outstanding project or endeavor;
- Making a significant contribution to the improvement of library service;
- Identifying and implementing a more economical or efficient use of staff or resources;
- Developing an innovative idea that significantly contributes to the library’s mission; or
- Bringing recognition to the library or the community.

The following award winners were recognized at this year’s Staff In-Service Day on Monday, October 11th:

Team Award – Preschool Traveling Library – The members of this team are Melinda Chase, Cindy Height, Rebecca Lloyd, Mary Schemm, Will Sexton, Addison Smith, Theresa Stephens, and Bethany Vangrin. During this challenging year, many staff had to pivot and change how we operated. One group of staff did so with particular creativity, efficiency, and flexibility, creating a new version of existing services and programs to meet the needs of preschoolers and daycare providers during the pandemic. The Preschool Traveling Library includes a monthly newsletter, monthly deliveries of themed book bundles for children to use or be shared as a ready-made story time, and live virtual story times. The first virtual story time was held in February 2021, with groups of children at daycares homes and centers watching Ms. Melinda present story time in the Children’s Department at Bel Air Library. It is exciting and moving to see children enjoying the stories and following along with songs and rhymes. To date, the program serves 55 daycares and delivers 80-100 book bundles each month. It has become a branch and system effort as its continued throughout the pandemic, and all of the team members involved have worked through a challenging time to forge a new path to connect with some of our youngest customers and promote their love of reading and writing. We have received an outpouring of positive feedback from daycare providers, including:

- *Thank you so much! The children are thoroughly enjoying the books as we speak!*
- *This is a wonderful service. The library always finds a way!*
- *We have read out books and can’t wait for our next delivery and hopefully we will get to see you through the window next time.*

Individual Award – Mary Schemm, Silver Reader staffer, provided invaluable support to the new Preschool Traveling Library. She graciously agreed to help with monthly book bundle deliveries to daycare providers, kept the team apprised on the status of pickups, and relayed messages from daycare providers. Mary recognized the need for someone to check-in all the book bundles and ease the burden on Bel Air’s already busy Circulation Department. She handled the circulation duties herself, organized bundles for the upcoming month, and offered solutions to issues encountered, all while she continued performing her regular duties with the Silver Reader. The success of the Preschool Traveling Library would not have been possible without the assistance of this behind-the-scenes colleague and outreach extraordinaire!

Individual Award – Joyce Wemer, Branch Manager at Norrisville Library, was recognized for her outstanding job as Talent Scout and Coordinator for dozens of HCPL virtual programs. Over the past year, Joyce’s attention to detail, willingness to learn, and unflappable demeanor has assisted in the

success of over 40 virtual programs. She coordinated schedules, negotiated presenter fees and availability, coordinated technical rehearsals, and even moderated a few programs, even though she preferred to stay behind the camera. Joyce's customer service skills continually exceeded the expectations of everyone on the Virtual Programming team and was never too busy to help a colleague along the way. Her work has made a significant contribution to the improvement of Library service to our online customers and the success of these programs.

Individual Award – Debra Wilson, Facilities & Operations Assistant at Havre de Grace Library, was recognized by the Havre de Grace staff as “the magic secret that keeps Schooner Cove running smoothly and safely”. She has shown unique problem-solving skills to clean up the unusual messes that occur in the space, and safety is an important priority for her. Debra showed great care for the wellbeing of staff during the months Library buildings were closed to the public due to COVID-19. She took extra steps to ensure surfaces were kept clean and even made masks for her co-workers to ensure they would be safe while working with each other and the public. Mental health and wellbeing are also important elements of Debra's work ethic. As leader of the branch's Sunshine Club, Debra worked hard to keep her colleagues' spirits up, finding something to celebrate each month. Birthdays are always recognized, Christmas in July was a blast, and in February Debra borrowed African fabrics and fashions from friends to create a Black History display for staff to view and appreciate. She takes pride in her work, is a team player, and an invaluable member of the Havre de Grace team.

Meetings & Presentations

September 2021 (virtual unless noted)

- 9/1 Maryland Humanities Board Meet and Greet
- 9/2 MD Humanities Meeting with Executive Director
- 9/2 MD Humanities Strategic Planning Task Force Meeting
- 9/3 MD Humanities Extended Medical and Family Leave Conversation
- 9/8 Harford County Education Foundation Board Meeting
- 9/8 ARPA Grants Update Meeting
- 9/9 MD Humanities Board Racial Equity Training
- 9/9 HCPL Virtual Program: Farm & Bay to Table: Snacks & Meals for Healthy Back-to-School Days
- 9/11 HCPL 9/11 Reception
- 9/14 HCPL Foundation Gala Sponsorship Committee Meeting
- 9/14 MD Humanities Board Strategic Planning Retreat, Part 1
- 9/15 MD Humanities Finance Committee Meeting
- 9/16 FY 22 Harford Chamber Board Meeting
- 9/17 RUMP
- 9/17 Meeting with Lynn Wheeler
- 9/20 Harford County Chamber Sept. Government Affairs Meeting
- 9/20 MD Humanities Board Strategic Planning Retreat, Part 2
- 9/20 Harford County, MD and Harford County Library, MD – Transition to Mission Square
- 9/20 MD State Library Capital Grant Match Formula Committee
- 9/21 HCPL Foundation Gala Auction Committee Meeting
- 9/22 HCPS Real Talk Filming: HCPL learning resources
- 9/22 MD Chamber Congressional Roundup
- 9/22 HCPL Foundation End of Summer Celebration
- 9/23 Local Management Board Meeting
- 9/23 HCPL Foundation Gala Committee Meeting
- 9/23 MD Humanities Meeting with Executive Director
- 9/23 & 9/24 SLRC Strategic Planning Meeting
- 9/24 MD Humanities Finance Committee Meeting
- 9/25 Harford County Wine Festival
- 9/27 HAV Friends Bench Donation
- 9/27 MAPLA IGRTF Bi-Weekly Call

- 9/27 Harford County Commission for Women Meeting
- 9/28 HCPL Foundation Executive Board Meeting
- 9/28 HCPL Foundation Board Meeting
- 9/29 HCPL Virtual Program: Farm & Bay to Table: Seafood Maryland Style Taping
- 9/30 Chamber Eggs & Issues Pre-Legislative Breakfast
- 9/30 HCPL Foundation Fall Networking Event

Programming and Events

All branches celebrated Constitution Day and commemorated 9/11. The 9/11 exhibit, *September 11, 2001: The Day That Changed The World*, at the Bel Air and Abingdon branches drew appreciative viewers. New offerings this month included Baby Masterpieces, a Mother Goose Walk, Art and Stories. Several outside Book Discussion and Books on Tap Groups discussed the One Maryland One Book titled *The Book of Delights* by Ross Gay.

With the unseasonably fine weather, outreach was popular this month, and the library was ably represented by staff at various events. Many branches participated in Back to School activities, where some were held in school parking lots. Several branches participated in local Farmers' Markets, and other outreach events attended were the Harford Wine Festival and the Refuel for School Youth Festival.

Teen Services

A Vintage Gaming, and Karaoke Chilling programs were two new offerings for our teenage customers. The Minute to Win It activity was also a great challenge for some. Popular Take & Make activities included making a Glitter Whale Magnet and a Stained-Glass Hot Air Balloon. Virtual Dungeons & Dragons and Book Bites continue their popularity.

Marketing & Communications

Social Media:

The HCPL social media audience & interaction continues to grow.

- Facebook = 23,389 total followers
 - HCPL Main Facebook – 7,872 followers
 - Branch Facebook combined – 15,517 followers
- Instagram = 6,353 total followers
 - HCPL Main Instagram – 1,258 followers
 - Branch Instagram combined – 5,095 followers
- HCPL Main Twitter – 1,825 total followers
- HCPL Main LinkedIn – 499 total followers
- HCPL Weekly Newsletter – 38,619 contacts/30,030 subscribers
 - Sent out 2 eNews per week for a total of 9 in September

PROGRAMS and PARTNERSHIPS

Harford County Public Library hosted the 9/11 Memorial & Museum's poster exhibition, "September 11, 2001: The Day That Changed the World," from September 10, through September 30, at the Bel Air and Abingdon libraries.

This educational exhibition recounted the events of September 11, through the personal stories of those who witnessed and survived the attacks. Fourteen posters, 21" x 28" each, tell the story of this exhibition and include archival photographs and images of artifacts from the museum's permanent collection.

The exhibit is free of charge and open to the public.

On September 11, each library location observed a moment of silence at 10:28 a.m., the time the second tower fell in New York. In addition, small American flags will be distributed at each library, as supplies last.

A special Take & Make activity, in which children can make and wear badges in honor of first responders, was available starting September 9.

September 11 20th Anniversary Commemoration reception at Abingdon

- September 11
- Held in-person, indoors and broadcast live on social media
- 20 attendees
- 64 video views of recorded reception on HCPLonline.org

Summer Reading Adventure 2021 “Tales and Tails”

- June 1-August 31, end date extended to September 22
- Total registered = 9,760
- Total # of books read = 43,142

Outdoor Story Time programs

- Held outside, in-person at several branches on a regular weekly schedule
- Babies – Mondays thru Thursdays at Abingdon, Havre de Grace, Bel Air, and Whiteford
- Family & Friends – Mondays thru Fridays at Bel Air, Whiteford, Fallston, Norrisville, Aberdeen, Joppa, Abingdon, and Jarrettsville
- 1,095 attendees, combined, for all sessions of Baby Outdoor Story Time and Family & Friends Outdoor Story Time

One Maryland One Book Group Discussion programs

- September 2, 9, 15, 23, 24, 27, 28
- Held in-person, indoors and outdoors at multiple locations
- 39 attendees, combined

Books and Beyond program

- September 3
- Held live via Zoom
- 6 attendees

Virtual D&D program (grades 6-12)

- September 9
- Held live on Discord
- 12 attendees

Sneaky Snacks & Meals for Healthy Back-to-School: Farm & Bay to Table program

- September 9
- Aired live via Zoom and streamed live on select HCPL social media channels
- 204 viewers

Knot Just Knitting @ Noon program

- September 14
- Held live via Zoom
- 4 attendees

Genealogy – Missing Information: Tracing Family Lines program

- September 21
- Aired live via Zoom and streamed live on select HCPL social media channels
- 109 attendees

End of Summer Celebration at Broom’s Bloom

- September 22
- Held in-person, outdoors
- 264 attendees

Harford Community College Student Wellness Outreach Table

- September 28
- Held in-person, outdoors
- 24 attendees

Refuel for School Youth Festival outreach

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- September 25
- Held in-person, outdoors
- 62 attendees

Harford Wine Festival Outreach Table

- September 25
- Held in-person, outdoors
- 910 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.

Constitution Day Displays were presented at each library location on

- September 17
- 144 people signed a copy of the Constitution

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

- Book Bites, 1-minute videos of “bite-size” book recommendations from Harford County Public Library
 - 2,595 total views for all age groups

Press Releases Distributed

- *HCPL Celebrates End of Summer Reading Adventure at Broom’s Bloom* – September 9
- *October 7 “Farm & Bay to Table” Showcases Seafood – Maryland Style!* – September 24
- *Havre de Grace Library Bench Dedicated in Memory of Volunteer* – September 30

Recent Media Hits and Press Mentions:

Print

- “September 9 ‘Farm & Bay to Table’ Showcases Healthy Snacks, Meals for Back-to-School Days” – *Harford County Living eNewsletter* – September 1
- “HCPL Group Discussions for 2021 One Maryland One Book” – *Harford County Living eNewsletter, The Aegis* (online) – September 1
- “HCPL Hosts September 11 Poster Exhibition” – *The Record* – September 3 – *The Aegis* (online) – September 9 - *The Aegis* – September 10
- “HCPL Celebrates End of Summer Reading Adventure” – *The Patch – Aberdeen, Bel Air, Fallston & Havre de Grace* – September 9 – *Harford County Living, APG News Weekly eNewsletter* – September 10 – *Bel Air News & Views* – September 14 – *APG News Weekly eNewsletter* – September 17
- “October 7 ‘Farm & Bay to Table’ Showcases Seafood – Maryland Style!” – *The Patch – Aberdeen, Bel Air, Fallston & Havre de Grace* – September 24 – *Harford County Living, Bel Air News & Views* – September 27
- “Havre de Grace Bench Dedicated in Memory of Volunteer” – *Bel Air News & Views, I95 Business* (online), *Harford County Chamber of Commerce, The Patch – Aberdeen, Bel Air, Fallston & Havre de Grace* – September 30

Advertising:

Print

- SARC Balloon Glow Gala
- Harford County Education Foundation Tools for Schools Breakfast

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.

End of Summer Reading Celebration

The End of Summer Reading Celebration took place on Wednesday, September 22 at Broom’s Bloom Dairy Farm. Over 100 children and their families attended to enjoy story time, finger plays and a dance party presented by the talented Bel Air Children’s Department. Completers of the Summer Reading Adventure received a free kids cup of the ice cream of their choice. Compliments of Brooms Bloom and owner Kate Dallam. Many thanks to our sponsors and library staff for making this year’s Summer Reading Adventure a huge success.

Fall Celebration & Networking Event

The Foundation hosted its first Fall Celebration & Networking event at Hopkins Farm Brewery on Thursday, September 30 from 5pm – 7:30pm. Friends, family, supporters and sponsors of the Library attended and connected at this fun outdoor event.

17th Annual Gala

Our Library Gala Committee has been planning, fundraising and pivoting for over a year to host the highly anticipated Vegas themed 17th Annual Library Gala scheduled for Saturday, November 6 at the Abingdon Library. Their hard work, dedication and passion for the Library has helped raise over \$129,000 thus far. Every year, we look forward to connecting with our many supporters and community in hosting the Harford County Public Library Gala. With the concerns of COVID 19 still lingering, we have made the difficult decision to move our originally scheduled date of Saturday, November 6, 2021 to Saturday, April 9, 2022.

Poker Run & Pub Crawl

The Foundation will be hosting a Poker Run & Pub Crawl on Saturday, November 6 in celebration of the originally scheduled Library Gala. The cost to participate will be \$10 and includes a commemorative pint glass. The event will be free to Library Gala ticket holders and sponsors. Registration will be from 4:00pm – 5:00pm at the Bel Air Library and the winner will be announced at the final location (to be determined) at 8pm. The best poker hand will receive a wagon of cheer! Participating locations in Downtown Bel Air will be offering exclusive food and beverage discounts to participants. Locations are currently being secured.

DRAFT Statement of Financial Position as of September 30, 2021

Assets:	
Checking/Savings	\$ 488,555.47
Accounts Receivable	20,000.00
Total Current Assets:	\$ <u>508,555.47</u>
Liabilities & Equity:	
Accounts Payable	\$ 3,200.00
Other Liabilities	<u>12,660.36</u>
Total Current Liabilities:	15,860.36
Long Term Liabilities	<u>100,000.00</u>
Total Liabilities	\$ <u>115,860.36</u>
Equity:	
Temporarily Restricted Net Assets	354,684.51
Board Designated Net Assets	2,258.99
Unrestricted Net Assets	(10,973.35)
Net Income	<u>46,724.96</u>
Total Equity:	<u>392,695.11</u>
Total Liabilities & Equity	\$ <u>508,555.47</u>

Harford County Cultural Arts Board participated in the first of its three local Festivals planned for the season – the Bel Air Festival for the Arts on Sunday, September 19, 2021. With help from volunteers representing the Bel Air Artists and Authors events, our booth directly across from the stage was busy all day greeting community members, handing out information about the local arts scene, and answering questions.

Harford County Cultural Arts Board continues to accept applications for its Arts in Education Grant program. New for this year - eligibility has been expanded to include government and community-based nonprofit settings for underserved populations of any age. Updated changes now invite applications from nursing homes; hospitals; programs serving veterans, people with disabilities, the incarcerated, those experiencing homelessness; and others.

ACTION ITEMS

Personnel Changes –October 2021

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

NEW HIRES:

Bridget Bloomer, Senior Assistant Branch Manager – Children’s Services, Abingdon Branch, 37.5 hours per week. Effective Date: October 4, 2021.

Jennifer Stewart, Library Associate I, Norrisville Branch, 15 hours per week. Effective Date: October 4, 2021.

Ann Cregger, Custodian, Joppa/Fallston Branches, 37.5 hours per week. Effective Date: October 18, 2021.

Allison Maskaleris, Librarian, Fallston Branch, 37.5 hours per week. Effective Date: October 18, 2021.

Harvey Dail, Custodian, Abingdon Branch, 37.5 hours per week. Effective Date: November 1, 2021.

Megan Dill, Library Assistant I – Circulation, Jarrettsville Branch, 15 hours per week. Effective Date: November 1, 2021.

Sally Haines, Library Assistant I – Circulation, Jarrettsville Branch, 15 hours per week. Effective Date: November 15, 2021.

Emily Tricco, Assistant Branch Manager, Jarrettsville Branch, 37.5 hours per week. Effective Date: November 15, 2021.

PROMOTIONS:

Robin Fiastro, Circulation Supervisor, Bel Air Branch, 37.5 hours per week has been promoted to the position of Circulation Manager, Jarrettsville Branch, 37.5 hours per week. Effective Date: August 22, 2021.

Zoe DiGiorgio, Library Associate II – Teen Services, Havre de Grace Branch, 37.5 hours per week has been promoted to the position of Librarian – Teen Services, Abingdon Branch, 37.5 hours per week. Effective Date: September 5, 2021.

Raymond Juhasz, Library Assistant I – Circulation, Edgewood Branch, 15 hours per week has been promoted to Library Assistant II – Circulation position, Aberdeen Branch, 37.5 hours per week. Effective Date: October 04, 2021.

Brad Pequeno, Custodian/Delivery Driver, Facilities & Operations Department, Administrative Office, 37.5 hours per week has been promoted to the position of Facilities & Procurement Specialist, Administrative Office, 37.5 hours per week. Effective Date: October 4, 2021.

Susan Berg, Library Assistant I – Circulation, Abingdon Branch, 15 hours per week has been promoted to the position of Library Assistant II – Circulation, Abingdon Branch, 30 hours per week. Effective Date: October 17, 2021.

Terri Shields, Library Assistant II – Circulation, Bel Air Branch, 37.5 hours per week has been promoted to Circulation Supervisor, Bel Air Branch, 37.5 hours per week. Effective Date: October 18, 2021.

OTHER CHANGES:

Julie McCashland, Library Associate II – Special Needs, Abingdon Branch, 37.5 hours per week has been awarded the position of Library Associate II – Children’s Services, Havre de Grace Branch, 37.5 hours per week. Effective Date: October 18, 2021.

Pete Purol, Custodian/Delivery Driver, Facilities & Operations Department, Administrative Office, 37.5 hours per week has been awarded the position of Delivery Driver, Facilities & Operations Department, Administrative Office, 37.5 hours per week. Effective Date: October 18, 2021.

RETIREMENTS:

Marjorie Hash, Library Assistant II – Circulation, Joppa Branch, 37.5 hours per week. Effective Date: January 1, 2022.

Kimberly Grimsley, Library Associate II – Teen Services, Joppa Branch, 37.5 hours per week. Effective Date: February 1, 2022.

RESIGNATIONS/TERMINATIONS:

Stanley Estremsky, Finance Director, Finance Department, Administrative Office, 37.5 hours per week. Effective Date: October 1, 2021.

Matthew Gossman, Delivery Driver, Facilities & Operations Department, Administrative Office, 37.5 hours per week. Effective Date: October 7, 2021.

Jamal Boyer, Custodian, Joppa Branch, 19 hours per week. Effective Date: October 13, 2021.

DISCIPLINARY ACTIONS:

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

LEAVE OF ABSENCE REQUESTS:

None

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 – Children’s Services**, Abingdon Branch, 37.5 hours per week. Posted internally and externally.
- **Library Associate I or II – Special Needs**, 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

- **Finance Director**, Finance Department, Administrative Office, 37.5 hours per week. On hold.

- **Web Content Specialist**, Administrative Office, 37.5 hours per week. On hold.
- **Custodian/Delivery Driver**, Facilities & Operations Department, Administrative Office, 37.5 hours per week (2 Positions). Posted internally and externally.
- **Custodian**, Facilities & Operations Department, Administrative Office, 19 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 I – Circulation**, Bel Air Branch, 15 hours per week (2 Positions). Posted.

Edgewood Branch

- **Library Associate I/II – Adult Services**, Edgewood Branch, 37.5 hours per week. Posted.
- **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.
- **Library Assistant I - Circulation**, Havre de Grace Branch, 15 hours per week (2 Positions). Posted internally and externally.

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.

Mr. Vogelhut asked where open positions are published. Mr. Ross explained that vacancies that are actively being recruited are posted on the HCPLonline.org website.

Dr. Allen asked how HCPL honors its retirees. Mr. Ross noted that there is generally an annual retiree celebration but explained that the celebration has not been held due to the ongoing pandemic. Ms. Hastler noted that recognition of upcoming retirements is also typically done at the branch level, and shared that a system-wide in-person celebration will be held post-COVID to recognize all retirements that occurred during the pandemic.

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

OLD BUSINESS

There was no old business.

NEW BUSINESS

There was no new business.

BUSINESS FROM THE CHAIRPERSON

Dr. Allen shared that his attendance at the November 18th Board Meeting may be virtual, and asked that Ms. Wright be prepared to facilitate the meeting should he be unable to attend.

Dr. Allen noted that he attended the Citizens for Maryland Libraries Annual Conference earlier this month and found it to be exceptional. Ms. Hastler added that she also attended the virtual conference along with Mr. Vogelhut and Ms. Lambdin, President of the Library Foundation, and it's a great opportunity to discuss issues facing libraries across the state. Additionally, Ms. Hastler appreciated the opportunity to recognize longtime Maryland Library Association Executive Director Margaret Carty, who passed away in February.

BUSINESS FROM BOARD MEMBERS

Mr. Oguh reviewed the Teen Services Report, which can be found as part of Ms. Hastler's monthly report above.

Mr. Vogelhut noted that he was able to attend the Foundation's Fall Networking event at Hopkins Brewery last month and was pleased to have met several new folks. He looks forward to attending future events.

PUBLIC COMMENTS

There were no comments from the public.

EXECUTIVE SESSION

Dr. Allen requested the Board retire to an Executive Session to receive an update on the FY22 CEO Work Plan.

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;

MOTION: Motion by Mr. Vogelhut, seconded by Ms. Wright and approved by unanimous vote to approve the closing of the Public Meeting and go into a closed Executive Session.

The public meeting was closed at 7:35PM and the Executive Session began at 7:35PM.

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

Ms. Hastler presented the FY22 CEO Work Plan.

MOTION: Motion by Ms. Martin, seconded by Ms. Wright and approved by unanimous vote to approve the closing of the Executive Session and resume the Public Meeting.

The Executive Session was closed at 7:57PM and the Public Meeting resumed at 7:57 PM.

ADJOURNMENT OF PUBLIC MEETING

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

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

The public meeting adjourned at 7:58 PM.