

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

MEETING MINUTES

September 16, 2021

Present: Dr. William B. Allen, Dr. Monique H. Head, Taryn J. Martin, Durbin P. Vido, 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 Dwayne R. Adams, Nancy A. Brown, Shannon G. Gahs, Jonas Vogelhut, 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 6:34 PM.

Dr. Allen noted the meeting calendar for next year will be adjusted to avoid possible conflicts due to special holidays.

CHANGES TO THE AGENDA

There were no changes to the agenda.

PRESENTATIONS/RECOGNITIONS

There were no presentations or recognitions.

APPROVAL OF CONSENT AGENDA

Dr. Allen read the list of items included in the Consent Agenda for the record, including:

- Approval of July 15, 2021 Board Meeting Minutes
- Statistical Report – July & August 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. Vido, seconded by Dr. Head and approved by unanimous vote to approve the Consent Agenda as presented.

COMMITTEE REPORTS

Budget & Finance Committee – Ms. Hastler

The Treasurer's Report was prepared by Stan Estremsky, Finance Director. Operating expenditures for the two months ending August 31, 2021 were within the annual FY2022 budget. Revenues are \$3.49 million and Expenditures are \$3.48 million. Revenue from operations is excess of budget as the Library has begun the collection of lost and stolen fees, out of state fees, and has begun Passport processing. The collection of fines at the branches is still temporarily suspended. Expenditures for Materials is over budget as several annual contracts are paid in July and August – Midwest, Overdrive, EBSCO (Rosetta Stone), Data Axle (subscriptions) and this will even out over the course of the year. Expenditures for Contracted Services is over budget as the annual

contract for Polaris (Library software) is also paid in July and this will also even out over the year. A detailed budget was submitted for review.

Executive Committee – Dr. Allen

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 the Foundation does not meet formally during the summer months of July and August. Ms. Hastler shared that the library continues to monitor COVID metrics and will make a decision within the next couple of weeks of whether the Gala will be held as scheduled in early November or be postponed. The Foundation is hosting an end of summer celebration and countdown to fall on September 22nd at Broom’s Bloom Dairy. The Foundation is also hosting a fall networking event on September 30th outdoors at Hopkins Farm Brewery.

Dr. Allen noted he was pleasantly surprised upon receiving a pair of Gala-themed socks in thanks for his sponsorship, and that he thought it was a festive mask upon opening!

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. We anticipating the final inspection will be completed soon. The final report for the Library Capital grant has been filed, funds received and passed on to the County.

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. Construction is anticipated to begin on October 12th.

Edgewood – The second phase of replacing the branch security cameras and upgrading to HD is complete. The County is working with the Library and HCC to spruce up the landscaping on the side of the building where the college entrance is located.

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.

Havre de Grace – Power outages occur during extreme weather and the Havre de Grace Branch has experienced several power outages since it opened. Each time there is a power outage, the keyless entry system and the elevators need repair. To minimize damage and repairs to the library equipment, such as the elevators and keyless entry system, the Library has requested that a whole building surge suppressor be installed. A surge suppressor was originally requested during the planning and construction phase of the building but was eliminated from the plans. New surge protection equipment was ordered and installed on September 7th funded by the County.

Norrisville - The intrusion alarm panel at the front entrance was defective. The alarm panel is now repaired and working properly.

Whiteford – The tot lot playground was overgrown with weeds and the landscaping around the playground was deteriorating. The County spent a day weeding, replacing ground cover and wood barriers. The refresh is complete.

FY 2021 Audit –The annual audit is complete and the auditors will present to the Board Finance Committee and the full Board at the October meeting. It went very well and many thanks to Kathy Cogar, CFO and her team.

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 8th at limited capacity (50%).

The opening of all the branches is took place over a three-week period and on Monday, March 22, all library branches once again allowed people back in the buildings. Limited capacity was lifted by the Governor on Friday, March 12th 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.

Fines are continued to be waived 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 no longer mandatory for staff and customers. Plastic shields have been provided to all staff if they wish to wear a protective shield (optional) along with the mask (optional). Meeting rooms are now available for booking. Passport Processing returns on August 2. We are encouraging customers to make an appointment to avoid waits.

The Branches have expanded their virtual programming to the great outdoors. The outdoor story times, concerts and events have been very popular. Story times are a terrific 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. Saturday hours will expand on July 17th and all branches will be open until 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.

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 26th.

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

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

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

Fines & Fees Legislation

The Maryland General Assembly voted to override the Governor’s veto of Building Lifelong Learners Act of 2020, on February 8th and will go into effect 30 days after the vote. The funding, to cover lost revenue, of an additional \$0.40 per capita pre-funding-formula, will not be in place until FY23.

There are three main points to the bill:

1. Not charging Overdue Fines - The bill (as amended) states that “A Public Library may not charge a fine for overdue library materials on a minor’s library materials.” It further states, “A Public library may not attempt to collect any outstanding fees for overdue library materials that are incurred by a minor after June 30, 2021.”
2. With regard to lost materials – “A public library may not charge a fee for a minor’s overdue library materials until 21 days after the date on which the library materials were due.”
3. If materials are returned - And “If a minor’s overdue library materials are returned after a public library has charged a fee, the public library shall cancel the fee.”

Special collections are specifically excluded in the bill (American Girl Dolls, cake pans, fishing rods, etc.) Minor is defined as under the age of 18.

Harford County Public Library is currently not charging overdue fines on any material and will revise procedures to support the new legislation.

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

In addition, we were 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 enabled 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 Wi-Fi 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. Dr. Allen recommended that a graphic be included with any press releases the library produces demonstrating the wide reach of the Wi-Fi connectivity.

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.

This week the library 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.

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.

National Night Out – The Library participated in the National Night Out event held on August 4 at the Equestrian Center. It was a terrific outreach opportunity.

Maryland Open Meetings – We are happy to announce that Trustee, Jonas Vogelhut, has completed the Maryland Open Meeting Act training and is certified. We will maintain this in the Board file.

Meetings & Presentations

August 2021 (virtual unless noted)

- 8/2 Harford County, MD and Harford County Library, MD - Transition to Mission Square
- 8/3 Harford County National Night Out
- 8/5 Harford County/Lincoln: Quarterly Retirement Plan Review
- 8/7 Concord Lighthouse Reopening
- 8/7 Broadway in the Park Concert
- 8/9 Maryland Libraries Legislative Update
- 8/10 HCPL Foundation Gala Sponsorship Meeting
- 8/10 MD Humanities Development & Governance Committee Meeting
- 8/11 Harford County Education Foundation Board Meeting
- 8/11 SLRC Strategic Plan Focus Group Maryland Libraries
- 8/12 MD Humanities Meeting
- 8/12 ARPA Supported Mobile Unit Task Force Meeting Maryland Libraries
- 8/12 HCPL Virtual Program: Farm & Bay to Table: Locavore Pizza – Say What!
- 8/18-8/20 MACo Conference
- 8/24 Harford County Investment Committee Meeting
- 8/26 HCPL Foundation Gala Meeting
- 8/30 Harford County, MD and Harford County Library Transition to Mission Square

8/31 Hurricane Weather Conference Call for Harford County

July 2021 (virtual unless noted)

7/3 Edgewood/Joppa Independence Day Parade
7/4 Havre de Grace Independence Day Parade
7/4 Bel Air Independence Day Parade
7/6 MAPLA Summer Meeting
7/6 Harford County, MD and Harford County Library, MD - Transition to ICMA-RC
7/7 Darlington Library Design Meeting
7/8 HCPL Virtual Program: Farm & Bay to Table: Picnic Food Across MD
7/9 Taping for HCPL Virtual Program
7/10 HCPL Program: Daniel Bennett
7/12 Harford County Chamber New Board Member Orientation
7/13 HCPL Foundation Gala Sponsorship Meeting
7/13 2021 MACo Planning Meeting
7/14 HCEF Board Meeting
7/14 Commission for Women
7/15 FY22 Harford Chamber Board Retreat
7/15 Cultures Conference
7/15 MD Humanities Board Member & Staff Happy Hour
7/19 National Association Commission for Women Presentation
7/20 MD Humanities Strategic Planning Meeting
7/21 Executive University- Service Design Primer
7/22 HCPL Foundation Gala Committee Meeting
7/22 MD Humanities Meeting with Executive Director
7/22 HCAA Summer Snack Club
7/22 HCPL Virtual Program: Farm & Bay to Table: What a Peachy Life
7/23 Executive University – Service Design Primer
7/23 Crisis Intercept Mapping – Module 3
7/26 Women’s Commission Meeting
7/28 Darlington Design Progress Meeting
7/29 MPERL MEETING: SAILOR Database Updates
7/29 HCBF Author Fundraiser
7/30 HCEF Board Development Committee Meeting

Programming and Events

Our Farm & Bay to Table virtual cooking episodes with John Shields and CEO, Mary Hastler, continue to very popular. Picnic Food Across Maryland, What a Peachy Life and Locavore Pizza delighted viewers.

Outside story times continue to entertain families. Branches expanded outside programs with Create & Play (a nature craft program), a Wild Outdoor Escape Room, Chalk Our Walks, Book Discussion Groups and Lawn Games. Finally, the Summer Reading Concert Series brought the Daniel Bennett Group: Jazz Concert to Shamrock Park and The Fifty-7s: Tunes & Tales to Abingdon’s back lawn and Norrisville’s gazebo area. All events were very well received by customers.

Teen Services

Virtual Dungeons and Dragons sessions were still a hit with teens during the summer. Take & Makes of bookmarks, stress balls, papercrafts, a secret code activity and painted rocks kept their crafting skills current. Book Bites are bite-size book recommendation from library staff. These taped, individual book talks, are posted on the library website and to Social Media, and they continue to be popular with teens.

Marketing & Communications

Social Media:

The HCPL social media audience & interaction continues to grow.

- Facebook = 23,155 total followers
 - HCPL Main Facebook – 7,835 followers
 - Branch Facebook combined – 15,320 followers
- Instagram = 6,285 total followers
 - HCPL Main Instagram – 1,245 followers
 - Branch Instagram combined – 5,040 followers
- HCPL Main Twitter – 1,824 total followers
- HCPL Main LinkedIn – 489 total followers
- HCPL Weekly Newsletter – 38,594 contacts/30,136 subscribers
 - Sent out 2-3 eNews per week for a total of 20 in July and August

PROGRAMS and PARTNERSHIPS

HCPL's Summer Reading Adventure 2021 for All Ages began June 1

- Over 9,600 Library customers have registered
- Over 33,800 books have been read

Virtual SRC programs from partners on HCPL-U

- 91 views CTR - Episodes #1 & #2
- 92 views Tailwise - Episodes Aliens & Unicorns

The Great Outdoor Concert Series is part of HCPL's Summer Reading Adventure 2021 for all ages!

- Daniel Bennett Group Jazz Concert program
 - July 10
 - Held in-person, outdoors
 - 179 attendees
- The Fifty 7's: Tunes and Tales Concert program
 - July 28 and August 7
 - Held in-person, outdoors
 - 130 attendees, combined

Outdoor Story Time programs

- Regular weekly days/times- age group focus is for babies and for Family & Friends
- Outside, in-person at all branches except DAR and EDG.
- 2,801 attendees, combined, for all sessions in July and August

Virtual Book Discussion programs

- July 1, 8, 17, 22 and August 5, 12, 21, 26
- Held live, via Zoom
- 41 attendees, combined

Books and Beyond program

- July 2 and August 6
- Held live via Zoom
- 14 attendees, combined

Havre de Grace: The Spirit of America Festival Special Activities at HAV

- July 3
- Included Boat Racing Activity, StoryWalk, and crafts
- Held in-person, outdoors
- 74 participants in these special activities

Picnic Food Across Maryland: Farm & Bay to Table program

- July 8
- Aired live via Zoom and streamed live on select HCPL social media channels
- Posted for viewing on HCPL-U after the live event
- 605 attendees and view

Virtual D&D programs

- Held live via Discord

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- 8 team participants, combined, for Middle School on July 8 and August 12
- 9 team participants, combined, for High School on July 22 and August 26

Knot Just Knitting @ Noon program

- July 13 and August 10
- Held live via Zoom
- 9 attendees, combined

Genealogy – The 15 Habits of Highly Frugal Genealogists program

- July 20
- Aired live via Zoom and streamed live on select HCPL social media channels
- Posted for viewing on HCPL-U after the live event
- 180 attendees and views

Havre de Grace Waterfront Festival Outreach

- July 21
- Live, in-person
- 216 visitors to outreach table

What a Peachy Life: Farm & Bay to Table program

- July 22
- Aired live via Zoom and streamed live on select HCPL social media channels
- Posted for viewing on HCPL-U after the live event
- 1,473 attendees and views

Locavore Pizza – Say What: Farm & Bay to Table program

- August 12
- Aired live via Zoom and streamed live on select HCPL social media channels
- Posted for viewing on HCPL-U after the live event
- 600 attendees and views

2021 National Night Out Outreach Event

- August 3, 2021
- Live, in-person at Harford County Equestrian Center
- 193 visitors to outreach table

HCPL promoted the Emergency Broadband Benefit Program via our eNews- program details below

- Presented by Federal Communications Commission (FCC)
- Temporary discount on monthly broadband bills for qualifying low-income households
- Enrollment continued in July and August

Eden Mill Nature Center StoryWalk partnership

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

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

- Virtual HCPL produced Concerts, and STEAM Programs featured on HCPL-U
 - 29 views in July & August
- Book Bites, 1-minute videos of “bite-size” book recommendations from Harford County Public Library
 - 1,379 total views for all age groups

Press Releases Distributed

- *HCPL Partners with Chef John Shields on ‘Farm & Bay to Table’ Series – July 7*
- *‘Farm & Bay to Table’ Virtual Program on August 12 Focuses on ‘Locavore Pizza – Say What!’ – August 3*
- *HCPL Hosts Poster Exhibition to Commemorate the 20th Anniversary of September 11 – August 19*
- *Harford County Cultural Arts Boards Offering Grants to Support Art Experiences for Harford’s Youth and Other Underserved Populations – August 19*
- *HCPL Sponsors Author Tour and Hosts Group Discussions for 2021 One Maryland One Book – August 24*
- *September 9 ‘Farm and Bay to Table’ Showcases Healthy Snacks, Meals for Back-to-School Days – August 26*

Recent Media Hits and Press Mentions:

Television

- “Public Library Branches in Harford County to Serve as Cooling Centers from August 11-13” – WJZ13 *CBS Baltimore* – August 10 – *WBALTV11 Baltimore* – August 11 -

Print

- “Beat the Heat at HCPL” – *The Patch – Aberdeen, Bel Air, Fallston & Havre de Grace* – July 1
- “HCPL Foundation President Receives MLA Award” – *The Aegis* – July 2, 7
- “HCPL Partners with Chef John Shields for ‘Farm & Bay to Table’ Series – *Baltimore Fishbowl* – July 2, 16 – *The Patch – Aberdeen, Bel Air, Fallston & Havre de Grace, Harford County Chamber of Commerce, I95 Business* (online) – July 7 – *Cecil Whig* – July 9 – *Bel Air News Views* – July 10 – *The Aegis* (online) – July 12 – *The Aegis* – July 14 – *The Record* – July 16
- “HCPL Tails and Tales Summer Reading Adventure 2021” – *The Record* – July 2 -
- “Letter: Cartoon Minimized Impact of Library Volunteer” – *The Aegis* (online) – July 13
- “Concord Point Lighthouse Reopens August 7” – *The Aegis* (online) – July 22 –
- “Harford Chamber Celebrates 45th Anniversary, Announces New Board of Directors, Hall of Fame Award, and Member of the Year” – *The Aegis* (online) – July 27
- “HCPL Branches to Serve as ‘Cooling Centers’ August 11-13” – August 12
- “HCPL Hosts September 11 Poster Exhibition” – *The Aegis* (online), *The Patch – Aberdeen, Bel Air, Fallston & Havre de Grace, I95 Business* (online), *Harford County Chamber of Commerce* – August 19 – *The Aegis* – August 20
- “HCPL Group Discussions for 2021 One Maryland One Book” – *Harford County Living, The Patch – Aberdeen, Bel Air, Fallston & Havre de Grace, Harford County Chamber of Commerce* – August 24 – *Bel Air Patch eNewsletter* – August 25 – *Bel Air News & Views* – August 26
- “September 9 ‘Farm & Bay to Table’ Showcases Healthy Snacks, Meals for Back-to-School Days” – *Bel Air News & Views, Harford County Living, The Patch – Aberdeen, Bel Air, Fallston & Havre de Grace* – August 26 – *Cecil Whig, APG News Weekly eNewsletter* – August 27

Advertising:

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 Annual Foundation Audit has been completed and the Executive Committee has approved. The audit is rolled into the Library audit which is then submitted to the County to be included in the county audit. The Library Gala is scheduled for the first Saturday in November. A decision will be made in the next week or two if the Gala needs to be postponed or moved later due to COVID. The next meeting of the Foundation Board is Tuesday, September 28th.

Cultural Arts Board

Harford County Cultural Arts Board has received a \$187,833 County Arts Development Grant for FY22 from Maryland State Arts Council (MSAC). MSAC decided to waive the matching requirement for all County Arts Agencies of Maryland for the third year in a row. Harford County Cultural Arts Board, in turn, voted to waive the matching requirement for all subgrants made with these funds.

The Board evaluated and discussed Community Arts Development Grant requests for FY22. More than \$116,000 in funding was approved for the following organizations: ARC Northern Chesapeake, Bach Concert Series, Bel Air Recreation Committee, Deer Creek Chorale Inc., Ed Lally Foundation, Friends of Jerusalem Mill, Harford Artists’ Association, Ballet Chesapeake, Harford Choral Society, Harford Community College, Bay Country Gentlemen, HdG Arts Collective, HdG Farmer’s Market, Ladew Gardens, Liriodendron Foundation, MD Center

for the Arts, Scottfield Theatre Company, SUCCESS Project, Deer Creek Coffeehouse, Theatreworks Live, Tidewater Players Inc., Upper Chesapeake Chorus.

Harford County Cultural Arts Board voted to affirm and pass onto the Harford County Council the following Harford Living Treasures nominations: Carol Dibel, Bill Gibson, C. John Sullivan Jr., Robert Tibbs.

Independent Artist COVID-19 Emergency Relief Grants approved: Kelly Duncan, Michael Rose. The Board also agreed by consensus to terminate the Independent Artist Relief Grant process since numerous COVID-19 restrictions have been removed by Governor Hogan.

Harford County Cultural Arts Board is now accepting applications for its Arts in Education Grant program. New for the 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. Visit culturalartsboard.org for additional information.

ACTION ITEMS

Personnel Changes –August & September 2021

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

NEW HIRES:

Mary Dulin, Librarian-Children, Edgewood Branch, 37.5 hours per week. Effective Date: August 9, 2021.

PROMOTIONS:

Dylan Salsbery, Library Assistant I-Circulation, Bel Air Branch, 15 hours per week has been promoted to the position of Special Collections Processor, Administrative Office, 37.5 hours per week. Effective Date: August 9, 2021.

OTHER CHANGES:

None

RETIREMENTS:

W. David Kline, Custodian, Abingdon Branch, 37.5 hours per week. Effective October 1, 2021.

Bernadette Mickey, Library Assistant II, Whiteford Branch, 37.5 hours per week. Effective December 1, 2021.

Shelley Dolan, Technical Services Manager, Riverside Administrative Office, 37.5 hours per week. Effective February 1, 2022.

RESIGNATIONS/TERMINATIONS:

Lillianna Greco, Circulation Assistant, Bel Air Branch, 4 hours per week. Effective Date: August 7, 2021.

Michelle Guary, Circulation Assistant, Aberdeen Branch, 9.5 hours per week. Effective Date: September 1, 2021.

Mimi O'Shea, Library Associate II, Bel Air Branch, 15 hours per week. Effective Date: September 3, 2021.

DISCIPLINARY ACTIONS:

None

LEAVE OF ABSENCE REQUESTS:

An employee has requested FMLA for own serious health condition, effective dates: 6/21/21 to 6/25/2022.

An employee has requested FMLA for own serious health condition. Effective dates July 1 2021 to May 1, 2022.

An employee has requested FMLA for own serious health condition, effective dates August 18,2021 to November 10, 2021.

An employee has requested FMLA for own serious health condition, effective dates July 21, 2021 to August 3, 2021.

An employee has requested FMLA for own serious health condition, effective dates August 11. 2021 to September 9, 2021.

An employee has requested FMLA for own serious health condition, effective dates October 6,2021 to December 1, 2021.

An employee has requested FMLA for own serious health condition, effective dates July 8 2021 to August 6, 2021.

OPEN POSITIONS:

Aberdeen Branch

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

Abingdon Branch

- **Senior Assistant Branch Manager – Children’s Services**, Abingdon Branch, 37.5 hours per week. Posted internally/externally. Open until filled.
- **Librarian – Teen Services**, Abingdon Branch, 37.5 hours per week. Was recently posted as Library Associate – Teen Services; however, a decision was made to fill as Librarian. Posted internally/externally. Open until filled.
- **Library Associate I or II – Children’s Services**, Abingdon Branch, 37.5 hours per week. On hold.
- **Library Associate I/II**, Abingdon Branch, 15 hours per week. On hold.
- **Library Assistant II – Circulation**, Abingdon Branch, 30 hours per week. On hold.
- **Library Assistant I – Circulation**, Abingdon Branch, 15 hours per week (4 Positions). On hold.

Administrative Office

- **Web Content Specialist**, Administrative Office, 37.5 hours per week. On hold.
- **Facilities & Procurement Specialist**, Administrative Office, 37.5 hours per week. Posted.

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. 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.
- **Circulation Supervisor**- Belair Branch, 37.5 hours per week. 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. On hold.
- **Library Assistant I – Circulation**, Edgewood Branch, 15 hours per week. On hold.

Fallston Branch

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

Havre de Grace Branch

- **Library Associate I/II – Children’s Services**, Havre de Grace Branch, 37.5 hours per week. Posted
- **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.

Jarrettsville Branch

- **Assistant Branch Manager**, Jarrettsville Branch, 37.5 hours per week. On hold.
- **Circulation Manager**, Jarrettsville Branch, 37.5 hours per week. Posted internally/externally. Open until filled.
- **Library Associate I/II**, Jarrettsville Branch, 15 hours per week. On hold.
- **Library Assistant I – Circulation**, Jarrettsville Branch, 15 hours per week (2 Positions). On hold.
- **Circulation Manager**, Jarrettsville Branch, 37.5 hours per week. Posted internally/externally. Open until filled.

Joppa Branch

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

Norrisville Branch

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

Whiteford Branch

- **Library Assistant I – Circulation**, Whiteford Branch, 15 hours per week (2 Positions). One position out of 3 are filled.

FUTURE VACANCY DUE TO RETIREMENTS:

None

MOTION: Motion by Mr. Vido, seconded by Dr. Head 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 recommended that Trustees review the written Board Committee reports in advance of the meeting. He requested that Committee Chairs post documents to the Board Portal as soon as possible following a committee meeting or, at a minimum, one day in advance of the monthly Board meetings. Ms. Button will assist Committee Chairs with this task.

Dr. Allen shared that he had recently viewed an episode of *The West Wing* that referenced George Washington’s Rules of Civility. Quite the coincidence, since Dr. Allen recently published his own *George Washington’s Guide to Civility* and distributed copies to Trustees at a recent meeting. Dr. Allen noted that, “the little things we do can have a large impact.”

BUSINESS FROM BOARD MEMBERS

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

PUBLIC COMMENTS

There were no comments from the public.

ADJOURNMENT OF PUBLIC MEETING

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

MOTION: Motion by Dr. Head seconded by Mr. Vido and carried by unanimous vote to approve the adjournment of the public meeting.

The public meeting adjourned at 6:57 PM.