

**HARFORD COUNTY PUBLIC LIBRARY
FY 2025 BOARD OF TRUSTEES**

MEETING MINUTES

April 15, 2025

Present: Dr. William B. Allen, Chair; Errol E. Etting; Terrance Flannery; Dr. Monique H. Head; Colonel Jonas Vogelhut, US Army, Retired; Michael Woods, Treasurer; Carol Wright, Vice Chair; Student Representative Ellie Hanson; Tara Lathrop, Legislative Aide for County Council Member Jessica Boyle-Tsottles; Mary L. Hastler, CEO; and Jennifer Button

Absent: None

CALL TO ORDER

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

CHANGES TO THE AGENDA

There were no changes to the agenda.

RECOGNITIONS/PRESENTATIONS

There were no recognitions or presentations.

APPROVAL OF MINUTES

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

MOTION: Motion by Colonel Vogelhut, US Army Retired, seconded by Dr. Head, and carried by unanimous vote to approve the Minutes of the March 20, 2025 Meeting as presented.

COMMITTEE REPORTS

Budget & Finance Committee – Mr. Woods

The committee did not meet.

The Treasurer's Report was prepared by Ms. Cogar, CFO. Operating expenditures for the fiscal period ending March 31, 2025 were within the annual FY2025 budget. Revenues were \$18.2 million and Expenditures were \$16.7 million. Expenditures for Contracted Services was showing over budget, as several annual contracts – Polaris, Envisionware, and Tableau (Library software) were paid in July/August. In December, the County invoiced the Library for ¼ of the RFP Admin expenses (\$30,000) to evaluate EAP service providers. This expenditure was not included in the Library's FY2025 budget.

MOTION: Motion by Mr. Flannery, seconded by Mr. Etting, and carried by unanimous vote to approve the Treasurer's Report as presented.

Executive Committee – Dr. Allen

The committee did not meet.

Capital Improvements Committee – Dr. Head

The committee did not meet.

Human Resources Committee – Ms. Wright

The committee met virtually on April 15, 2025. The Committee reviewed the April HR Report and noted the resignation of the Cultural Arts Board Coordinator and the Shadowing Day held at the Bel Air Branch on March 31st.

The Committee completed the annual review of the Benefits Policy and noted the new voluntary life plan and new voluntary Hospital Indemnity, Critical Illness and Accident plan. Enrollment for the new voluntary plans will occur during regular open enrollment.

Both the April HR Report and Benefits Policy are on tonight's Board Meeting Agenda for review and approval.

Foundation Board – Colonel Vogelhut, US Army Retired

The Foundation Board met on March 25, 2025. A detailed report is included in the CEO report below.

PUBLIC SERVICES REPORTS

Statistics – Ms. Hastler

Ms. Hastler reviewed highlights from the submitted Monthly Statistical Report. Fiscal Year 2025 statistics highlighted for the month of March include: Circulation 296,046; Walk-in visitors 64,337; Drive-thru visitors 5,517; Information/Reader assistance 33,845; Programs 914; Program attendance 43,438.

Programming and Events – Ms. LaPenotiere

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

Teen Services – Ms. Hanson

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

CEO REPORT

Capital & Building Projects

Aberdeen

The Aberdeen branch has reported several safety issues regarding their sidewalks along the front of the branch – Franklin Street – as well as along the back of the building in-between the staff parking lot and the building. The County has identified both of these areas as the responsibility of the County to repair. The County has submitted tickets to Park & Recreation to repair the sidewalks.

Abingdon

The Library received notice on February 18 that the county is seeking bids to perform a “recover” of the existing roof assembly under warranty. On February 28, the County held a bid walk through for vendors to bid on the repair of the roofing membrane. A thermal scan was scheduled for Tuesday, April 8th. Project to be completed late spring. The front step pavers have become loose and work orders submitted to the county. Repairs have begun and sealing is the last step in this repair project.

Darlington

The story walk sign holders have been vandalized twice in recent weeks. Procurement has found a stronger, shatter resistant material for replacement. The new covers were installed on March 20. Stickers that say “Smile! You're on camera” have been ordered to help deter future damage. Stone repair work orders have been placed with the county to repair the front columns and the columns were repaired on March 10.

Fallston

The well water was tested positive for Coliform bacteria on March 5. The County shocked the well and then retested and passed a week later. The branch also had a leaking toilet that needed replacement along with some tile work. Currently, there is water damage inside a wall between the restroom and book drop. The county is developing a plan to address.

Havre de Grace

The Havre de Grace Friends group has requested an exterior sign that can be updated with events and other library activities. After several months of research and consulting with contractors, the existing brick sign and raised bed was removed and a new sign to be installed. We are very appreciative of the financial contribution for this project by the Friends Group. The sign will be accessible and updated manually since digital signs are not permitted in the city. The original sign has been removed and the area has been prepared for a new sign. Materials have been approved and the project is moving forward. The estimated completion is six to eight weeks.

Jarrettsville

Portions of the geo thermal HVAC system are scheduled to be replaced. The system has been leaking for quite some time. The County requested several bids from vendors to repair the HVAC system and received one bid for \$175,000, which they felt was a bit high. A November meeting was cancelled and not rescheduled as of today. On December 31, the unit stopped working. The County provided heaters for the Adult workroom and staff lounge but the number of portable heaters had to be limited due to electrical demands and tripping breakers. The library is providing fleece jackets for the branch staff in appreciation of their patience as the system is repaired. The County is waiting on parts as the estimated delivery is mid- April 2025.

The branch is experiencing lighting issues with lights out in several areas of the building on the public floor. Some of the fixtures are obsolete requiring extensive searching for replacement bulbs. Other fixtures require complete replacement. The electrician will be replacing the bulbs as soon as the bulb order is received (tentative date January 23). The Library is working with a lighting vendor on replacement lights, etc. The majority of the lights have been repaired – 5 pendant lights, 16 wall lights, stack lighting and exterior walk way lights. Facilities has completed the exterior walk way lights and is working on the remaining lights that need replacing.

Joppa

The branch HVAC unit the supplied heat to the staff work room, staff lounge and meeting room stopped working on February 19th. The county came and replaced the supply fan belt and reset the unit. On February 20th, the unit stopped working again. On February 21st the County was back and reported they have done all they can but were ordering some parts they hoped to have on Monday February 24th. On Monday, those parts did not solve the issue and they were calling a vendor to evaluate the unit. The vendor was onsite March 12th and completed the repair.

Norrisville

The County is replacing the building fire panel, adding and installing new smoke detectors, and pull stations in this joint use facility, Parks & Rec and the Library. Planning meetings continue and the next one is scheduled for March 13th. Harford Alarm began work on March 20th.

Administration

The library has recommended the installation of a new electric gate in the back parking lot. Currently, library staff must manually close the gates and lock them at opening and closing. The County has added this item to their FY 2026 Capital requests. During a recent windstorm, a couple of trees fell on the back parking lot fence and air conditioning unit. The tree has been cleared and the fence repaired. The county is aware that there is a dent in the air conditioning unit and will monitor.

The library is working with the county on providing square footage to enable expansion of the homeless shelter to house women and children. Two walk-throughs have taken place. The county has requested the library to provide funding for the portion of the project on the library side of the building. Included in the project is the

build of 4-6 offices and relocation of the meeting room. Staff and some departments will be relocated as a result. Planning continues as another meeting is scheduled for March 20th with the architect. The Design Phase should be completed by the end of May. The Construction Documents are estimated to be completed by the end of August 2025. The project should be ready for going to bid in August/September 2025. The assessment of the HVAC system has been completed and we should receive a report from the contractor in early March. The assessment indicates all of the HVAC units need to be replaced. The County project manager will follow up to determine the next steps. The replacement units will be placed on the ground – no more roof top units if replaced.

Board Appointees - The Library is recruiting for a Student Representative and we have received four applications to date. In addition, Trustee Head is up for a second, five-year reappointment and Trustee Etting will be up for his first, five-year appointment. Both are effective July 1, 2025. The County Executive has approved both the reappointment/appointment and has forwarded them to the County Council for final approval. This will be included on the County Council's agenda for Tuesday, April 15, 2025.

Summer Reading 2025 – Please join us for the HCPL Summer Reading 2025 Celebration on Monday, June 16, 2025, 10- a.m., to 1 p.m., Abingdon Library. This year's theme is Color Our world and we will be celebrating the start of summer along with thanking our wonderful sponsors!

Meetings & Presentations

March 2025

- 3/3 MAPLA Intergovernmental Relations Task Force
- 3/4 Army Alliance Annual Lunch Meeting
- 3/5 Statewide Staff Development Meeting
- 3/5 MLA Legislative Panel Meeting
- 3/7 ATHENA Leadership Awards
- 3/7 R. Madison Mitchell Endowment Trust Annual Dinner

- 3/10 MAPLA Intergovernmental Relations Task Force
- 3/11 Harford County Chamber Government Affairs Committee
- 3/11 HCPL Friends Council Annual Meeting
- 3/12 Economic Development Advisory Board (EDAB) Meeting
- 3/12 Harford County Education Foundation Board Meeting
- 3/12 Library Associate Training Institute Graduation Keynote
- 3/14 Maryland Humanities Board Meeting

- 3/17 MAPLA Intergovernmental Relations Task Force
- 3/18 Ingram Library Service Meeting
- 3/19 Harford County Benefits Consortium Quarterly Meeting
- 3/20 Harford County Chamber Board of Directors Meeting
- 3/20 HCPL Admin Renovation Design Meeting
- 3/20 HCPL Board of Trustees Meeting

- 3/24 WJZ Book Club Segment
- 3/24 MAPLA Intergovernmental Task Force
- 3/25 Harford County Chamber Government Affairs Committee
- 3/25 HCPL Foundation Executive & Board Meeting
- 3/26 Webinar: Law on the Frontlines: Foundations of Law for Public Library Reference
- 3/27 Harford Chamber Economic Outlook Breakfast
- 3/27 Webinar: BTM: Business in AI - Ways to Boost Law Firm Efficiency Confirmation
- 3/28 Harford County Education Foundation Board Development Committee Meeting
- 3/29 Aberdeen Rotary Bull, Shrimp & Oyster Roast

3/31 MAPLA Intergovernmental Relations Task Force Meeting

Programming and Events Highlights

Havre de Grace Staff connected with the community at *Havre de Grace Elementary's Wellness Night*, hosting an information table where students stamped their own bookmarks while learning about HCPL. A highlight of the evening was signing up a student for their first library card. The Community School Specialist later shared this message:

"I just wanted to take a moment and thank you for coming to our Wellness Night. The bookmarks were a huge hit, and I love the fact that you were able to get one of our students signed up for their first library card! We are grateful for your partnership and hope to have you at future events."

An intriguing reference question this month connected Aberdeen Library with a caller from France. The gentleman's late father had attended the Ordnance School at APG during WWII and had requested that the school's motto be engraved on his headstone. Seeking verification, he turned to the library for help. Thanks to Aberdeen's research contacts, staff located written proof of the motto and provided the information via email. The caller was deeply grateful for the assistance.

Fallston Library celebrated its *40th Anniversary* with month-long activities honoring its history and impact. An art program invited customers to paint portraits of the building as a tribute, with the completed works now on display through May. A bulletin board featuring historical photographs and newspaper articles sparked nostalgia among long-time patrons and curiosity from newcomers. Additionally, a custom-made jigsaw puzzle featuring familiar images of the branch served as a fun and interactive way to bring the community together.

Teen Services Highlights

Joppa's teens had a blast this month participating in *Anime March Madness*. Each week, they eagerly voted for their favorite anime and engaged in lively debates as the bracket progressed. *One Piece* emerged as the clear winner, culminating in a well-attended viewing party that wrapped up the event on a high note.

At Whiteford, *Craft and Create: Soap* offered a fun and refreshing experience for both teens and adults. Participants molded, colored, and scented their own soap creations, filling the meeting room with wonderfully fresh and clean aromas. The hands-on activity encouraged creativity, and everyone enjoyed experimenting with different designs and scents.

Aberdeen's *Teen Time* continues to be a hub for anime enthusiasts. Teens especially enjoy the *Anime This or That* activity, where they vote for their favorite characters or shows before selecting a program to watch. With anime-related activities growing in popularity, the group is considering hosting *Anime Club* more frequently to meet demand.

Marketing & Communications

Social Media

The HCPL social media audience & interaction continues to grow.

- Facebook = 34,652 total followers
 - HCPL Main Facebook – 10,588 followers
 - HCPL Choose Civility Facebook – 1,145 followers
 - Branch Facebook combined – 24,064 followers
 - (*All 11 branches, Choose Civility, Rolling Reader, Silver Reader*)
- Instagram = 9,954 total followers
 - HCPL Main Instagram – 2,186 followers
 - Branch Instagram combined – 7,768 followers

- (All 11 branches, Choose Civility, Rolling Reader, Silver Reader)
- HCPL Main X (formerly Twitter) – 1,833 total followers
- HCPL Main LinkedIn – 1,043 total followers
- HCPL Events Meetup – 130 members
- HCPL Weekly Newsletter – 25,754 subscribers
 - Sent 1 eNews per week for a total of 4 in March
- Additional eNews sent:
 - Thanks for joining Virtual Genealogy: Finding Female Ancestors in Their Clubs and Societies
 - Date sent: 3/19/25
 - Audience: Virtual Genealogy attendees
 - Open rate: 60.92%
 - We Missed You at Virtual Genealogy: Finding Female Ancestors in Their Clubs and Societies
 - Date sent: 3/19/25
 - Audience: Virtual Genealogy attendees
 - Open rate: 71.43%

Programs and Partnerships

Winter Reading 2025

As Harford County prepared to welcome the first day of spring, March 19 marked the end of this year's Winter Reading. Participants received several reminders in those final weeks and were encouraged to complete both the required reading for their age group as well as their bingo boards. Additionally, the second and final drawing was held to determine the last group of winners of the 2025 tote bag, aka "the birdie bag."

Registration began on December 21 for 2025's *Cozy Up with a Good Book*, which invited participants to embrace the warmth and comfort of reading during the cold winter months. Adults who read/listened to at least 5 books and high school students in grades 9-12 who read/listened to at least 3 books earned a 2025 Winter Reading special collector's edition mug*.

New this year and in addition to the reading component, we played Winter Reading Bingo! Featuring engaging activities both at HCPL and beyond, players who completed five activities in a column, row, or diagonally to get Bingo received a special HCPL bookmark*. Winners were also entered in drawings to win a limited-edition Winter Reading tote bag*.

A special THANK YOU to our 2025 Winter Reading Mug Sponsors: APGFCU; BGE; Brightview Senior Living; Harford County Public Library Foundation; Bel Air, and Havre de Grace Friends of HCPL.

*While Winter Reading ran through March 19, prizes (mugs, bookmarks, & tote bags) were available while supplies lasted.

Below numbers as of 3/19/25:

- Enrollment = 3,733 (Adult 3,302 + Teen 431)
- Program Completers = 2,497
- Total Books Logged = 14,810
- Total Bingo Activities Logged = 6,153

Women's History Month

March is the time each year when we recognize some of history's most trailblazing women and the contributions that they've made to the world. HCPL customers were invited to explore digital collections as well as physical materials that celebrated and shared the inspiring stories of women from the past as well as present day.

The 11th Annual Film This! Premiere

Lights...Camera...ACTION! That's a wrap on Film This 2025!

Following the mid-February submission deadline, the top 25 book trailer entries were screened at an after-hours red-carpet premiere. The student filmmakers of these submissions were invited to bring their families to the celebration where the winners were announced. This year's honorees included:

The first-place winner was "The Magician's Nephew" by Caroline, Lillian and William Dietz. Second place was awarded to "Mistborn" by Mackenzie Weirich, and the third-place award was presented to Vera Gilmore and Rain and Sunshine Mears for "The Hunger Games." The winners received cash prizes, certificates, and engraved medals.

People's Choice awards were voted on by attendees at the March 14 screening, and the winners were given a certificate and commemorative award. The winners were: People's Choice: "The Bad Guys" by Logan and Mason Crouse; People's Choice, Best Costume: "The Lion, the Witch, and the Wardrobe" by Jack Northcote, David Burman, Benjamin Dalde, Shiloh Dalde, Vincent Davis, Luke Northcote, Nathanael Sugarman, Marandtha Weiskopf and Salem Weiskopf; People's Choice, Best Music: "The Shape of Thunder" by Anna Zaledonis; and People's Choice, Best Acting: "Brother's Keeper" by Lillian Lubiano, August Dannettel and Meena Dannettel.

- March 14
- Abingdon Library
- 106 attendees

Summer CheckOut Publication – June / July / August 2025

Preliminary design work has started for the next issue of CheckOut and it's our anxiously awaited Summer Reading edition! Featuring lots of *Color Our World* details along with an array of special guest presenter programs that'll delight customers of all ages, families cannot wait to get their hands on a copy to help plan out their summer.

Community Partnership – Harford Community Action Agency (HCAA)

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

New this spring, HCAA has expanded their regularly scheduled visits to include 3 new locations to aid those living in the northern parts of Harford County. Branches include Norrisville, Fallston, and Jarrettsville.

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

Community Partnership – Lawyer in the Library

This free* brief legal advice clinic, by appointment only, features counsel from the Harford County Bar Foundation (HCBF). They offer legal advice for family issues like divorce and custody; help filling out forms; and more. Held at the Bel Air Library in March. *A \$5.00 administrative fee is due to the HCBF at time of appointment: cash only.

Community Partnership – Eden Mill Nature Center StoryWalk®

HCPL has an on-going relationship with Eden Mill and each quarter, HCPL creates a fun, educational, self-guided StoryWalk® that places the pages of a children's book out in nature! The first day of spring was celebrated in a big way in the Whiteford area when the newest title, *Bear Wants More*, was installed for families to enjoy through mid-June.

Marketing Request Forms (MRFs) Completed in March

Promotional materials for HCPL programs and events are created by three full-time graphic designers and a digital content coordinator. In addition to branch-based programs/events, the team also designs and produces all marketing for the Foundation and the administrative team. The team completed nearly 140 MRFs in March. These jobs involve designs for several different mediums, everything from printed flyers or posters to digital files, such as graphics for the various social media platforms, flatscreens, webslides. It also includes copy for social media campaigns and eNews... as well as preparation for all HCPL outreach events.

Additional Views for Previously Reported Programs, Events, and Partnerships

- Book Bites, 1-minute videos of “bite-size” book recommendations from Harford County Public Library
 - 494 – March for all age groups
- Previous Genealogy Virtual Programs and Genealogy Bites
 - 112 – March additional views

Recent Media Hits and Press Mentions

Press Releases Distributed

- *HCPL Holds Screening, Awards Celebration for Film This! Book Trailers* – March 26
- *HCPL Welcomes Trio Sirénes on April 1* – March 18

Television

- “*The Nickel Boys* by Colson Whitehead, *Isola* by Allegra Goodman, and more” – *WJZ 9 Book Club* – March 24

Print

- “Film This!” – *Harford County Living eNewsletter* – March 28 – *Harford County Living* – March 27 – *Bel Air News & Views*, *I95 Business* (online), *Harford County Chamber of Commerce*, *The Patch – Aberdeen*, *Bel Air*, *Fallston*, and *Havre de Grace* – March 26
- “Harford County to Celebrate 250th Anniversary of Bush Declaration Signing This Weekend” – *The Aegis* (online) – March 19
- “Trio Sirénes Concert” – *Harford County Living* – March 24 – *The Aegis* – March 19 – *Bel Air News & Views*, *I95 Business* (online), *Harford County Chamber of Commerce*, *The Patch – Aberdeen*, *Bel Air*, *Fallston*, *Havre de Grace*, & *Perryville* – March 18
- “2025 Leading Women Awards Celebrate Harford County Women” – *Bel Air Patch* – March 13
- “95-Year-Old Aberdeen Civil Rights Advocate Awarded for Seven Decades of Leadership in Harford County” – *The Aegis* (online) – March 10

Foundation

The Harford County Public Library Foundation met on March 25th at 6:30 pm at the Abingdon Library and via zoom. The next meeting will be held on April 22nd at 6:30 pm at the Abingdon Library.

2025 Taste of Harford—Back for Seconds! 233 tickets have been sold for the 2nd Annual Taste of Harford. (289 with sponsorships) The event will be held Sunday, May 18th, from 1 pm – 4 pm at Vignon Manor Farm. Tickets are \$45. To date, 33 restaurants, breweries, bakeries, and wineries are on board. Sponsorships are available. Learn more at <https://www.hcplonline.org/tasteofharford.php>.

We have four Farmers Market vendor spots remaining.

Annual Giving

As of today, we have raised a total of \$27,301.00.

Little Leaper Title Sponsorship Renewal

The Little Leaper MOU is under review by Celebree Schools. A sponsor recognition component will be added to the Summer Reading Celebration in honor of Celebree School’s generous support (\$30,000 total commitment, paid in \$10,000 increments annually).

Annual Gala

Save the date! Saturday, November 1st, 2025, from 6 pm – 10 pm for Epic Rewind: Eighties in the Stacks. The theme is in honor of Harford County Public Library's 80 years of service. The Gala video will be taped April 6th at the Abingdon Library. Anyone who would like to participate should contact Taylor Carty at carty@hcplonline.org.

We will return to highlighting several restaurants at the Gala, rather than a single caterer. Participating Restaurants include The Local, Matsuri Sushi, Boards by Dana, Pairings, Island Spice, Vagabond, Market Street Brewing, Brooms Bloom Diary, Coffee Coffee, Full Circle Boards, and Kleins.

Friends of the Library

Four Friends have resulted from the online interest form added in March. A systemwide Friends of the Library Membership Drive is planned for National Library Week 4/6-4/12.

Statement of Financial Position January 31, 2025

Current Assets

ASSETS

Checking/Savings	\$ 1,552,213.12
Accounts Receivable/Prepaid Other	\$ 17,100.00
Other Current Assets (Prepaid)	\$ 12,245.39
Total Current Assets	\$ 1,581,558.51

LIABILITIES & EQUITY

Accounts Payable	\$ 1,425.00
Other Current Liabilities	\$ 94,408.49
Total Current Liabilities	\$ 95,833.49

Equity

Temporarily Restricted Net Assets	\$ 1,245,522.85
Board Designated Net Assets	\$ 598.42
Unrestricted Net Assets	\$ 134,215.20
Net Income	\$ 105,388.55
Total Equity	\$ 1,485,725.02

TOTAL LIABILITIES & EQUITY	\$ 1,581,558.51
---------------------------------------	------------------------

Cultural Arts Board

The Cultural Arts Board met in March and April. Harford County Cultural Arts Board voted to affirm and forward to the Harford County Council the following Harford Living Treasure nominations: Robert Joseph Garbacik, John J. O'Neill Jr., and George Haga.

Harford County Cultural Arts Board welcomes the following appointed Advisory Board members: Lisa Mangione and Michael Sweet.

This brings the Harford County Cultural Arts Advisory membership to 12 out of 15, with three seats vacant. Three of the 15 requisite positions on this Board have remained empty since 2022.

Harford County Cultural Arts Board, in partnership with Cecil County Arts Council, chartered a bus to travel to Annapolis on February 13th for Maryland Arts Day, the largest annual gathering of arts professionals in Maryland.

This year was one of the most critical in a generation. Arts advocates met with 188 lawmakers in a span of three hours, including a strong contingent of Harford advocates, including the following:

- Julie Culotta, Deer Creek Youth Choir
- Melissa Sweeney, Deer Creek Chorale
- Christina McLoughlin, Grants Consultant
- Brad Cox, Harford Community College
- Suzie Thompson, Harford Community College
- Beverly Whaley, Harford Community College
- Chuck Bowden, Harford County Cultural Arts Board
- Jessica Cleaver, Harford County Cultural Arts Board
- Tatiana Levone', Harford County Cultural Arts Board
- Lexi Hauck, Havre de Grace Arts Collective
- Haley Strong, Havre de Grace Arts Collective
- Cathy Konkurat, Theatreworks Live
- Kelly Konkurat, Theatreworks Live
- Elizabeth McDonald, Towson University
- Christiana Wozniak, Towson University
- Cat Butrim, Town of Bel Air
- Elizabeth Berman, True North Project
- Pam Burns, True North Project

Applications for the following FY25 Arts in Educations Grants have been evaluated and approved for the following organizations:

- The Arc NCR trip to see live performance of Hairspray
- The Arc NCR's 8-week dance class at Dimensions Dance Center
- Imagination Library of Harford County First year Celebration feat. Roseann Hinch
- Afterschool Program trip to the Lion King at the Hippodrome 2024
- Make Your Mark Mosaic Artist Residency at Youth's Benefit Elementary School
- Bakerfield Elementary School | Mujje: Come Together
- Harford Day School Lower School Smarts Week
- New-Service Training Employment Program, Inc. : Jazz Performance
- C Milton Wright High School - Live Theater Performance - Romeo & Juliet
- Edgewood Middle School-Harford County Public Schools After School Art Program
- North Bend Elementary School - Caps for Sale: Counting on You!

Applications for the following FY26 Arts in Educations Grants have been evaluated and approved for the following organizations:

- Village at Lakeview Neighborhood Network Community Center Zoney Academy - Music Production Course
- First Presbyterian Church of Bel Air - First Pres 2025 Arts VBS

Ms. Cleaver, Cultural Arts Board Coordinator, resigned from her Library position on April 2, 2025.

ACTION ITEMS

Personnel Changes – Mr. Ross

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

NEW HIRES:

None

PROMOTIONS:

None

OTHER CHANGES:

Job Shadow Training Day, March 31, 2025, Lauren Cronin, a senior at Harford Christian School spent the day shadowing at the Bel Air Branch.

RETIREMENTS:

PJ Butler, Library Assistant II Circulation, Bel Air Branch 37.50 hours per week. Effective July 1, 2025, with fourteen years of service.

RESIGNATIONS/TERMINATIONS:

Julianne Peeling, Library Associate II, Fallston Branch, 20 hours per week. Effective Date: April 1, 2025.

Jessica Cleaver, Cultural Arts Board Coordinator, 20 hours per week. Effective Date: April 2, 2025.

Lindsay Diggs, Librarian – Teen Services, Abingdon Branch, 37.5 hours per week. Effective Date: April 25, 2025.

Addison Smith, Library Assistant III-Outreach, Edgewood Branch, 37.5 hours per week Effective Date: May 02, 2025.

DISCIPLINARY ACTIONS:

None

LEAVE OF ABSENCE REQUESTS:

An employee is requesting FMLA for own serious health condition effective May 8, 2025 to July 8, 2025.

An employee is requesting FMLA for own serious health condition effective April 9, 2025, to July 8, 2025.

OPEN POSITIONS:

Aberdeen Branch

- **Librarian Children Service**, Aberdeen Branch, 37.5 hours per week. Posted internally/externally.

Abingdon Branch

- **Librarian Children**, Abingdon Branch, 37.5 hours per week. Posted Internally. Interview schedule for April 11th.
- **Library Associate I/II**, Abingdon Branch, 37.5 hours per week. Posted internally. Interview schedule for April 11th.

Administrative Office

- **Chief Operating Officer**, Administrative Office, 37.5 hours per week. Effective Date: December 1, 2024. On Hold
- **Administrative Assistant**, Administration, Administrative Office, 37.5 hours per week. On hold.
- **Web Developer**, Information Technology Department, Administrative Office, 37.5 hours per week. Posted internally/externally.
- **Custodian/Delivery Driver**, Facilities & Operations Department, Administrative Office, 37.5 hours per week. (1 position). On Hold.
- **Custodian**, Administrative Office, 19 hours per week. Filled by contractor.

- **Learning & Development Coordinator** Administrative Office, 37.5 hours per week. Posted internally/externally.
- **Cultural Arts Board Coordinator**, Administrative Office, 20 hours per week.

Bel Air Branch

- **Librarian – Teen**, Bel Air Branch, 37.5 hours per week. Posted internally only. Interviews conducted April 7, 2025. Recommendation forwarded for hiring approval.
- **Library Assistant II – Circulation**, Bel Air Branch, 28 hours per week. This position was previously 37.5 hours per week – gave 9.5 hours to the position of Early Literacy Specialist – Opening the Gift Coordinator to make it full-time. On hold.
- **Custodian**, Bel Air Branch, 37.5 hours per week. Posted externally/internally. Interviews to be scheduled for April 14, 2025.

Darlington Branch

None

Edgewood

- **Library Associate I/II**, Edgewood Branch, 20 hours per week. On hold.
- **Children Summer Assistant (temporary summer position)**, Edgewood Branch, 37.5 hours per week. Posted externally. Interview schedule April 11th.
- **Library Assistant III Outreach**, Edgewood Branch, 37.5 hours per week. Posted internally.

Fallston Branch

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

Havre de Grace Branch

None

Jarrettsville Branch

- **Library Assistant II - Circulation**, Jarrettsville Branch, 15 hours per week. Posted internally/externally. Interviews to be scheduled for April 21, 2025.

Joppa Branch

None

Norrisville Branch

None

Whiteford Branch

None

FUTURE VACANCY DUE TO RETIREMENTS:

- **Library Assistant II, Technical Services**, Administrative Office, 37.5 hours per week. Effective Date: June 1, 2025. (2 Positions)

POSITION RECLASSIFIED:

None

HCPL Library Jobs:

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

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

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

Personnel Manual – Employee Benefits – An Overview of Employee Benefits for FY26

As noted in the Human Resources Committee report, the Committee completed the annual review of the Benefits Policy and noted the new voluntary life plan and new voluntary Hospital Indemnity, Critical Illness and Accident plan. Enrollment for the new voluntary plans will occur during regular open enrollment.

MOTION: Motion by Mr. Flannery, seconded by Dr. Head and approved by unanimous vote to approve the Personnel Manual – Employee Benefits – An Overview of Employee Benefits for FY26.

Schedule of Holidays & Closings Through 2026

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

MOTION: Motion by Mr. Flannery, seconded by Colonel Vogelhut, US Army Retired and approved by unanimous vote to approve the Schedule of Holidays & Closings Through 2026 as presented.

FY26 Schedule of Board Meetings

All Trustees had the opportunity to review the draft schedule in advance of this evening's Board meeting. Ms. Wright noted that the November meeting will occur on Wednesday, November 19, 2025.

MOTION: Motion by Mr. Etting, seconded by Mr. Flannery and approved by unanimous vote to approve the FY26 Schedule of Board Meetings as presented.

OLD BUSINESS

There was no old business.

NEW BUSINESS

Ms. Wright noted that the annual election of Board Officers would occur at the May meeting. She requested that Dr. Allen be notified of any nominations and reminded Trustees that they could express interest in new committee chair positions. All nominations should be directed to Dr. Allen to be presented at the April meeting.

BUSINESS FROM THE CHAIRPERSON

There was no business from the Chair.

BUSINESS FROM BOARD MEMBERS

There was no business from Board members.

PUBLIC COMMENTS

There were no comments from the public.

ADJOURNMENT OF PUBLIC MEETING

Ms. Wright declared the public meeting adjourned at 6:55PM.