

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

VIRTUAL MEETING MINUTES

April 15, 2021

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

Absent: County Councilman Chad R. Shrodes

CALL TO ORDER

Chairperson Alex Allman called the virtual meeting of the Harford County Public Library Board of Trustees to order at 6:33 PM.

CHANGES TO THE AGENDA

There were no changes to the agenda.

PRESENTATIONS/RECOGNITIONS

There were no presentations/recognitions.

APPROVAL OF CONSENT AGENDA

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

- Approval of March 18, 2021 Board Meeting Minutes
- Statistical Report – March 2021

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

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

COMMITTEE REPORTS

Budget & Finance Committee - Mr. Vido

The committee did not meet.

Mr. Vido read the Treasurer's Report. The Treasurer's Report was prepared by Kathy Cogar, Chief Financial Officer. Operating expenditures for the nine months ending March 31, 2021 were within the annual FY2021 budget. Revenues are \$15.3 million and Expenditures are \$13 million. Revenue from operations is under budget as the Library has temporarily suspended the collection of fines and the branches have not allowed customers inside to make copies or apply for passports. Expenditures for Materials is over budget as several annual contracts are paid early in the fiscal year – i.e. databases, leased books and downloadable media. A detailed budget was submitted for review.

Executive Committee - Mr. Allman

The Executive Committee has been very busy meeting to interview candidates for one Trustee position and the Student Representative position. There are a total of seven candidates for Trustee and six candidates for Student Representative.

Capital Improvements Committee - Mr. Adams

The committee did not meet.

Human Resources Committee – Dr. Allen

The committee met virtually on April 13, 2021 to discuss the following items:

- Update on COVID-19 Staff Vaccine – All Library staff have been offered the COVID-19 vaccine in March and early April through the Harford County Health Department. Receiving the vaccine is voluntary and the Library is not making it mandatory.
- Budget FY 2022 – The County Executive and his Administrative Team are recommending a 3% operating budget increase in FY 2022 for the Library. This increased will be allocated to the proposed budget to cover increases in operating expenses to include an 8.48% increase in health care premium rates. Ms. Hastler has proposed a 3% salary increase to eligible library employees. The Library requested a 5.88% increase for fiscal year 2022. The Library did not receive wage parity with eligible county employees.
- Benefits Personnel Manual Policy – Annual Overview and discussion. There were no proposed changes to the existing policy.
- CareFirst – An 8.48% rate increase has been projected for FY 2022.
- Delta Dental – The Library will be offering an enhanced plan to retirees this year at no additional cost to the Library.
- Darlington Library – The Library requested \$187,846 in additional funding for staffing, including salary, benefits and FICA, and increasing hours at the branch to be the same as the other branches in the library system. The Library did not receive this funding from the proposed budget submitted by the County Executive for fiscal year 2022. However, the new library is not scheduled to open until late, spring 2022.
- Update on PEHP Plan Staff Incentive – The Library will be moving to ICMA-RC in the new fiscal year for the additional enhancements it provides to our employees.
- The committee also discussed a confidential personnel matter.

Foundation Board – Ms. Martin

Ms. Martin noted that Foundation Board met, although she was unable to attend the meeting. Ms. Hastler shared that the Board discussed the virtual Golf FORE Reading event for National Library Week, which is going well. Planning continues for the Rodeo on June 19th and tickets go on sale Monday, April 19th. Board members are encouraged to attend and support the event if they are able.

CEO REPORT

Building Projects

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 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 will be lifted into place at a later date yet to be determined. At this time, the branch may need to close for a day or two to allow the crane to be positioned correctly.

Bel Air – The branch is the busiest branch in the system with approximately 27% of total activity (circulation, walk-ins, programming and attendance). It was last renovated/built in the mid- 1990s and is overdue for a refresh. The library is working with the county on a space assessment and exploring the possibility of incorporating some of the Administrative functions in the building. Library space planning prioritizes designing with flexibility and adaptability for future technology and needs. During this time of exploring options, the library will continue to maintain the appearance and functionality of the building to include small refresh projects in the meeting room, stairwells, and more. Meetings to begin the conversation of adapting the branch to include administrative functions begin in February and continue. Colimore Architects is the lead agency working on designing the space with HBM consulting. The County issued a purchase order in the amount of \$28,839 for the design project. Colimore recently completed the Abingdon window project and HBM completed the Library Facilities Master Plan. Colimore Architects completed a Bel Air Library Programming and Scope Study in early April and it is being reviewed with the county.

Darlington Library – The County settled on the new property located at 3535 Conowingo Road in April 2020 and the consultants Colimore/HBM are leading the renovation and overall improvements to this facility. Purchase price was \$812,000 and the Library Foundation contributed \$300,000. We are working with the County on the future of the existing modular and historic building. The site plan has been finalized and the entrance will remain on the front of the building. This will be the first library with after-hours locker pickup. The schematic plans are complete and we are now working on interior electrical and furniture layout. Planning continues.

Edgewood – A replacement security system is on order for the branch. The current system is out of date and not functioning properly. The new system will have high definition cameras for clearer pictures.

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

Jarrettsville – The moisture at the front entrance is causing the deterioration of the threshold. The County received a proposal from Unisource for \$51,983 and is issuing a P.O. and funds. The project is anticipated to begin in mi-May and take about 1.5 weeks.

Joppa – Two cooling compressors are being replaced. One compressor was put on the roof without the need for a crane and the second compressor is expected for delivery today. Installation was completed March 30, 2021.

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 taking place over a three week period and on Monday, March 22, all library branches will once again be allowing people back in the buildings. Limited capacity was lifted by the Governor on Friday, March 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, early literacy learning centers remain closed, stand up computer use, and discouraging customers from gathering or lingering inside the buildings when browsing the collection or using the computers.

Fines are continued to be waived until the end of June and we are encouraging customers to return the materials they may have at home so that others may have the opportunity to borrow. Masks are mandatory for staff and customers as well as safe physical distancing. Plastic shields have been provided to all staff if they wish to wear a protective shield (optional) along with the mask (mandatory). We have implemented many safety and wellness measures to do our best to minimize risk to include safe physical distancing, mandatory masks, and encouraging a maximum of 60 minutes maximum spent in the building. Meeting rooms are not available for booking yet. Programming will continue virtually and outdoors and no group events or activities permitted inside the library. We are working closely with the County and Health Department to provide the COVID-19 Vaccine to all interested library staff as soon as possible and as of this week, approximately 70 employees have received the vaccine. The majority have received it through their own efforts independent of the County Health Department. The Library recruited a team of employee volunteers to provide onsite support for distributing the vaccine for the County Health Department and have offered the Edgewood Library parking lot as a possible vaccine site for the mobile clinic. The County and library is seeing an uptake in positivity cases over the past month and approaching 10%, the highest in the state.

On Monday, April 12th, Library Staff throughout the branches and headquarters contacted 200 residents who had received the first vaccine but did not receive the second dose. The Harford County Health Department provided a list of names and contact information. The results were mixed with most having already received the second dose, messages were left for those who did not answer, and some have passed away. Out of 200 calls, one requested a follow up with the Health Department to schedule their second dose.

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 is 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.

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 that “A Public library may not attempt to collect any outstanding fees for overdue library materials that are incurred by a minor after June 30, 2021.”
2. With regard to lost materials – “A public library may not charge a fee for a minor’s overdue library materials until 21 days after the date on which the library materials were due.”
3. If materials are returned - And “If a minor’s overdue library materials are returned after a public library has charged a fee, the public library shall cancel the fee.”

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

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

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

In addition, we have been awarded a \$30,589 competitive grant from the Maryland State Library, Maryland LSTA Grant (IMLS) for FY 2021 to implement our project, Islands of Connectivity—Creating Equitable Internet Access in Harford County. This grant enables the library to purchase five remote broadband kits consisting of Ubifi internet gateways, an external LTE-antenna, Meraki MR86 external access points, two pairs of Meraki long-range antennas, cabling and mounting brackets. We will also purchase five years of Ubifi LTE-based internet service and five years of Meraki service and support for each site. We will coordinate with our vendors to install, configure, and maintain the equipment at the five partner locations. We are piloting the first install of the equipment at the new Darlington location on Conowingo Road and then moving forward with five permanent locations, working closely with Councilman Chad Shrodes on identifying partner sites in the northern part of the county internet deserts. The Library tested the equipment at the first site and experienced mixed results. For the equipment to be successful, we discovered there must be substantial Wi-Fi signals in the area to bounce off. That eliminates installing the equipment in the priority areas identified as not having access to Wifi or broadband. As a result, we are purchasing equipment that is mobile and can be launched from our outreach vehicles or installed in place such as a park facility.

The Library currently owns 36 Wi-Fi Hotspots that customers may borrow and use to access the internet, support school work, telemedicine and more in their own homes or businesses. The demand for these hotspots is very high, and at any time we have an estimated wait list of 65-85 customers. Often our patrons cannot wait for the Wi-Fi hotspot to be returned and walk away discouraged without placing a reserve.

The Library purchased an additional 110 Wi-Fi Hotspots under our MEEC contract for a total of \$14,850 per year, including monthly connectivity fee. This brought the total Wi-Fi hotspots available for our customers to

borrow up to 146 closing the digital divide and provide accessibility for school work, telemedicine, employment and more. It will also assist in addressing the lack of internet access in targeted areas of the county. The initial collection has been prioritized for students, families and educators.

Harford County Government provided \$29,700 of Cares Act Funding to the library to purchase the hotspots and provide two years of service. The equipment has been received and we continue to work with Harford County Public Schools on identifying families that remain without connectivity. It was estimated that about 300 families did not have access and we are closing that gap.

Board of Trustee Search – A search is underway for one Trustee vacancy for Fiscal Year 2022. In addition, the search for next year’s Student Representative is also underway. Interviews are currently being conducted for both vacancies. Our goal is to embody a diverse and inclusive library Board of Trustees in terms of professions, demographics and strengths that candidates bring to the board. We received 13 applications (7 for the student position and 6 for the Trustee position) and interviews will continue through the end of April.

Budget – FY 2022 – Update – The County Executive and his Administrative Team sent the budget recommendations to the County Council this week. The County Executive is recommending an overall 3% increase for the library operating budget. Included in the Library Capital Improvement Plan is \$250,000 for Technology. As a reminder, the County Council has the authority to cut the budget but not add to it. We are working on reviewing the Library budget request and making a recommendation on allocating the 3% increase (approximately \$551,000). We are recommending a 3% salary increase for eligible employees and exploring the feasibility of offering a onetime bonus COVID pay. The Health Care Benefits Consortium consultant has indicated that health care premium rates will be increasing by 8.48% in FY 2022.

Employee Benefits – Personnel Manual - Annual Policy Review – The policy is in your packet for review and there are no changes to the policy for fiscal year 2022.

HCPL and HCPS MOU – We are in the process of signing the MOU with Harford County Public Schools along with the Harford County Executive that will allow the use of Student ID’s accessing the Library resources. This will provide great access for students and educators throughout the county. The MOU is making its way through for signatures.

Meetings & Presentations

March 2021 (virtual unless noted)

- 3/1 Interview for Maryland Center for the Arts with Bob Willenbrink
- 3/2 Greater Bel Air Community Foundation Meeting
- 3/2 Darlington Library Planning Meeting
- 3/2 Humanities on the Hill
- 3/3 Humanities on the Hill
- 3/3 Interview with WBAL
- 3/4 Humanities on the Hill
- 3/5 ATHENA Awards Breakfast
- 3/5 MLA Directors University
- 3/5 Meeting with HCC President Dr. Theresa Felder
- 3/5 ALA Gift Acceptance Meeting

- 3/8 Harford Chamber Government Affairs Committee Meeting
- 3/8 MD Humanities Meeting
- 3/8 MAPLA Bi-Weekly Legislative Call
- 3/9 Aegis Photo Shoot at Aberdeen Library (in person)
- 3/9 Boys & Girls Club Video Shoot at Bel Air Library
- 3/10 Harford County Education Foundation Board Meeting

- 3/10 Vermont Women Commission Meeting
- 3/10 PLA Budget & Finance Meeting
- 3/11 ALA meeting eBook Legislation
- 3/12 MLA Legislative Panel
- 3/12 MD Humanities Board Meeting
- 3/12 MLA Directors University

- 3/16 MD Humanities Candidate Board Interview
- 3/16 Development & Governance Meeting
- 3/16 Why it Matters: Reckoning with Race, Equity, Allyship with Kimberly Jones and Gilly Segal
- 3/17 LATI Graduation Winter 2021
- 3/17 Harford County/United Healthcare for Retirees Quarterly Meeting
- 3/18 MD Humanities REWG
- 3/19 MD Humanities Meeting with Executive Director
- 3/19 Harford County Good Scout Planning Meeting

- 3/22 Harford Chamber Government Affairs Committee Meeting
- 3/22 Beyond the Statements: Leading Racial Equity in Humanities Organizations with Dr. Tuajuanda Jordan
- 3/22 MAPLA Bi-Weekly Legislative Call
- 3/22 Harford County Commission on Women Meeting
- 3/23 HCPS Customer Service Task Force
- 3/23 HCPL Foundation & Executive Board Meetings
- 3/24 Councilman Rob Wagner Tour of Aberdeen Library (in person)
- 3/24 ALA Chapters Briefing: Build America's Libraries Act
- 3/25 Local Management Board Meeting
- 3/26 Harford County Circuit Drug Court Graduation – (in person)

- 3/31 Harford Chamber Economic Outlook

Programming and Events

HCPL concluded our successful virtual Winter Reading program with 2,175 registrations, and customers appreciated the continuation of the completion mugs.

We continued to offer popular virtual genealogy programs, and this month HCPL presented *Genealogy: Beyond Certificates: Alternative Sources for Birth, Marriage and Death Certificates*, thrilling our genealogy enthusiasts. We are pleased to once again partner with Maryland Public Television, and as part of that collaboration, two of our Branch Managers, Tracy Miller and Pam Taylor, helped moderate MPT's *Friday Freeview: Hemingway*.

Social Media posts, activities and Take and Makes were themed around St. Patrick's Day, Pi Day, Dr. Seuss's birthday and Women's History, and all offerings were greatly appreciated by customers.

Marketing

Social Media:

The HCPL social media audience & interaction continues to grow.

- Facebook = 22,140 total followers
 - HCPL Main Facebook – 7,614 followers
 - Branch Facebook combined – 14,526 followers
- Instagram = 5,817 total followers
 - HCPL Main Instagram – 1,144 followers
 - Branch Instagram combined – 4,673 followers

- HCPL Main Twitter – 1,825 total followers
 - HCPL Main LinkedIn – 467 total followers
 - HCPL Weekly Newsletter – 38,756 contacts/30,947 subscribers
 - Sent out 2-3 eNews per week for a total of 10 in March

Virtual Events, Programs & Partnerships:

HCPL launched Book Bites, 1-minute videos of “bite-size” book recommendations from Harford County Public Library staff, in late February. Broken down by age-groups, all can be viewed on HCPL-U whenever and however many times a customer wishes.

- 1,975 total views for all age groups

Virtual Book Discussions- now offering one Thursday evening and one Saturday morning program

- March 4, 11, 20, 25
- Held live via Zoom
- 36 attendees, combined

Knot Just Knitting @ Noon

- March 9
- Held live via Zoom
- 16 attendees

Virtual D&D

- Held live via Discord
- 6 team participants for Middle School on March 11
- 6 team participants for High School on March 25

Genealogy – Beyond Certificates: Alternative Sources for Birth, Marriage, and Death

- March 16
- Aired live via Zoom and streamed live on select HCPL social media channels
- 182 attendees

Do You Know Harford County? Family Trivia

- March 25
- Held live via Zoom
- 36 attendees

Why It Matters: Reckoning with Race, Equity, Allyship with Kimberly Jones and Gilly Segal, authors of the best-selling book, *I'm Not Dying with You Tonight*, inspired by the death of Freddie Gray. The event, hosted by Maryland Humanities, was moderated by Christine Platt, author and Managing Director of the Antiracist Research & Policy Center at American University. This event was a partnership with Maryland Humanities and other Maryland public libraries and was funded in part by the “Why It Matters: Civic and Electoral Participation” initiative, administered by the Federation of State Humanities Councils and funded by Andrew W. Mellon Foundation.

- March 16
- Held live via Zoom
- 149 attendees, overall

Virtual Screening of the PBS *Hemingway* documentary

Hosted by Maryland Public Television’s (MPT), this event was in anticipation of the new series from Ken Burns and Lynn Novick that will air on MPT in early April. HCPL Branch Managers Tracy Miller & Pam Taylor served as panelists for this event.

- March 19
- Held live via OVEE
- 150 attendees

HCPL Stress Relief Curated Resources

In support of good mental health in our community, HCPL developed a curated list of online resources and books to assist individuals and families with managing stress during difficult times. This list was featured in eNews, on social media, is available on our website, and can also be printed out. This list was shared with Harford County Government with plans for them to add it to their Community Services page.

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

- 2021 Winter Reading, “Take Out a Good Book” ended on Saturday, March 27 and final numbers are below.
 - 2,175 customers registered for 2021 Winter Reading
 - 2,982 customers logged “Take Out Menu” activities
 - 1,817 customers completed
 - 1,546 customers picked up mugs at branches
- Genealogy Virtual past programs
 - 48 additional views
- Virtual Story Times, Concerts, and STEAM Programs featured at HCPL-U.
 - 1,540 views in February

Press Releases Distributed:

- *HCPL Welcomes Back Customers to the Aberdeen, Bel Air, & Norrisville Libraries* March 8, March 3
- *HCPL Donates Books for Adult Drug Court Graduates*, March 31

Recent Media Hits and Press Mentions:

- Print:
- “Aberdeen, Bel Air, Norrisville Reopening” – *The Aegis* (online) – March 2 – *Harford County Living*, *195 Business* (online), *Harford Happenings*, *The Patch – Aberdeen, Bel Air, Fallston, Havre de Grace, Bel Air News & Views* – March 3 – *Bel Air Patch eNewsletter* – *Baltimore Business Journal/Morning Edition* – March 4 – *The Aegis*, *The Record*, *The Susquehanna Press* – March 5 – *The Aegis* (online), *The Baltimore Sun* (online), *Yahoo! News* (online) – March 9 – *The Aegis* – March 10 – *The Star* – March 11 – *The Record* – March 12 – *Havre de Grace Patch* – March 22
- “HCPL Seeking Candidates for Board of Trustees, New Student Representative” – *The Aegis* (online), *The Baltimore Sun* (online) – March 3
- “Library Zoom Will Feature Performer Channeling Hollywood Legend” – *Havre de Grace Patch* – March 25
- “HCPL Donates Books for Adult Drug Court Graduates” – *The Patch – Aberdeen, Bel Air, Fallston, Havre de Grace* – March 31

Advertising:

Print

- Harford County Public Schools - 2021 Teacher of the Year Award
- *The Daily Record* -Women’s Leadership Summit
- *The Daily Record* - Diversity and Inclusion Summit

Radio

- WBAL Radio Interview with Mary Hastler “Harford County Public Library reopening” – taped March 3, aired March 6 and 7
- 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 April 27, 2021.

Golf FORE! Reading

The Foundation is hosting a virtual golf tournament, “Golf FORE! Reading”, in celebration of National Library Week, April 3 – April 10. Participants will have the option to play one of four 18-hole golf courses (Maryland Golf and Country Club, Bulle Rock Golf Course, Winters Run Golf Course or Ruggles Golf Course) or miniature golf courses (Churchville Mini Golf, Mountain Run Mini Golf, Bel Air Golf Center and Jurassic Golf) and enter their scores on a live leader board. Registration is \$35 per adult and \$15 for kids 18 and under (registration does not include greens fees, cart fees or admission fees). Participants

will receive an embroidered golf visor, golf ball lip balm and tropical themed socks. The winner of the 18-hole tournament will receive a basket of cheer and the winner of the miniature golf tournament will receive a basket of books. The tournament will end May 2.

16th Annual HCPL Gala & 17th Annual HCPL Gala

This year’s Gala will take place on Saturday, November 6 at the Abingdon Library.

Sponsors of the 16th Annual Gala will be given the opportunity to carry over their commitment to the November Gala or increase their support. Revised sponsorship opportunities will be available April 27. The Gala Committee will reconvene on Thursday, April 22 and the theme of the 17th Annual Library Gala will be revealed on April 27. Let’s take a moment to recognize our current sponsors which have helped us raise over \$66,000 in sponsorship dollars:

Presenting Sponsor – Saxon’s Diamond Centers, The Kelly Group, Richardson’s Flower’s and Gifts, GFL Environmental

Headlining Sponsors – Rainbow International Restoration, WebIXI, Freedom Federal Credit Union, The Daily Record

Premier Sponsors – Chesapeake Bank of MD, Coffee Coffee, Harford Mutual Insurance, Keene Dodge, Mark and Mary Hastler, Comcast

Supporting Sponsors – Jeff & Jean Foulk, Harford Retirement Planners, Harford County Government, Howard Bank, Paige and Bill Cox, Bel Air Friends of HCPL, Lou and Linda Wienecke, Towson University in Northeastern Maryland, Harford Community College, APG Federal Credit Union, Abingdon Friends of HCPL, Visit Harford!, Greater Harford Committee, MELOS Inc., Dex Imaging

Contributing Sponsors – Harford County Chamber of Commerce, MediaWise Inc., Midatlantic Photographic LLC, DiPaula Law, The John Carroll School, Mark and Pam DiBerardino, Al and Gail Jackson, Sharon & Brian Lipford, Dave and Colleen Patzer, Terry and Steve Troy, Oak Contracting, Town of Bel Air, MNS Group, Dr. William and Carol Allen, True Cycling Fitness Studio, United Way of Central Maryland, The Local Oyster, Sanctuary Title.

Once Upon a Rodeo

The 1st Annual Once Upon a Rodeo was be hosted on June 19, 2021 from 12 noon – 8:00 PM at the Harford County Equestrian Center. The Foundation will be hosting a professionally sanctioned rodeo supported by the ProRodeo Association from 1:00 PM – 4:00 PM. Contestants will participate in 7 pro-rodeo events consisting of barrel racing, bull riding, calf roping, team roping, saddle bronc riding, steer wrestling, bareback riding and tie down roping. The rodeo will be followed by a music concert featuring new country artist Jimmie Allen with special guest, Frank Solivan & Dirty Kitchen (2016 International Bluegrass Music Award winner for Instrumental Group of the Year) and an appearance by Harford County’s own Ed and Rick. This family friendly festival will be free to veterans, active military, first responders and children 10 and under. Teens will also have free admission upon presenting their YA HCPL card at the gate. All spectators under the age of 18 must be accompanied by an adult. Tickets will go on sale on April 19, 2021 through Eventbrite. General Admission tickets are \$30 at the gate. A \$5 discount coupon is currently available at all 11 branches while supplies last. VIP tickets will also be available for \$100. The VIP ticket includes Andy Nelson’s BBQ, soft drinks, beer and wine, moonshine and bourbon tastings, onsite parking, VIP seating at the rodeo, and VIP seating for the concert. Sponsorships and vendor spaces are available.

DRAFT Statement of Financial Position as of March 31, 2021

Assets:

| | | |
|-----------------------|----|-------------------|
| | | |
| Checking/Savings | \$ | 558,762.10 |
| Accounts Receivable | | 26,500.00 |
| Other Current Assets | | 3,000.00 |
| Total Current Assets: | \$ | <u>588,262.10</u> |

Liabilities & Equity:

| | | |
|---------------------------------------|-----------|--------------------------|
| Accounts Payable | \$ | 1,375.00 |
| Other Liabilities | | <u>909.55</u> |
| Total Current Liabilities: | | 2,284.55 |
| Long Term Liabilities | | <u>200,000.00</u> |
| Total Liabilities | \$ | <u>202,284.55</u> |
| Equity: | | |
| Temporarily Restricted Net Assets | | 324,564.01 |
| Board Designated Net Assets | | 2,258.99 |
| Unrestricted Net Assets | | 23,351.15 |
| Net Income | | <u>35,803.40</u> |
| Total Equity: | | <u>385,977.55</u> |
| Total Liabilities & Equity | \$ | <u>588,262.10</u> |

Cultural Arts Board

Harford County Cultural Arts Board evaluated requests for FY21 Covid-19 Supplemental Grant Request for Arts Organizations, which were made available to all current grantees receiving General Operating support. All ten organizations responded with nine submitting requests and one declining.

After discussing the budget situation, the board agreed that all ten organizations would receive their requested amount and also be offered the opportunity to request additional monies in a “Round Two of Covid-19 Supplemental Grants for Fiscal Year 21.” This method (offering round two plus additional Independent Artist grants) will replace the previously considered method of disbursing part of the emergency funding, which would have created two new grant programs.

Round One Covid-19 Supplemental Grants for Arts Organizations disbursed to date:

- Ballet Chesapeake 8,000
- Deer Creek Chorale, Inc. 5,000
- Harford County Chapter of the Barbershop Harmony Society 5,000
- Havre de Grace Arts Collective 5,000
- Scottfield Theatre Company 5,000
- Susquehanna Symphony Orchestra 5,000
- Theatreworks Live 10,000
- Upper Chesapeake Chorus Sweet Adeline International 5,000

Independent Artist Covid-19 Emergency Relief Grants approved in March:

- Ezra Berger
- Katelyn Blomquist
- Jereaux Embry
- Rosemari Kelly
- Antonio Moore
- Thomas Phelan
- Kevin Quantmeyer
- Shaun Riley
- Ariana Tharrington

During the month of March, a new episode of Kaleidoscope was produced on Harford Cable Network, to be released in early April, highlighting remarkable artists and artistic achievements. This is a first episode in more than a year.

ACTION ITEMS

Personnel Changes – April 2021

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

NEW HIRES:

None

PROMOTIONS:

Amy Lingelbach, Library Associate II – Teen Services, Abingdon Branch, 37.5 hours per week has been promoted to the position of Circulation Supervisor, Abingdon Branch, 37.5 hours per week. Effective Date: April 18, 2021.

Amy Darling, Library Assistant I – Circulation, Whiteford Branch, 15 hours per week has been promoted to the position of Library Assistant II – Circulation, Havre de Grace Branch, 37.5 hours per week. Effective Date: May 2, 2021.

OTHER CHANGES:

None

RETIREMENTS:

Linda Legarda, Custodian, Bel Air Branch, 37.5 hours per week. Effective Date: March 1, 2021.

Charlene Tremper, Library Assistant II – Circulation, 30 hours per week. Effective Date: June 1, 2021.

Alma Perez-Neary, Circulation Manager, Whiteford Branch, 37.5 hours per week. Effective Date: July 1, 2021.

RESIGNATIONS/TERMINATIONS:

Holly Kipp, Custodian, Joppa Branch, 19 hours per week. Effective Date: April 16, 2021.

DISCIPLINARY ACTIONS:

None

LEAVE OF ABSENCE REQUESTS:

An employee has requested FMLA for the care of a family member. Effective Dates: 4/1/2021 to 3/31/2022.

An employee has requested FMLA for their own serious health condition. Effective Dates: 4/20/2021 to 5/21/2021, as well as FMLA for the care of a family member beginning 3/31/2021 to 5/21/2021. The leave will be intermittent.

OPEN POSITIONS:

- **Circulation Supervisor**, Aberdeen Branch, 37.5 hours per week. Position abolished – replaced with Library Assistant II – Circulation, Aberdeen Branch, 37.5 hours per week. Will be posted internally/externally.
- **Library Associate I/II**, Aberdeen Branch, 20 hours per week. On hold.

- **Circulation Supervisor**, Abingdon Branch, 37.5 hour per week. Abingdon will now have only one circulation supervisor as opposed to two – the other position has been abolished – replaced with Library Assistant II – Circulation, Abingdon Branch, 37.5 hours per week. Will be posted internally/externally.
- **Library Associate I/II**, Abingdon Branch, 15 hours per week. On hold.
- **Library Assistant II – Circulation**, Abingdon Branch, 37.5 hours per week. On hold.
- **Library Assistant I – Circulation**, Abingdon Branch, 15 hours per week (3 Positions). On hold.
- **Web Content Specialist**, Administrative Office, 37.5 hours per week. On hold.
- **Special Collections Processor**, Administrative Office, 37.5 hours per week. On hold.
- **Librarian – Children Services**, Bel Air Branch, 37.5 hours per week. On hold.
- **Library Associate I/II – Children Services**, Bel Air Branch, 15 hours per week. On hold.
- **Library Assistant I – Circulation**, Bel Air Branch, 15 hours per week (2 Positions). On hold.
- **Custodian**, Bel Air Branch, 37.5 hours per week. Posted internally/externally. Open until filled.
- **Library Associate I/II – Children Services**, Edgewood Branch, 37.5 hours per week. On hold
- **Library Associate I/II**, Edgewood Branch, 15 hours per week. On hold.
- **Assistant Branch Manager**, Fallston Branch, 37.5 hours per week. Posted internally/externally. Open until filled.
- **Library Assistant I – Circulation**, Fallston Branch, 15 hours per week. On hold.
- **Custodian**, Fallston Branch, 28 hours per week. Posted internally/externally. Open until filled.
- **Librarian – Children Services**, Havre de Grace, 37.5 hours per week. On hold.
- **Library Associate I/II – Children’s Services**, Havre de Grace Branch, 37.5 hours per week. On hold.
- **Library Associate I/II**, Havre de Grace, 15 hours per week. On hold.
- **Library Assistant I - Circulation**, Havre de Grace Branch, 15 hours per week. On hold.
- **Library Associate I/II – Children’s Services**, Jarrettsville Branch, 37.5 hours per week. Posted internally/externally. Open until filled.
- **Assistant Branch Manager**, Jarrettsville Branch, 37.5 hours per week. On hold.
- **Library Associate I or II – Children’s Services**, Jarrettsville Branch, 37.5 hours per week. Posted internally/externally. Open until filled.
- **Library Assistant I – Circulation**, Jarrettsville Branch, 15 hours per week. On hold.
- **Library Associate I/II**, Joppa Branch, 15 hours per week. On hold.
- **Custodian**, Joppa Branch, 19 hours per week. Posted internally/externally. Open until filled.
- **Library Associate I/II**, Norrisville Branch, 15 hours per week. On hold.
- **Library Assistant I – Circulation**, Whiteford Branch, 15 hours per week (2 Positions). On hold.

FUTURE VACANCY DUE TO RETIREMENTS:

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

MOTION: Motion by Dr. Allen seconded by Mr. Vido and carried by unanimous vote to approve the personnel changes for April 2021 as presented.

Annual Review of Benefits Package Policy

Board members were provided with the draft “Overview of Employee Benefits for FY22” for annual review and approval. There were no changes to the details of the policy.

MOTION: Motion by Dr. Allen, seconded by Dr. Head and carried by unanimous vote to approve the Overview of Employee Benefits Policy for FY22, as presented.

FY22 Schedule of Board Meetings

Board members were provided with the draft FY22 Schedule of Board Meetings for review and approval.

MOTION: Motion by Ms. Wright, seconded by Dr. Allen and carried by unanimous vote to approve the FY22 Schedule of Board Meetings, as presented.

Schedule of Holidays & Closings Through 2022

Board members were provided with the draft Schedule of Holidays & Closings Through 2022 for review and approval. Ms. Hastler noted that holidays falling on a Saturday will be recognized on the preceding Friday, and holidays falling on a Sunday will be recognized on the following Monday. This practice aligns with the way holidays are recognized for federal employees, and provides consistency moving forward.

Ms. Martin noted that this year’s Havre de Grace Independence Day Parade will be held on July 4th, as will Bel Air’s parade. In 2022, the Havre de Grace Parade will be held on Sunday, July 3rd, when the Library is already closed.

MOTION: Motion by Dr. Allen, seconded by Ms. Wright and carried by unanimous vote to approve the Schedule of Holidays & Closings Through 2022, as presented.

OLD BUSINESS

None

NEW BUSINESS

FY22 Board Officer Nominations

Mr. Allman requested that the submission process be extended another month. Nominations will be presented at the May Board meeting.

Board members were directed to contact Mr. Allman to express interest in serving as a Board officer, or on any Board sub-committees. Board members may wish to continue on their existing committee or serve on a different committee.

BUSINESS FROM THE CHAIRPERSON

Mr. Allman noted his pleasure at having so many candidates for the Trustee and Student Representative positions, and shared it has been great meeting so many community members interested in serving on the Library Board.

BUSINESS FROM BOARD MEMBERS

There was no business from Board members.

PUBLIC COMMENTS

There were no comments from the public.

ADJOURNMENT OF PUBLIC MEETING

There being no further comments or questions, the public meeting adjourned at 7:03 PM.