

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

MEETING MINUTES

April 21, 2022

Present: Dr. William B. Allen, Dr. Monique H. Head, Taryn J. Martin, Durbin P. Vido, Jonas Vogelhut, Student Representative Joshua Oguh, and CEO Mary L. Hastler, and Jennifer Button

Absent: Trustee Dwayne R. Adams, Shannon G. Gahs, Carol Wright, and County Councilman Chad R. Shrodes

CALL TO ORDER

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

CHANGES TO THE AGENDA

There was one change to the agenda. The annual review of *Personnel Manual – Employee Benefits – An Overview of Employee Benefits for Fy23* was deferred to the May Board meeting to allow time for additional consideration.

MOTION: Motion by Mr. Vogelhut, seconded by Ms. Martin and carried by unanimous vote to approve the change to the agenda as presented.

PRESENTATIONS/RECOGNITIONS

There were no presentations or recognitions.

APPROVAL OF MINUTES

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

MOTION: Motion by Mr. Vogelhut, seconded by Mr. Vido and carried by unanimous vote to approve the Minutes of the March 17, 2022 Board Meeting as presented.

COMMITTEE REPORTS

Budget & Finance Committee – Mr. Vido

The Treasurer's Report was prepared by Kathy Cogar, Chief Financial Officer. Operating expenditures for the fiscal period ending March 31, 2022 were within the annual FY2022 budget. Revenues are just under \$16 million and Expenditures are \$13.38 million. A detailed budget was submitted for review.

Executive Committee – Dr. Allen

The committee did not meet.

Capital Improvements Committee – Dr. Allen

The committee did not meet.

Human Resources Committee – Mr. Vogelhut

The committee met to discuss personnel issues.

Foundation Board – Ms. Wright for Ms. Martin

The Foundation Board met and discussed the Library Gala and Rodeo. A detailed report was included as part of Ms. Hastler's CEO report below.

Dr. Allen noted that a good time was had by all and looking forward to the November Gala.

PUBLIC SERVICES REPORTS

Statistics – Ms. Hastler for Ms. Parry

In March, circulation was at 250,744. There were 67,814 walk-ins and 5,533 drive through customers. Information reader assistance was 33,777. There were 664 programs with 34,530 attending. A detailed report was submitted.

Ms. Hastler noted that the summer reading volunteers will return this summer. In response to Dr. Head's question, Ms. Hastler noted that the Summer Reading volunteers are middle and high school students that assist with registration and programming activities during the summer.

Programming and Events – Ms. LaPenotiere

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

Dr. Head noted that school visits mean a lot to the community and kudos to all, especially to Ms. DeLambo who did a wonderful job.

Teen Services – Mr. Oguh

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

CEO REPORT

Building Projects

Aberdeen – The outdoor Sail has been installed and will provide partial shade in the new story garden. A ribbon cutting will be scheduled to celebrate the refreshed branch.

Abingdon Pond Repair – The pond pump stopped working and the Library is working with the Harford County Department of Parks & Rec to repair. Parts were ordered and we are waiting for additional repairs.

Rooftop unit #3 needed the fan blower replaced and the contractor has completed the work. The HVAC ductwork insulation project is still in progress.

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 completed a Bel Air Library Programming and Scope Study in early April 2021 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 a \$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. The County selected Murphy & Dittehafer Architects for the Schematic Design Phase which is in progress.

A rear parking lot pole was repaired offsite and will be installed in the next week or so.

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 was finalized. 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 13, 2021, and is now complete. A pre-bid meeting took place on August 31, 2021, with all bids due September 22nd. The due date was extended to September 29th. The project was approved by the Board of Estimates on October 12, 2021, with construction beginning on November 8th.

Construction is well underway. All demolition was completed, interior wall studs are up, HVAC ductwork was installed and insulated, plumbing rough-in completed, and electric rough-in is in progress. Selection of interior finishes is also in progress. The walls are insulated and the drywall is being installed. Construction is moving along as scheduled. Floor outlets were installed and the concrete poured, walls are painted, and the ceramic tile floor was installed. The wood accent wall has been installed behind the service desk and the glass storefronts will be arriving this week. Dr. Head asked if there were fluctuations in costs for Darlington Library due to inflation. Ms. Hastler noted there are some fluctuations in costs due to inflation and also supply chain issues.

Fallston – A new intrusion alarm panel was installed to replace the old malfunctioning panel.

Havre de Grace – The building was pressure-washed in preparation for application of the spider repellent.

Security Systems - The Library is installing security systems in the Fallston and Jarrettsville libraries. The Fallston project is almost complete and Jarrettsville installation has been scheduled.

Fiscal Year 2023 Budget Update – The County Executive submitted the Fiscal Year 2023 Budget to the County Council on Friday, April 15th. The proposed Capital Improvement Program includes \$2.2 million for the Bel Air Library Renovations Project in FY 23 and a projected \$17.5 million for FY 24. In addition, Technology has been proposed to receive \$450,000 in Fiscal Year 2023. The Maryland State Library Capital Grant funding is \$1.4 million in FY 2023 for the Bel Air project. The Operating Budget for the Library includes an 11% increase for the operating budget (record funding) and this includes a 10% salary increase for eligible employees (wage parity with county employees). The Library appropriation for the FY 2023 General Fund is 2.8%. The submitted budget will be reviewed and approved by the Harford County Council and this usually takes place during May. The Library is in the process of updating the operating budget and will bring this to the Board for review and approval in time for July implementation.

Audit of Capital Projects for Affiliated Agencies – In accordance with Section 213 of the Harford County Charter, the Office of the County Auditor, performed an audit of Capital Projects for Affiliated Agencies for the period of 7/1/2019 through 12/31/2021. The audit was conducted as part of the County Auditor's risk-based

Annual Audit Plan approved by the County Council for FY 2022. The objective of the audit was to determine if affiliated agency requests for capital project reimbursements were supported. The conclusion, based on the evidence obtained, is that controls for Harford County and its affiliated agencies are adequate to ensure that capital project costs are proper, approved and accounted for. The affiliated agencies include the Library, Harford Community College, Harford County Public Schools, and Volunteer Fire Companies. The audit took place in March 2022.

Fines & Fees

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 materials and will revise procedures to support the new legislation.

Grants

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

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

The Library also received a Notice of Grant Award from the Maryland State Library in the amount of \$90,000 to support the initiative of expanding our outreach capacity. We have ordered three vans and one has been delivered.

Board Student and Trustee Search – We are currently searching for the Student Representative to serve on the Board for fiscal year 2023. Candidates are current juniors in High School who will entering their senior year in September. Information has been distributed through social media, library website and sent to both public

and private high schools in the county. In addition, a search for a Trustee to replace Ms. Brown is underway and applications are available on the library website.

Branch Closing & Holiday Schedule – The Darlington Library will close at 3 p.m., on Saturday, June 25th, for the village July 4th parade.

May Board of Trustees Meeting Location Change – Suggesting that the May 19th, Board of Trustees meeting be held at the Abingdon Library. That evening we are hosting author, Karen Joy Fowler, who will be talking about her historical fiction book, *Booth*, and it may be of interest for some of our Trustees to pop in after the meeting.

New York Times Bestselling Author, Jennifer Weiner – On May 10th, we are hosting New York Times bestselling author, Jennifer Weiner, who will be discussing her latest book, *The Summer Place*. The program will be in-person at the Waters Edge Event Center (note change from the Abingdon Library) and also live streamed. We reached out to Bethany Beach Books who were thrilled to be asked to participate and will be onsite to sell the book. We anticipate a large crowd and have more than 200 people registered to date. We are partnering with Howard County Library for the event.

Meetings & Presentations

March 2022

- 3/3 Library of Congress Visit
- 3/4 ATHENA Leadership Awards
- 3/4 MLA Legislative Panel
- 3/5-3/11 Bel Air Downtown Alliance Chocolate, Brew & Wine Tour

- 3/6 Fox 45 Interview
- 3/7 Healthy Harford Board Meeting
- 3/7 MAPLA - Weekly Legislative Meeting
- 3/7- 3/9 Humanities on the Hill Member
- 3/7 Cultural Arts Board Meeting
- 3/8 Bel Air Library Design Progress Meeting
- 3/8 Humanities on the Hill Congressional Meetings
- 3/9 Harford County Education Foundation Meeting
- 3/9 Humanities on the Hill Meetings with Legislators
- 3/9 HCPL Foundation Warm Up to the Gala Kickoff
- 3/10 MD Humanities Meeting with Executive Director
- 3/10 Maryland Humanities REWG Meeting
- 3/10 Concord Lighthouse Fundraiser Event
- 3/11 Maryland Humanities Executive Committee Meeting
- 3/11 Harford Family House Off the Streets Event

- 3/14 FY23 Budget Meeting with County Executive
- 3/14 HCPL Virtual Program Rehearsal: Chesapeake Farm & Bay to Table
- 3/14 MAPLA – Weekly Legislative Meeting
- 3/14 HCPS Customer Service Task Force
- 3/16 HCPL Foundation Once Upon a Rodeo Committee Meeting
- 3/16 RAMP MD Board Meeting
- 3/16 Army Alliance Annual Meeting
- 3/16 Harford County/United HealthCare Quarterly Touch Base
- 3/16 HCPL Virtual Program: Chesapeake Farm & Bay to Table: Women’s History

- 3/21 MAPLA – Weekly Legislative Meeting

Board Meeting Minutes – April 21, 2022

3/22	Maryland Perspectives with Amelia/98 Rock Interview
3/22	HCPL Foundation Board & Executive Board Meetings
3/23- 2/26	PLA Virtual Annual Conference
3/23	Greater Bel Air Community Foundation Board Meeting
3/23	Harford County Liquor Control Board Hearing Gala
3/23	The Daily Record Diversity, Equity & Inclusion Summit
3/24	Local Management Board Meeting
3/24	HLA Alumni Ambassadors Meeting
3/24	MD Humanities Meeting with Executive Director
3/24	Women of Tomorrow Awards
3/25	Harford County Education Foundation Board Development Committee Meeting
3/25	Partnership Meeting
3/28	Harford County Chamber Government Affairs Committee Meeting
3/28	Darlington Library Sponsorship Meeting
3/28	MAPLA – Weekly Legislative Meeting
3/28	Harford County Women’s Commission Meeting
3/29	MHAAC/LHIC/OIT Meeting
3/29	Darlington Library Progress Meeting
3/29	Innovative Polaris Meeting
3/29	Paycom 2022 Executive Planning Meeting
3/30	HCPL Board HR Committee Meeting
3/30	Bel Air Library Design Meeting
3/31	Harford County Chamber Economic Outlook
3/31	MD Humanities Meeting with Executive Director
3/31	Harford County Commission on Disabilities Employee of the Year Award Presentation
3/31	Outreach Services Task Force Meeting

Programming and Events

Our good news starts with the Rolling Reader. It was the first month that they did not have a center cancel due to high COVID numbers.

Aberdeen collaborated with two of their area schools this month. Librarian, Kate Wald, did two virtual presentations for Swan Creek Elementary, and librarian, Susie Mahone, attended a Great Neighbors meeting with Halls Cross Roads Elementary.

The Bel Air Children’s Department hosted a number of visits this month. Librarians Kim Truxel and Theresa Stephens met with a group of Towson University Education students. Gwen Welch, our Inclusive Services Librarian, hosted a sensory program and tour with students from HCPS’s STRIVE program, and for three days the Department introduced library services to First Presbyterian preschool students.

Darlington’s Branch Manager, Cindy Scarpola, was a guest reader for the Darlington Elementary One School, One Book event.

Kristen DeLambo, Whiteford’s librarian, has been in contact with both North Harford and Dublin Elementary Schools in preparation for their annual Every Child a Card initiative. The visits will take place over the next few months. The students and teachers are very excited to have in-person visits again.

And on the final good news front, Edgewood, Fallston, Havre de Grace and Jarrettsville all reported an increase in their story time attendance.

Teen Services

Abingdon's Anime club is so popular that they have expanded it to two sessions a month and they are seeing returning teens.

The Nintendo Switch kit has arrived at Jarrettsville! Teen librarian Katherine Ellis, looks forward to engaging the teens with both pop-up and planned events. To celebrate Irish History Month, Katherine hosted a Leprechaun Trap Escape Room on March 17th that was well attended! She set up the escape room to look like the participants stepped into Ireland. Each station captured an Irish scene that included historical and cultural lessons. Everyone completed the escape room and were rewarded with a green screen photo featuring an Irish background.

Joppa librarians have a small group of homeschooled teens that come in every day and play games. A regular group of Joppatowne High School teens come in after school and do the same. To accommodate the surge of teen customers, they have added more games to the Teen Room and began to strategize for more "pop-up" programs.

Marketing & Communications

Social Media:

The HCPL social media audience & interaction continues to grow.

- Facebook = 25,409 total followers
 - HCPL Main Facebook – 8,038 followers
 - HCPL Choose Civility Facebook – 1,127 followers
 - Branch Facebook combined – 16,244 followers
- Instagram = 6,726 total followers
 - HCPL Main Instagram – 1,339 followers
 - Branch Instagram combined – 5,387 followers
- HCPL Main Twitter – 1,862 total followers
- HCPL Main LinkedIn – 544 total followers
- HCPL Weekly Newsletter – 38,466 contacts/29,311 subscribers
 - Sent out 2-3 eNews per week for a total of 12 in February

Programs and Partnerships

Winter Reading 2022, Celebrate with a Good Book:

This annual reading program was extended an additional three weeks to accommodate the delay in receiving mugs due to supply chain issues. Winter Reading ended on Saturday, March 26. Adult participants were asked to read 5 books and high school students read 3 books to complete. Customers were encouraged to log their participation in HCPL's programs/events, contactless services, Take & Makes, social media, digital materials, and so much more! And, again this year, we encouraged support for our amazing local business community. Customers also logged their activities such as dining out, ordering take out, shopping, visiting entertainment venues, and the like... at businesses located right here in Harford County.

For customers who logged any combination of these activities, they were entered to win one of ten HCPL Swag Bags – each included a signed copy of Chef John Shields' *The New Chesapeake Kitchen* cookbook and an autographed "Chesapeake Farm & Bay to Table" apron.

- 2,522 Registrations, combined
- 1,951 Completions, combined
- 11,818 Books logged
- 3,942 Community activities, logged

Women's History Month

HCPL celebrated Women’s History Month with special in-branch displays, several dedicated book discussion groups, and the March episode of Chesapeake Farm & Bay to Table, featuring Dr. Carla Hayden as our special guest. HCPL’s Women’s Summit, which has been cancelled for the past 2 years due to COVID is planned to be back in 2023.

Chesapeake Farm & Bay to Table: Season 2:

This popular program series with Chef John Shields continued on March 16 with “Women’s History Month: A Culinary Journey.” This month’s special guest was Dr. Carla Hayden, the 14th Librarian of Congress, who joined Chef John & Mary for an exploration of early American recipes along with the amazing women who created them. It was a taste of culinary history and a how-to history class that featured Rosa Park’s Pancakes and St. Mary’s County Stuffed Ham.

A visit to Library of Congress took place on March 3 to film b-roll of our behind the scenes tour.

- March 16
- Aired live on Zoom, streamed live on Facebook, Twitter, and YouTube
- 237 virtual attendees

Genealogy - The 1950 Census: Are You Ready?

The National Archives releases census records to the general public 72 years after Census Day. As a result, the 1950 census records were released on April 1, 2022. Professional Genealogist Peggy Jude walked attendees through the genealogical discoveries they are likely to experience when they research their family's 1950 census. During this event, attendees learned more about the 1950 census, how to get ready, and what they need to know to make the most of this exciting resource.

- March 15, 2022
- Aired live on Zoom, streamed live on Facebook, Twitter, and YouTube
- 256 virtual attendees

Community Partnership

Harford County Public Library participated in Harford Family House’s Off the Streets event. HCPL staff were in attendance to hand out, Take & Make kits, promotional items, and information on HCPL resources and services to attendees of all ages.

- March 11
- 80 visits to the HCPL outreach table

Maryland Libraries Together:

On March 28, HCPL was happy to be a part of this statewide collaboration of Maryland libraries working together to engage communities in enriching educational experiences that advance an understanding of the issues of our time. As part of the group’s “Guide to Indigenous Maryland” project, Prince George’s County Memorial Library System hosted a virtual event with National Book Award finalist Brandon Hobson for a discussion of his book *The Removed* which draws on Cherokee culture and tradition in the context of a contemporary story about family tragedy and the generational impacts of injustice. Another event in this series is planned for mid-June and HCPL will also partner.

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. Took place every Tuesday afternoon at a different branch each week (Aberdeen, Edgewood, Havre de Grace, and Joppa Libraries).

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. A \$5.00 administrative fee is due to the HCBF at time of appointment: cash only. Took place at the Edgewood Library.

Community Partnership - 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 spring StoryWalk® is now in place and will be available through the end of May.

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

- Book Bites, 1-minute videos of “bite-size” book recommendations from Harford County Public Library
 - 806 total views for all age groups
- Previous Episodes of *Chesapeake Farm & Bay to Table*
 - 130 additional views

Press Releases Distributed

- *‘It’s Time to Start Your Garden’ is the Theme of the April 13 Episode of Chesapeake Farm & Bay to Table* – March 28
- *Librarian of Congress Carla Hayden Joins Chef John Shields and Mary Hastler on March 16 Chesapeake Farm & Bay to Table* – March 1

Recent Media Hits and Press Mentions:

Television

- “Chesapeake Farm & Bay to Table’s March 16 Episode with Dr. Carla Hayden” – *WBFF Fox45 Morning Show* – Mar 1 – *WJZ-TV Baltimore Buzz* – Mar 16

Print

- “Parties in the Springtime” – *Baltimore Style Magazine* – Apr/May 2022
- “Three Harford County Students Recognized at 12th Annual Women of Tomorrow Program” – *The Aegis* – Mar 30
- “Chesapeake Farm & Bay to Table ‘It’s Time to Start Your Garden’ on April 13” – *Harford County Living; The Patch* – *Aberdeen, Bel Air, Fallston, and Havre de Grace; I95 Business* – Mar 28
- “Cartoon - Librarians Attempt to Form Union” – *The Aegis* – Mar 2
- “Librarian of Congress Carla Hayden Joins March 16 Chesapeake Farm & Bay to Table” – *Bel Air News & Views; The Patch* – *Aberdeen, Bel Air, Fallston, and Havre de Grace; I95 Business* (online) – Mar 1 – *Harford County Living* – Mar 3 – *The Aegis* (online); *Capital Gazette* (online) – Mar 8 – *The Aegis* – Mar 9 – *The Baltimore Times* – Mar 11

Advertising:

Print

- Harford County Public Schools (HCPS) 2022 Teacher of the Year Program – March 21
- The Daily Record (TDR) DEI Recap – March 16
- The Daily Record (TDR) Women’s Perspectives Newsletter – March 16
- Anna’s House Annual Breakfast – March 14

Foundation

The next meeting of the HCPL Foundation Board of Directors will be April 26, 2022.

17th Annual Gala

The Gala was held on Saturday, April 9, 2022 at the Abingdon Library. It was a fantastic evening celebrating the 75+1 Anniversary of HCPL! Over 600 of our Library supporters and fans attended the 17th Annual Library Gala, Vegas Baby!

Although there were several challenges due to supply chain issues, increased labor costs and a 7-week window to plan and execute the event, we were able to work with some exceptional vendors and host a stellar event that had been postponed for 2 years. The Shades of Blue Orchestra performed with a 24-piece band during the gala and a 5-piece ensemble during the VIP reception. Water's Edge Catering did an outstanding job catering the event and providing bottle service to the High Roller Lounges. The Local Oyster and Matsuri Japanese Restaurant complimented the menu, serving delicious oysters and sushi. Jim's Bottleworks stocked both the VIP bar and main bar and provided bourbon for the Whiskey Down bourbon bar. Coffee provided an assortment of coffee drinks and teas and Brooms Bloom sponsored the Boozy Sundae Bar. The Vegas style casino was a huge hit with the guests and the grand prize trophy was awarded to Jim Reilly who had the highest amount of \$15,000! The Foundation was able to raise over \$25,000 and all of the funds will support the new Darlington Library project and other special programs throughout the county. A huge Thank you! is extended to all of our sponsors and volunteers that helped make this event a success.

The 18th Annual Library Gala will be held on Saturday, November 5, 2022. We will be hosting a theme reveal and kickoff event in May. Tickets for the 18th Annual Gala will go on sale on Friday, August 5 at 11:05 AM.

Summer Reading

Planning for the Summer Reading Challenge is underway and will kick off on Tuesday, June 21, 2022 and conclude on Saturday, August 27, 2022. The kick off celebration will begin at the Abingdon Library in the morning and conclude at the Aberdeen Library in the afternoon. The Foundation will be supporting the purchase of books used for the completer prizes and Horizon Cinemas will be sponsoring a free movie pass for the teen incentive. The Aberdeen Rotary Club has once again committed to supporting the Summer Reading program. A portion of the proceeds from their upcoming Shrimp, Oyster and Bull Roast on April 23 will support the Library initiative. APGFCU, Harford Day School, and the Bel Air Friends of HCPL have also committed to sponsoring the Summer Reading program as well. The Foundation has been in contact with several other businesses about sponsorships and are hopeful that they will be willing and able to support the program. Dr. Head asked whether library staff visited schools to encourage Summer Reading registration. Ms. Hastler explained that staff visit all the schools in the county to promote the summer reading challenge in addition to attending outreach events and other school events during the school year. Dr. Allen noted that the Foundation Board supports the Summer Reading program, and also encouraged Library Board Trustees to attend the Summer Reading Kickoff events as well on June 21st.

Once Upon a Rodeo

Announcements will begin shortly for the entertainment, tickets, coupons and a save the date.

Foundation Specialist

The Foundation Specialist position has been filled and we are excited to welcome Courtney Tramontana on Monday, April 18! Courtney is a lifelong Harford County resident and an active member of the community. Courtney's most recent professional experience was working for the Harford Community Action Agency, in Edgewood, as the Food Advocacy/Outreach Manager. She brings with her a love of community and a passion to serve.

Cultural Arts Board

Applications are now being accepted for FY23 Community Arts Development Grants for the funding period July 1, 2022 – June 30, 2023. Applications must be submitted by Wednesday, May 11, 2022.

Harford County Cultural Arts Board presented GRANTS 101, a free webinar open to the public on Tuesday, March 29th, featuring tips and best practices for grant-seeking and -writing for the arts and humanities fields

presented by Christina McLoughlin, 88.1 FM – WYPR Your Public Radio Institutional Giving Manager, and Jessica Cleaver, Harford County Cultural Arts Board Coordinator.

Harford Living Treasure nominations forwarded to Harford County Council: John Franklin Sauers and Alice Remsberg.

Arts in Education grants application approved for the following programs:

- Fallston High School – Valued, Seen, and Heard Mosaic with Andrea Sauer and Sue Stockman – Phase 1

Arts in Education grants agreement executed with the following organization:

- Carpe Diem Arts, Inc.

ACTION ITEMS

Personnel Changes – April 2022 - Ms. Hastler for Mr. Ross

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

NEW HIRES:

Rachel Dellman, Library Associate I – Inclusive Services, Abingdon Branch, 37.5 hours per week. Effective Date: April 18, 2022.

Courtney Tramontana, Foundation Specialist, Administrative Office, 37.5 hours per week. Effective Date: April 18, 2022.

Leona Cicone, Digital Content Coordinator, Marketing Department, Administrative Office, 37.5 hours per week. Effective Date: May 16, 2022.

Corrine Selba, Library Associate I – Teen Services, Joppa Branch, 37.5 hours per week. Effective Date: TBD.

PROMOTIONS:

Bethany Vangrin, Library Associate II – Sharing the Gift, Children’s Department, Bel Air Branch, 37.5 hours per week has been promoted to the position of Librarian – Children’s Services, Bel Air Branch, 37.5 hours per week. Effective Date: April 3, 2022.

OTHER CHANGES:

None

RETIREMENTS:

Gail Feldt, Library Assistant II, Joppa Branch 37.5 hours per week, employed since 2006 and retiring July 1, 2022.

Katherine Clipp, Library Associate III - Outreach, Silver Reader, Bel Air Branch, 37.5 hours per week, employed since 2005 and retiring July 1, 2022.

RESIGNATIONS/TERMINATIONS:

None

DISCIPLINARY ACTIONS:

None

LEAVE OF ABSENCE REQUESTS:

None

OPEN POSITIONS:

Aberdeen Branch

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

Abingdon Branch

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

Administrative Office

- **Custodian**, Facilities & Operations Department, Administrative Office, 19 hours per week. On hold.
- **Finance Director**, Finance Department, Administrative Office, 37.5 hours per week. On hold.
- **Public Service IT Technician**, IT Department, Administrative Office, 37.5 hours per week. Posted internally/externally.

Bel Air Branch

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

Edgewood Branch

- **Library Associate I/II**, Edgewood Branch, 15 hours per week (2 Positions). On hold.
- **Library Assistant II – Circulation**, Edgewood Branch, 37.5 hours per week. Posted internally/externally.
- **Children’s Summer Assistant**, Rolling Reader, Edgewood Branch, temporary summer position for a period of 8-10 weeks for a total of 300 hours for Summer 2022. To be posted internally/externally.

Fallston Branch

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

Havre de Grace Branch

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

Jarrettsville Branch

- **Library Associate I/II**, Jarrettsville Branch, 15 hours per week. On hold.
- **Library Assistant II – Circulation**, Jarrettsville Branch, 37.5 hours per week. Posted internally/externally.

Joppa Branch

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

Norrisville Branch

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

Whiteford Branch

- **Library Assistant II – Circulation**, Whiteford Branch, 37.5 hours per week. Posted internally/externally.

FUTURE VACANCY DUE TO RETIREMENTS:

Library Assistant III Outreach Bel Air

Library Assistant II Joppa

POSITION RECLASSIFIED

- **Web Content Specialist**, Administrative Office, 37.5 hours per week. Position has been reclassified as Digital Content Coordinator.
- **Library Assistant I – Circulation**, Abingdon Branch, 15 hours per week (4 Positions) has been reclassified as Library Assistant II – Circulation two full-time positions.
- **Library Assistant I – Circulation**, Bel Air Branch, 15 hours per week (2 Positions) has been reclassified as Library Assistant II – Circulation one full-time position.
- **Library Assistant I – Circulation**, Edgewood Branch, 15 hours per week & 19 hours per week has been reclassified as Library Assistant II – Circulation one full-time position.
- **Library Assistant I – Circulation**, Whiteford Branch, 15 hours per week (2 Positions) has been reclassified as Library Assistant II – Circulation one full-time position.

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.

Dr. Allen asked whether the reclassified positions represent promotions. Ms. Hastler noted that some of the positions were reclassified due to the needs of the department and some were reclassified in order to create full-time, benefit eligible positions. Ms. Hastler added that some of the reclassified positions were existing vacant positions that were reassessed and updated into new positions. Dr. Allen asked that future Personnel Reports include the reasons each position was put on hold, and Ms. Hastler noted that she would request the change to the report.

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

Location of May Board of Trustees Meeting – Ms. Hastler

Ms. Hastler requested that the May 19th Board of Trustees be moved to Abingdon Library in order to allow Trustees to attend an author event at Abingdon Library that same evening.

Early Closure at Darlington Library – Ms. Hastler

Ms. Hastler requested that Darlington Library close early, at 3:00PM, on Saturday, June 25, 2022 due to the Darlington 4th of July Parade, in order to allow staff and customers to leave the branch before the street is blocked.

Dr. Head asked whether staff scheduled to work would still be paid. Ms. Hastler confirmed that staff would still get paid as scheduled, and noted that the branch requested the change in schedule.

MOTION: Motion by Mr. Vido, seconded by Dr. Head and carried by unanimous vote to approve the change in location to Abingdon Library for the May 19th Board Meeting and the 3:00PM closure of Darlington Library on June 25, 2022 as presented.

OLD BUSINESS

Regarding the One School One Book program, Dr. Head asked how schools were able to opt in/out of the program and whether this decision was left up to the principal to decide. Ms. Hastler clarified that this was not a HCPL program. The program is hosted by the Harford County Education Foundation. Ms. Hastler is on their board, and the library sponsors the program but does not coordinate the program. Ms. Martin shared that the decision to participate is generally made by the principal and instructional leadership team at each school and encouraged Dr. Head to reach out to her local school to confirm whether they choose to participate.

NEW BUSINESS

FY23 Officer Nominations – Dr. Allen

Dr. Allen confirmed that current Board Officers were willing to serve another term in FY23. If any other Trustees were interested in serving, Dr. Allen requested they communicate their request in advance of the next meeting. Nominations and a formal vote will occur at the May Board meeting.

FY23 Schedule of Board Meetings – Ms. Hastler

All Trustees had the opportunity to review the draft FY23 Schedule of Board Meetings in advance of this evening's Board meeting.

MOTION: Motion by Mr. Vogelhut, seconded by Dr. Head and carried by unanimous vote to approve the FY23 Schedule of Board Meetings as presented.

BUSINESS FROM THE CHAIRPERSON

Dr. Allen commented on the process regarding pending legislation. He noted it has been extremely instructive and that the Board has learned a lot from this process. Dr. Allen commented that the Board now has time to engage in thoughtful conversations and planning.

BUSINESS FROM BOARD MEMBERS

Ms. Martin commented in response to Dr. Allen's comments, thanking the Board Executive Committee and Ms. Hastler for representing the Board and Trustees well, with a strong voice and in a professional manner. Ms. Martin stated her belief that it resulted in a positive outcome that will allow all involved parties to step back and think about their response.

Dr. Head echoed Ms. Martin's comments. Dr. Head commented that it is challenging to find a solution if we can't identify the problem or understand the root of where it is coming from. Dr. Head commented that the Board has been seeking clarity and wonders what we are able to do to find answers.

Dr. Allen responded that the Board HR Committee has been working on that, and noted the full Board will become involved once the committee has been able to get answers to those questions. Dr. Allen noted that the committee will continue with this ongoing work.

PUBLIC COMMENTS

Dr. Allen encouraged all guests in attendance to share their comments with the Board and provided ample time for guests to speak.

Katie Richardson, library employee, requested the Board to consider moving to a regular hybrid virtual/in-person meeting for Board meetings.

Dr. Allen commented that he would like Trustees to consider a mechanism for this and asked Ms. Hastler to research other entities in the county and other public libraries meeting formats.

EXECUTIVE SESSION

Dr. Allen noted that a closed Executive Session was not needed at this evening's meeting.

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. Vogelhut and approved by unanimous vote to approve the adjournment of the Public Meeting.

The public meeting adjourned at 7:13PM.