

**HARFORD COUNTY PUBLIC LIBRARY
FY 2023 BOARD OF TRUSTEES**

MEETING MINUTES

December 12, 2022

Present: Dwayne R. Adams; Dr. William B. Allen; Terrance Flannery; Shannon G. Gahs; Dr. Monique H. Head; Taryn J. Martin; Durbin P. Vido; Colonel Jonas Vogelhut, US Army, Retired; Carol Wright; Student Representative David Simberg; County Councilwoman Jessica Boyle-Tsottles; CEO Mary L. Hastler; and Jennifer Button

Absent: None

CALL TO ORDER

Dr. Allen called the meeting of the Harford County Public Library Board of Trustees to order at 6:30 PM.

CHANGES TO THE AGENDA

There were no changes to the agenda.

PRESENTATIONS/RECOGNITIONS

Dr. Allen recognized and welcomed Councilwoman Boyle-Tsottles, present for her first Board meeting as the Harford County Council Liaison. Ms. Boyle-Tsottles shared her excitement for joining the Board as Council Liaison.

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. Adams, seconded by Colonel Vogelhut, US Army Retired, and carried by unanimous vote to approve the Minutes of the October 20, 2022 Board Meeting as presented.

COMMITTEE REPORTS

Budget & Finance Committee – Mr. Vido

The committee met on November 18, 2022 at 8:00AM and reviewed the proposed FY 2024 Operating and Capital Budgets. The committee recommended the proposed budgets as presented, while acknowledging that budget priorities may change with the new County administration. As an update on the Foundation's financials, Mr. Vido shared that this year's fall Gala raised approximately \$50,000.

The Treasurer's Report was prepared by Kathy Cogar, Chief Financial Officer. Operating expenditures for the fiscal period ending November 30, 2022 were within the annual FY2023 budget. Revenues were \$9.9 million and Expenditures were \$8.5 million. Expenditures for Contracted Services were over budget, year to date, as several annual contracts were paid in July/August - Polaris and Envisonware (Library software). It was noted that the library is experiencing the same supply chain and inflationary costs increases as everyone else and will be monitoring these expenses and modify the budget as needed.

Executive Committee – Dr. Allen

The committee met on November 17, 2022 at 7:30AM. They reviewed the preliminary budget, committee reports, and health benefits. The committee also discussed review of the CEO’s contract, which will be brought to the Board for review during the Executive Session. Dr. Allen noted that an update on the staff survey will be reviewed during the Executive Session.

Capital Improvements Committee – Mr. Adams

The committee met on November 18, 2022 at 9:00AM and reviewed the proposed FY 2024 Capital Budget. The committee recommended the proposed budget as presented.

Human Resources Committee – Ms. Wright

The committee met on November 21, 2022 at 8:00AM. The committee discussed the Board of Trustees Meet & Greets that took place in the fall and will continue. The committee also discussed the role of the Board at those sessions and how policy aligns with the role of the Board. The Board reviews existing policies on a regular basis and this will be ongoing. Sessions of the annual Coffee with the CEO have been scheduled. Maryland Libraries are working on legislation to enable collective bargaining for public library staff throughout the state. Dr. Allen noted that a draft preliminary report from the staff survey has been shared with the Board, and they will synthesize those results, along with information from the meet & greets and Coffee with the CEO. The Board is working hard to assess all the information that is being shared and while this may take time to do it correctly, the end result will be valuable. Ms. Hastler clarified that sick leave may be used for mental health days.

Foundation Board – Ms. Martin

The Foundation Board met and discussed the success of the recent Library Gala, as well as their plan to search for a new Foundation Director in the new year. Ms. Martin shared appreciation for those that worked together on Gala planning after some personnel changes. Additional information is included in the CEO report below.

PUBLIC SERVICES REPORTS

Statistics – Ms. Hastler for Ms. Parry

Ms. Hastler reviewed the Statistical Report. A detailed report was submitted.

Programming and Events – Ms. Hastler for Ms. LaPenotiere

Ms. Hastler reviewed the Programming Report, which can be found as part of the CEO’s report below.

Teen Services – Mr. Simberg

Mr. Simberg reviewed the Teen Services Report, which can be found as part of the CEO’s report below.

CEO REPORT

Building Projects

Administration – A heat exchanger that services the Materials/Technical Services section of the building was not working. A call was placed to the County and a vendor came to evaluate. It was found that the heat exchanger was severely rusted and needed to be replaced. The County ordered the required parts which are expected to be in this week and then installed by December 16. If the project is delayed, we will relocate staff to other areas of the building until heat is restored.

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 proposal 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.

Both elevators will be replaced this fiscal year prior to the renovation project and many thanks to the County for coordinating the replacement. The project was presented to the County Board of Estimates for review on October 11, 2022. A pre-construction kick-off meeting was held November 17, 2022. Once the final paperwork is submitted to the county by the vendor, the notice to proceed (NTP) will be issued. Once the vendor has the NTP, the equipment will be ordered. Lead time to receive the equipment is 12-16 weeks. Estimated construction would then be March 2023 with 8 to 10 weeks to complete each elevator. If the branch closes to the public, both elevators could be done simultaneously and cut the time to renovate in half – one 8-10 week period instead of 16-20 weeks.

Darlington Library – The modular Darlington Library closed at the end of business on Saturday, September 17 in preparation for the move and opening of the new Darlington Library. The Library and County received the Use and Occupancy certificate on October 4th and quickly began moving into the new facility. Ribbon cutting and opening day took place on Wednesday, October 19, at 9:30 a.m., and well attended by the community as we celebrated the new resource. New staff have been hired and training underway. In addition, the collection was “unmasked” on October 19th so that holds may be placed and materials once again available for circulation. Some furnishings have been delayed and several items remain pending including the drive through window service. The recent heavy rains of the hurricane remnant caused major damage to the front walls/windows causing the two conference rooms to flood and substantially damaged the sheetrock. The damage was quickly assessed by the county and it was determined that the exterior stone was not installed correctly and was missing both caulk and a waterproof membrane. The county is working diligently to have the stone replaced by brick and appropriately installed. This correction has been completed and the front of the building is now complete. The County and the contractor continue to work on the remaining punch list items.

Delivery and installation of the branch furnishings and shelving end caps took place November 28 through November 30 and the “borrowed” items were returned to the lending branches. Punchlist items continue to be addressed.

Fallston - A maintenance bond inspection was held on October 18 coordinated by the County. Items of work to be completed prior to releasing the bond include filling in groundhog hole and overseed site to achieve minimum required turf grass coverage. In addition, screen trees will be planted in flat area below the library and the county will notify the library when the work is scheduled. The County is also working with a design engineer concerning dewatering of the facility.

Dash Cams – All Library vehicles are being fitted with front and rear dash cams. This was a recommendation made by employees who work on the outreach vehicles. Two cameras have been installed and installation for the remainder of the fleet is underway. Quotes have been received for a GPS system.

Polaris Upgrade 7.3 - Polaris ILS (Integrated Library System – catalog and more) is scheduled for a major upgrade on Tuesday, December 13. During the upgrade, the following will be offline and unavailable:

- Polaris, the online catalog and LEAP
- Databases and eResources
- Public computers, kiosks and access to accounts
- Printing, including contactless printing and printing from Envisionware/PrinterOn
- Some other services that use Polaris for authentication

Public WiFi, offline circulation, staff email and internet will be available.

Fines and 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. The Library is working on reinstating overdue notices and bills as appropriate.

HCPL Staff In-Service Day – The Library’s annual Staff Day was held on October 10th at Ripken Stadium, with the theme *Team HCPL Reunited*. The Aberdeen Ironbirds’ General Manager, Jack Graham, spoke to the group on the topic *5 Guys on Either Side*. Library CEO Mary Hastler shared Library highlights and milestones in the state of the library presentation, and an all staff photo was taken on the baseball field.

More than 50 Library staff members were honored for years of service ranging from two to 30 years. The Roenna Fahrney Recognition Award, named in honor of Roenna Fahrney, library director from 1957-78, honors exceptional performance of staff members who demonstrate outstanding service to the community spirit. Individual Roenna Fahrney Award winners were Dianne Dacey, Aberdeen Library; George Pope, Havre de Grace Library; and Theresa Stephens, Bel Air Library. The Roenna Fahrney Group Award went to the Programming

Team, including Bridget Bloomer, Abingdon Library; Katie Troch, Whiteford Library; Julie Parsons, Bel Air Library; and Theresa Stephens, Bel Air Library. Congratulations to all!

Su biblioteca – The library website, HCPLOnline.org, has a new page for Spanish language customers. This page shares links, information and resources that our customers can access on-the-go. The direct link is on the homepage below the search box on the right side of the page at the top. Jennifer Perdomo, Materials Specialist, has been working on this project and the web page includes information on books, eProducts, databases, national newspapers, and more.

Meetings & Presentations

November 2022

11/1 Maryland Perspectives Interview with Amelia/98 Rock- Darlington Library Opening
11/3 eBook Consortium Meeting
11/3 Harford County Library/Lincoln: Quarterly Retirement Plan Review
11/3 HLA Graduation
11/4 Sgt Alfred B. Hilton Memorial Unveiling
11/5 HCPL Library Gala
11/6-11/9 Learning 2022 Conference
11/9 HCPL Virtual Program: Chesapeake Farm & Bay to Table
11/10 Comcast Newsmakers Interview
11/14 Inter-Governmental Relations Task Force Meeting
11/14 HCPS Customer Service Task Force
11/15 Harford County Chamber - Government Affairs Committee
11/17 Bel Air Library Pre-Construction Meeting
11/18 HCPL Retiree Celebration
11/22 HCPL Foundation Board Meeting
11/22 Forest Hill Community Advisory Council Presentation
11/28 Inter-Governmental Relations Task Force Meeting
11/29 HCPL Virtual Program: Chesapeake Farm & Bay to Table B-roll Taping

October 2022

10/1 HCC Open House
10/3 Harford County RUN Board Meeting
10/3 History Makers Meeting
10/3 HCPL Virtual Program: Chesapeake Farm & Bay to Table B roll taping
10/3 Inter-Governmental Relations Task Force Meeting
10/4 Chesapeake Farm & Bay to Table – Taping
10/5 WAMD Interview
10/5 SARC Ribbon-cutting
10/6 HCPL Foundation Gala Committee Meeting
10/7 MD Humanities Executive Committee Meeting
10/7 Mason-Dixon Community Center Oktoberfest
10/8 Upper Chesapeake Health Foundation Starnight Gala
10/11 Bel Air Library Project Meeting
10/11 Maryland Today/WPOC, WZFT, WQSR Interview
10/12 Harford County Liquor Board Application for Gala
10/12 Harford County Employment Recognition Awards
10/12 Harford County Planning Advisory Board
10/12 Interview for article on Dr. Hayden – Chicago
10/12 HCPL Virtual Program: Chesapeake Farm & Bay to Table

10/13 Harford Magazine Interview
10/14 Harford County Education Foundation Excellence in Education Awards
10/14 MLA Legislative Panel Meeting
10/15 HCPL Virtual Program: Chesapeake Farm & Bay to Table taping
10/17 WJZ Where's Marty interview – New Darlington Library
10/18 Harford County Chamber Government Affairs Committee Meeting
10/18 Harford County Council Meeting
10/19 Fox 45/ Hometown Hotspot Interviews – New Darlington Library
10/19 Darlington Library Ribbon-cutting and Grand Opening
10/19 Harford Award
10/20 HCPL Board of Trustees Meeting
10/21 HCPL Fandom Fest
10/24 Women's Commission Meeting
10/25 Healthy Harford Board Meeting
10/25 HCPL Foundation & Executive Board Meetings
10/26 Webinar: Hiring 2022: How to Avoid Hiring Victims, Liars, Bullies, and Saboteurs
10/31 MD Humanities New Board Member Orientation
10/31 MLA Inter-Governmental Relations Task Force

Save the Date – Friday, January 20, 2023 – Fairy Tale and Super Hero Festival – Abingdon Library

Programming and Events

Daycare providers were so excited to have in person visits once again by Opening the Gift! They saw a few children who had participated pre-pandemic, but for most children, this was a new experience. The theme of “Whooo’s Ready for a Story?” had them singing about owls. And mini baby owl puppets joined them to dance to The Freeze. Visits were made to 36 licensed home daycares throughout Harford County, sharing early literacy activities with 36 babies, 115 toddlers, 44 preschoolers and their 45 adults (along with one juvenile and one teen!).

After a 2 ½ year hiatus, *Sharing the Gift* is back in person! Thirty volunteers read to 93 classes with 1,500 participants. They will have more participants as the program grows. Positive feedback from the new and returning volunteers was received. One new volunteer stated that it was the most rewarding experience that she has ever had! Everyone was happy that the program has returned.

Darlington is open. A Halloween Dance Party was the first program held on the patio. Children came in costume and burned off some energy on a beautiful Saturday afternoon to the beat of Halloween songs played on the new sound system. The crowd favorite was the call to do shadow dancing as the sun was at the perfect angle to reveal the different costume character outlines.

Edgewood celebrated DINOvember with a dinosaur themed scavenger hunt around the Children's Area. Prizes for finding all dinosaurs in the library was a tiny flexible T-rex, printed on the branch's 3D Printer. The Children's Area was also decorated with an excavation site bulletin board and activity table, along with the puppet theater having a dinosaur museum. Their Art & Stories program was also DINOvember themed, with children making their own dinosaur skeletons out of Q-tips.

Storytime families had a blast reading, singing and learning in pajamas during Havre de Grace's PJ Storytime. Kids enjoyed a bubble dance party and fun bathtub craft too.

Teen Services

Aberdeen's, Dianne Berkman, attended St. Joan of Arc's career day. She took the Dinosaur Bone Blocks, which were a huge hit. A group of 8th graders had a blast creating dinosaurs, that remained on display all day.

The Abingdon branch hosted Fandom Fest with an attendance of 500 people. Teen librarian Zoe DiGiorgio, and others planned an array of activities that engaged and entertained the public.

The DIY Neon Signs teen program at Fallston had a full house. The teens had a great time using wire to form their name and then attaching the wire to the light string with zip ties for their neon signs.

Havre de Grace had a good attendance for their Teen After Hours program. Teens played Thanksgiving Pictionary, participated in a mini pie eating contest, played video games, made fall crafts, and enjoyed the competition while playing card/board games. Everyone expressed interest in the December Teen After Hours!

Joppa held a successful Teen Crafternoon. The group had a great time chatting and painting glow-in-the-dark rocks. A young adult with special needs attended the event and said she'd love to keep coming to events!

At Norrisville's Teen Crafternoon, participants had fun making charm bracelets, scratch art photo frames, and bookmarks.

Marketing & Communications

Social Media:

The HCPL social media audience & interaction continues to grow. November Stats

- Facebook = 28,055 total followers
 - HCPL Main Facebook – 8,667 followers
 - HCPL Choose Civility Facebook – 1,159 followers
 - Branch Facebook combined – 19,388 followers
 - (All 11 branches, Choose Civility, Rolling Reader, Silver Reader)
- Instagram = 7,451 total followers
 - HCPL Main Instagram – 1,530 followers
 - Branch Instagram combined – 5,921 followers
 - (All 11 branches, Rolling Reader, Silver Reader)
- HCPL Main Twitter – 1,897 total followers
 - (10 branches – no ABD)
- HCPL Main LinkedIn – 618 total followers
- HCPL Weekly Newsletter – 37,756 contacts/27,922 subscribers
 - Sent out 2 eNews per week for a total of 8 in October
 - Sent out 2 eNews per week for a total of 9 in November

Events, Outreach & Partnerships

The NEW Darlington Library Ribbon-Cutting

The ribbon has been cut and the NEW Darlington Library is now open!

Many local dignitaries celebrated the ribbon cutting with HCPL, including Harford County Executive Barry Glassman, Harford County Council President Pat Vincenti, and Maryland State Head Librarian Irene Padilla who is also a former HCPL Director. Several Proclamations were accepted by HCPL CEO Mary Hastler from the Harford County Executive, Harford County Council, as well as the Maryland State House and Senate. Staff even welcomed their first equine visitor to the new building! Cathy Schmidt, Executive Director of Chesapeake Therapeutic Riding (CTR), walked over with the group's pony, Buttons, using one of the walking paths that connect the various buildings/organizations that share this 1.9-acre property.

- October 19
- 293 total attendees

Chesapeake Farm & Bay to Table – Season 3

October 12 “Living a Plant Forward Life for the Bay and Your Body” featured special guest Hilary Harp Falk, Chesapeake Bay Foundation CEO, who joined Chef John and CEO Mary for a tour of their Annapolis headquarters and CBF’s Claggett Farm. Back in the kitchen, the trio prepared a Hex rum Manhattan, along with spicy sweet potato cakes and warm lentil salad.

- October 12
- Aired live on Zoom, streamed live on Facebook, Twitter, and YouTube
- Recorded program was also posted to HCPL-Universe for customer viewing
- 219 total attendees/views

November 9 “Oysters, Oysters Everywhere 56th Annual U.S. Oyster Festival” featured chef, author, and owner of No Thyme to Cook Cooking School, Gwyn Novak as this month’s special guest. HCPL CEO Mary cheered Chef John on as he judged the hotly contested U.S. Oyster Festival Cook-Off. Then, everyone ventured to Chef John’s kitchen where they prepared Single Fried Oysters, Oyster Corn Bread Stuffing, Creamy Maryland Oyster Potato Leek Soup, Oysters Canvasback, and a Smoky Apple Cider Margarita.

- November 9
- Aired live on Zoom, streamed live on Facebook, Twitter, and YouTube
- Recorded program was also posted to HCPL-Universe for customer viewing
- 98 total attendees/views

Next episode, “Sweet Treats from Around the World,” has been postponed.

Best of Harford – Rainy Day Activity Contenders

HCPL is feeling the love! Two of our locations, Bel Air and Havre de Grace Libraries, have been nominated for the annual Best of Harford in the Rainy-Day Activity category. Voting concludes on December 4 at 5pm.

Meet the Author: Neil R. Beller, Jr.

Local author Neil R. Beller, Jr. visited the Abingdon Library to talk about his book, *The Dish: Stories Spun from the Only Position Player Dumb Enough to Squat Beneath Strangers Who Swing Big Sticks Inches from his Head*. It was an afternoon of humorous and personal stories about the role baseball plays in our lives.

- October 8
- 17 total attendees

Community Partnership – Ballet Chesapeake

Abingdon Library hosted the talented dancers of Ballet Chesapeake for the annual performance of *The Nutcracker*. Attendees of all ages enjoyed the classic performance that was followed by a story time and dance lesson.

- November 12
- 223 total attendees

Outreach - Miscellaneous

From Farmer’s Markets to First Friday’s, HCPL was represented at several Outreach events in October and November.

Genealogy: Timeline for Stones, Roots, & Family History – Finding All the Clues in the Family Cemetery

This virtual program by genealogy researcher Lisa Lisson provided attendees with the skills needed when researching ancestors and growing their family tree. She offered a step-by-step guide through the cemetery research process.

- October 18
- Aired live on Zoom, streamed live on Facebook, Twitter, and YouTube

- 104 total attendees/views

Community Partnership – Harford County Fire Safety House

Bel Air Library invited families with preschool and elementary-aged children to learn all about fire safety when they hosted the new high-tech mobile fire safety trailer, accompanied by an area firefighter. Participants were able to interact with a mock kitchen and bedroom, simulated fire safety scenarios, and complete an age-appropriate video quiz.

- November 5
- 86 total attendees

Remembering Loretta Lynn

Following her death, HCPL honored the Queen of Country with a special recommended list of her music and books. Branches had special displays and additional materials were available digitally through hoopla.

Community Partnership – Harford County Government

“SOCKtober” Collection Drive - Throughout the month of October, all HCPL locations collected donations of socks, mittens, hats, and gloves to benefit Harford County homeless and veterans. Library customers and staff were happy to help make this a warmer winter for our neighbors in need!

“No Shave November” Collection Drive - Throughout the month of November, all HCPL locations collected donations of razors, shaving supplies, and toiletries to support Harford County Veterans and individuals experiencing homelessness. Library customers/staff were encouraged to skip shaving for the month and donate those unused supplies to this initiative.

Community Partnership – Empty Stocking Fund

From November 1-30, all HCPL locations served as collection sites for the annual Empty Stocking Fund toy drive. Donation boxes were available for staff and customers to contribute new unwrapped toys, games, and crafts to help make the season brighter for the children of Harford County.

Community Partnership – Crocheting & Knitting Project

As part of this collection drive, HCPL customers and staff donated handmade hats, scarves, and mittens/gloves to benefit Harford Family House. Accepted items include women, men, and children which should be made with clean, new yarns. For those who don't crochet or knit, purchased items are also accepted through the deadline of December 15.

One Maryland One Book

Book discussions of What's Mine and Yours by Naima Coster continued in October, with the final session happening on November 3. Planning for the 2023 program has already started and next year's theme is connection. Marylanders were invited to provide input by submitting titles to Maryland Center for the Book by November 18.

- 17 book discussion groups were held from September to November
- 108 attendees for all 3 months.

Maryland STEM Festival 2022

Happening from October 14-November 13, HCPL is offering a number of STEM-related programs to encourage exploration of the worlds of Science, Technology, Engineering, and Math. This statewide initiative is held annually each fall and its popularity continues to grow.

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).

Outreach – Harford County Trauma Institute Conference

HCPL staff attended the 9th Annual Conference as a vendor and distributed information about library materials and services. Choose Civility Harford County as well as School Support Central were popular handouts. And our HCPL sunglasses were a big hit with attendees!

- October 14
- 108 visits to the HCPL outreach table

Fandom Fest 2022

Formerly known as Comic-Con, HCPL customers were invited to get their geek on at Fandom Fest 2022! The Abingdon Library was taken over with photo ops, board games, Dungeons & Dragons, crafts, trivia, panels, trading card games, and attendees were encouraged to cosplay to compete in the costume contest. Last celebrated in-person back in fall 2019, staff was very excited to host this year's full-day event.

- October 22
- 495 total attendees

New Addition to HCPL's Special Collection – Light Therapy Lamps

The winter months can be difficult for individuals who struggle with Seasonal Affective Disorder, but HCPL customers can now borrow a light therapy lamp to relieve symptoms. With adjustable color from day light to warm white as well as three different brightness levels, use of light therapy lamps are clinically proven to help alleviate the winter blues, overcome fatigue, increase energy, and reset one's sleep cycle.

Remembering Angela Lansbury

To honor the life of this beloved Hollywood icon, HCPL eNews and social medial channels pushed out a curated list of her films and literary works, while also letting customers know that additional materials were available for checkout through online resources collections like hoopla and kanopy.

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. Took place at the Abingdon Library in October and Aberdeen Library in November. *A \$5.00 administrative fee is due to the HCBF at time of appointment: cash only.

Meet the Author: Katey Howes

Held at the Bel Air Library on October 29, author Katey Howes discussed her book, Be a Maker, and the joy of making. Families were invited to flex their maker muscles by creating masks and other costume accessories. A very creative time was had by all!

- October 29
- 31 total attendees

Community Partnership – Eden Mill Nature Center StoryWalk®

HCPL has an on-going relationship with Eden Mill and each quarter, creates a fun, educational, self-guided StoryWalk® that places the pages of a children's book out in nature! The fall edition continued to provide enjoyment for families and was available until the end of November. In December, the new winter edition will be installed.

Outreach – 4th Fridays at the Grove

For the first time since the grand opening of the new Darlington Library, HCPL staff attended 4th Fridays at the Grove. Branch hours for that evening were extended to encourage attendees to come by to see the new building. Promotional items were distributed, which included commemorative wooden bookmarks from the new library's ribbon-cutting, along with information on HCPL resources and services.

- October 28
- 140 visits to the HCPL outreach table

Outreach – Harford Family House Off the Streets

HFH hosted their annual Off the Streets event, a sleep out at Ripken Stadium in support of those experiencing homelessness! HCPL had an outreach table at this event and distributed Take & Make kits and other Library materials.

- October 28
- 33 total visits to the outreach table

Community Partnership – START Family Book Club

START (Serving, Thriving, and Reading Together) is a unique humanities-based and family-focused program building community among military and civilian families. Six weekly storytelling, reading, and discussion sessions featuring award-winning children's books are led by professional storytellers and story lovers. Families with children ages 6 to 13 will enjoy discussing children's stories about such ideas as family, courage, and community. The program is free for participants; kid-friendly dinners and books are provided. Sponsored by Blue Star Families in partnership with Harford County Public Library. Meets weekly on Thursday evenings (Oct 6, 13, 20, 27; Nov 3) at the Aberdeen Library.

- October 6, 13, 20, 27
- 52 total participants

Additional Views for Previously Reported Programs, Events, and Partnerships

- Book Bites, 1-minute videos of “bite-size” book recommendations from Harford County Public Library
 - 4168 Oct & Nov total views for all age groups
- Previous Episodes of Chesapeake Farm & Bay to Table
 - 85 Oct & Nov additional views

Press Releases Distributed

- Get Your Geek On: HCPL Hosts Fandom Fest on October 22 – October 7
- HCPL Hosts Ribbon-Cutting Ceremony & Grand Opening for News Darlington Library – October 20
- Chesapeake Farm & Bay to Table Celebrates Oysters During November 9 Episode – October 24
- Harford County Public Library Foundation Raises More Than \$50,000 at 18th Annual Gala – November 16
- Sweet Treats from Around the World Highlight December 14 Episode of Chesapeake Farm & Bay to Table – November 28

Recent Media Hits and Press Mentions

Television

- “Where’s Marty? Learning About Our Darlington Library” – CBS Baltimore WJZ-TV – October 17
- “New Darlington Library” – Fox45 Baltimore – October 19
- “What’s New at The Harford County Public Library” – Comcast Newsmakers – November 29

Radio

- “Mary Hastler Highlights the Opening of the New Darlington Library and the Renovations Completed at the Aberdeen Library” – WAMD 970 – October 6 & 7 (<https://hcplonline.org/downloads/Mary-Hastler-interview-10.5.22.mp3>)

- “New Darlington Library, Aberdeen Library Renovation, Foundation Gala, Chesapeake Farm & Bay to Table” – Maryland Today/WPOC, WZFT, WQSR – October 16
- “Darlington & Aberdeen Libraries, Chesapeake Farm & Bay to Table, Winter Reading” – Maryland Perspectives with Amelia/98 Rock Baltimore – November 27 (<https://www.98online.com/2022/11/27/maryland-perspectives-harford-county-public-library/>)

Print

- “October 12 Chesapeake Farm & Bay to Table” – Harford County Living eNewsletter – October 1 – The Aegis (online) – October 4 – The Aegis – October 5 – Baltimore Fishbowl – October 7
- “Get Your Geek On: HCPL Hosts Fandom Fest on October 22” – The Patch – Aberdeen, Bel Air, Fallston, Havre de Grace, I95 Business (online), Harford County Living, Harford County Chamber of Commerce – October 7 – Cecil Whig (online) – October 12 – Bel Air News & Views – October 13 – Cecil Whig (online), The Susquehanna Press – October 14 – The Aegis (online) – October 18 – The Aegis – October 19
- “Columbus Day: What’s Open, Closed in Harford County” – The Patch – Aberdeen, Bel Air, Fallston, Havre de Grace – October 10
- “Bargains Galore Available at HCPL Fall Book Sale This Week in Bel Air” – Bel Air Patch – October 11
- “Meet the Fallston Public Library” – Fallston Neighbors – October
- “New Darlington Library” – The Aegis (online), Bel Air News & Views, I95 Business (online), The Patch – Aberdeen, Bel Air, Fallston, Havre de Grace, Yahoo News – October 20 – The Aegis, Cecil Whig, Harford County Living – October 21 – Baltimore Business Journal (online), Harford County Chamber of Commerce – October 25 – Harford Magazine – Fall 2022 – Harford Magazine (online) – November 13 – The Baltimore Sun (online) – November 14
- “November 9 Chesapeake Farm & Bay to Table” – Harford County Living, The Patch – Aberdeen, Bel Air, Fallston, Havre de Grace, I95 Business (online) – October 24 – Harford County Chamber of Commerce – October 25 – Bel Air News & Views – October 26 – Harford County Living eNewsletter – November 1 – The Aegis, The Baltimore Sun (online), The Aegis (online) – November 9
- “Harford County Honors Employees of Differing Abilities and Supporters at Annual Employment Recognition Luncheon” – The Aegis (online), Yahoo! News – October 25
- “Maryland’s Most Admired CEOs – Steve Linkous” – The Daily Record – November 3
- “What’s Open, Closed for Veterans Day 2022 in Harford County” – The Patch – Aberdeen, Bel Air, Fallston, Havre de Grace – November 10
- “Thanks to Supporters of the Harford County Veterans Resource Fair | Reader Commentary” – The Aegis (online) – November 16
- “HCPL Foundation Raises More Than \$50,000 at the 18th Annual Gala” – Harford County Living, The Daily Record (online), The Daily Record Afternoon eNewsletter, Harford County Chamber of Commerce, I95 Business (online), The Patch – Bel Air, Havre de Grace – November 16 – The Daily Record, Bel Air News & Views, Bel Air Patch – November 17 – The Susquehanna Press – November 18 – The Aegis – November 23 – Limelight – November 25
- “What’s Open, Closed for Thanksgiving 2022 in Harford County” – The Patch – Aberdeen, Bel Air, Fallston, Havre de Grace – November 22
- “Learn About Sweet Treats from Around the World” – The Patch – Aberdeen, Bel Air, Fallston, Havre de Grace – November 28

Advertisements

Print

- “Employment Recognition Ad” – Harford County Office of Disability Services & Commission on Disabilities Annual Employment Recognition Luncheon – October 7
- “Foundation Gala 2022 Ad – Thank You to Our Sponsors” – Harford’s Heart – November
- “Foundation Gala 2022 Ad – Thank You to Our Sponsors” – The Daily Record – November 22

Foundation

The October meeting was held on Tuesday, October 25th. The Gala was held on Saturday, November 5, at the Abingdon Library with more than 600 attendees enjoying an evening of delicious food, great drinks and lots of dancing to live music. The Foundation was very pleased to raise approximately \$50,000 net. All proceeds will go toward Library programming and initiatives.

#GivingTuesday - Held annually on the Tuesday after Thanksgiving, GivingTuesday is an opportunity to encourage donors to support their favorite charities and nonprofit organizations as the holiday season begins. For 2022, the HCPL Foundation reached out for community support through the HCPL website, social media channels, and a dedicated eNewsletter.

Planning for the Foundation end of the year campaign is underway.

Cultural Arts Board

Harford County Cultural Arts Board slate of Board officers for FY 2023 are as follows: Chuck Bowden, chairperson; Angie Sokolov, vice chair; and Peter McCallum, recording secretary.

Harford County Living Treasure nomination approved for the following individual: Gene Umbarger.

FY23 Arts in Education Grant application approved for the following:

- B4 Youth Theatre “200 Years of Return: Maryland in Liberia Actor Interpreter Workshop”
- Upper Chesapeake Bay Pride Drag Performance by Dustin Dawn
- Upper Chesapeake Bay Pride Drag Performance by Tony Aye

Grant Agreements have been executed with the following organizations:

- Bach Concert Series, Inc.
- Bel Air Recreation Committee
- Deer Creek Chorale, Inc.
- Friends of Jerusalem Mill, Inc.
- Harford Artists’ Association
- Harford Choral Society, Inc.
- Harford Community College
- Harford County MD Chapter of the Barbershop Harmony Society
- Havre de Grace Arts Collective
- Havre de Grace Farmer’s Market c/o Community Projects of Havre de Grace, Inc.
- Maryland Center for the Visual and Performing Arts, Inc.
- Scottfield Theatre Company
- Susquehanna Symphony Orchestra
- The Arc Northern Chesapeake Region
- The Ed Lally Foundation
- The Liriodendron Foundation, Inc.
- The Trustees of Ladew Topiary Gardens
- The Vestry of Deer Creek Parish
- Theatreworks Live, Inc.
- Tidewater Players, Inc.
- Upper Chesapeake Chorus of the Sweet Adelines, Inc.

ACTION ITEMS

Personnel Changes – November & December 2022 – Mr. Ross

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

NEW HIRES:

Ayinde Flores, Librarian – Children’s Services, Edgewood Branch, 37.5 hours per week. Effective Date: November 14, 2022.

Katie Kuester, Library Associate I, Fallston Branch, 15 hours per week. Effective Date: November 14, 2022.

Barbara Rahll, Library Associate I, Adult Services Department, Bel Air Branch, 15 hours per week. Effective Date: November 28, 2022.

Rachel Studie, Library Assistant I – Circulation, Abingdon Branch, 15 hours per week. Effective Date: November 28, 2022.

Shirlene Coleman, Custodian, Administrative Office, 19 hours per week. Effective Date: December 12, 2022.

Rebecca Hillenburg, Library Associate I – Teen Services, Aberdeen Branch, 37.5 hours per week. Effective Date: December 12, 2022.

Amanda Hughes, Senior Assistant Branch Manager – Adult Services, Abingdon Branch, 37.5 hours per week. Effective Date: December 12, 2022.

Rachel Larkin, Library Associate I – Children’s Services, Joppa Branch, 37.5 hours per week. Effective Date: December 12, 2022.

Sherry LaRose-Cooke, Library Assistant I – Circulation, Fallston Branch, 15 hours per week. Effective Date: January 9, 2023.

PROMOTIONS:

None

OTHER CHANGES:

Liz Brucksch, Library Associate II, Adult Services Department, Bel Air Branch, 15 hours per week has been awarded the position of Library Associate II, Adult Services Department, Bel Air Branch 37.5 hours per week. Effective Date: November 28, 2022.

RETIREMENTS:

Mitzi Jackson, Library Assistant II Circulation, Abingdon Branch with 44 years of service, 37.5 hours per week. Effective 1/1/2023.

Lisa Vadas, Library Assistant II Circulation, Whiteford Branch with 20 years of service, 37.5 hours per week. Effective 1/1/2023

RESIGNATIONS/TERMINATIONS:

None

DISCIPLINARY ACTIONS:

None

LEAVE OF ABSENCE REQUESTS:

None

OPEN POSITIONS:

Aberdeen Branch

- None

Abingdon Branch

- **Library Assistant II – Circulation**, Abingdon Branch, 30 hours per week. Posted internal/external.

Administrative Office

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

Bel Air Branch

- **Library Associate I/II – Children’s Services**, Bel Air Branch, 20 hours per week. Posted internal/external.
- **Library Associate I/II – Adult Services**, Bel Air Branch, 15 hours per week. Posted internal/external.
- **Library Assistant II – Circulation**, Bel Air Branch, 37.5 hours per week. Posted internal/external.

Darlington Branch

- None

Edgewood

- **Library Associate I**, Edgewood Branch, 15 hours per week. On hold.
- **Library Assistant I – Circulation**, Edgewood Branch, 15 hours per week. Posted internal/external, Interview schedule for 12.09.22

Fallston Branch

- None

Havre de Grace Branch

- None

Jarrettsville Branch

- None

Joppa Branch

- None

Norrisville Branch

- None

Whiteford Branch

- **Library Assistant I – Circulation**, Whiteford Branch, 15 hours per week. Posted internal/external. Interview schedule for 12.09.22

FUTURE VACANCY DUE TO RETIREMENTS:

- **Administrative Assistant**, Human Resources Department, Administrative Office, 37.5 hours per week.
- **Librarian – Children’s Services**, Fallston Branch, 37.5 hours per week. Position restructured to Library Associate I/II – Children’s Services. Posted internal/external.
- **Library Assistant II – Circulation**, Whiteford Branch, 37.5 hours per week.

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.

Dr. Allen noted he would like the opportunity to recognize Library retirees at Board meetings. Dr. Allen requested a motion to approve the Personnel Changes for October 2022.

MOTION: Motion by Colonel Vogelhut, US Army Retired, seconded by Dr. Head and carried by unanimous vote to approve the Personnel Changes as presented.

FY2024 Proposed Operating and Capital Budgets

Ms. Hastler noted that salary increases are not included as part of this preliminary budget, nor anticipated state aid increases. Both of these will be incorporated into the budget as soon as information is available from the State and County. Dr. Allen requested a motion to approve the FY2024 Proposed Operating and Capital Budgets as presented.

MOTION: Motion by Mr. Adams, seconded by Dr. Head and approved by unanimous vote to approve the FY 2024 Proposed Operating and Capital Budgets as presented.

OLD BUSINESS

There was no old business.

NEW BUSINESS

There was no new business.

BUSINESS FROM THE CHAIRPERSON

Dr. Allen read a letter received from a customer regarding the naming of the Darlington Library. There was discussion on the existing Board policy related to naming library branches, and how to craft a response to the customer inquiry. Dr. Allen will respond to the customer, citing the appropriate Board policy. Ms. Hastler will research the history of the Darlington Library and create a commemorative piece for the website and branch.

BUSINESS FROM BOARD MEMBERS

There was no business from Board members.

PUBLIC COMMENTS

There were no public comments.

EXECUTIVE SESSION

Dr. Allen cited the provision in the Maryland Open Meetings Act allowing for closed sessions:

Maryland Open Meetings Act § 3-305

(b) In general – Subject to subsection (d) of this section, a public body may meet in closed session or adjourn an open session to a closed session only to:

(1) discuss:

(I) the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of an appointee, employee, or official over whom it has jurisdiction; or

(ii) any other personnel matter that affects one or more specific individuals;

Dr. Allen requested the Board retire to discuss confidential personnel issues.

MOTION: Motion by Mr. Adams, seconded by Colonel Vogelhut, US Army Retired, and approved by unanimous vote to approve the closing of the Public Meeting and go into a closed Executive Session.

The public meeting was closed at 7:20PM and the Executive Session began at 7:21PM.

Present during the Executive Session were: Mr. Adams, Dr. Allen, Mr. Flannery, Ms. Gahs, Dr. Head, Ms. Martin, Mr. Vido, Colonel Vogelhut, US Army Retired, Ms. Wright, and Ms. Hastler.

The Board discussed confidential personnel issues and adopted a contract renewal for Ms. Hastler by unanimous vote of all Trustees present.

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

The Executive Session was closed at 7:55PM and the Public Meeting resumed at 7:56PM.

ADJOURNMENT OF PUBLIC MEETING

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

MOTION: Motion by Mr. Adams, seconded by Ms. Wright and approved by unanimous vote to approve the adjournment of the Public Meeting.

The public meeting adjourned at 7:56PM.