

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

**MEETING MINUTES**

**July 15, 2021**

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**Present:** Dwayne R. Adams, Dr. William B. Allen, Nancy A. Brown, Shannon G. Gahs, Dr. Monique H. Head, Taryn J. Martin, Jonas Vogelhut, Carol Wright, Student Representative Joshua Oguh, Aurora Kahoe Legislative Aide to County Councilman Chad R. Shrodes and CEO Mary L. Hastler, and Jennifer Button

**Absent:** Trustee Durbin Vido, County Councilman Chad R. Shrodes

**CALL TO ORDER**

Chairperson Dr. William Allen called the hybrid, in-person/virtual, meeting of the Harford County Public Library Board of Trustees to order at 6:32 PM.

**CHANGES TO THE AGENDA**

There were no changes to the agenda.

**PRESENTATIONS/RECOGNITIONS**

Dr. Allen welcomed new Trustee Jonas Vogelhut and new Student Representative Joshua Oguh, both present for their first meeting, and offered each the opportunity to introduce themselves.

Mr. Vogelhut noted he has been in Harford County since 2006, having relocated here while serving 25 years in the Army. Now retired from the Army, Mr. Vogelhut has served on APG as a contractor for the last six years. He has served on a number of other boards including the Hampton Ridge Home Owners Association and on the APG Military Retiree Council. Mr. Vogelhut noted he looks forward to bring some of that experience to his role with the Library.

Mr. Oguh noted he is an incoming senior in the IB Program at Edgewood High School and expressed his excitement to be serving and working together on the Board.

**APPROVAL OF CONSENT AGENDA**

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

- Approval of June 17, 2021 Board Meeting Minutes
- Statistical Report – June 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. Vogelhut, seconded by Ms. Wright and approved by unanimous vote to approve the Consent Agenda as presented.**

**COMMITTEE REPORTS**

**Budget & Finance Committee – Ms. Hastler**

Ms. Hastler read the Treasurer’s Report in Mr. Vido’s absence. The Treasurer’s Report was prepared by Stan Estremsky, Finance Director. Operating expenditures for the fiscal year ending June 30, 2021 were within the annual FY2021 budget. Revenues are \$20.2 million and Expenditures are \$17.4 million. Revenue from operations is under budget as the Library has temporarily suspended the collection of fines, processing of Passports is on hiatus, and collection of miscellaneous revenue such as printing and copies are also limited. A detailed budget was submitted for review.

**Executive Committee – Dr. Allen**

The committee did not meet.

**Capital Improvements Committee – Mr. Adams**

The committee did not meet.

**Human Resources Committee – Dr. Allen**

The committee did not meet.

**Foundation Board – Ms. Martin**

Ms. Martin noted that the Foundation did meet at the end of June for their annual Foundation Board celebration, although she was unable to attend due to an annual scheduling conflict with the City Council Conference. Ms. Wright shared that it was a wonderful event hosted at Water’s Edge Events Center and a great opportunity to meet other members of the Foundation Board in person. Ms. Hastler noted the event was an opportunity to review Foundation projects like the Rodeo, which was an incredible success, and the upcoming Gala. Ms. Hastler shared information about purchasing Gala tickets and opportunities for sponsorship, including the new Double Down Sponsorship. Dr. Allen shared his agreement that Gala sponsorship offers a wonderful opportunity to support the Library while receiving exciting sponsor benefits, and encouraged Trustees to consider becoming a sponsor.

**CEO REPORT**

**Building Projects**

**Aberdeen** – A ribbon cutting will be scheduled to celebrate the newly refreshed branch.

**Abingdon HVAC Replacement Project** – The Maryland State Library notified the library that the application for \$120,000 County Library Capital Grant Program for HVAC Replacement was approved for FY 2020 and extended into fiscal year 2021. The Library submitted the final invoice and the grant was fully spent. The County provides matching funds for the remaining cost of the project. The County held its first meeting with a design vendor during the first week of October 2019, the bid was advertised and closed on June 3, 2020. The bid was submitted to the Board of Estimates for approval on June 16th. The BOE approved the County Department of Public Works request for the procurement of five rooftop units for the library estimated for \$862,250. The contract was awarded to RF Warder of White Marsh, MD, in the amount of \$681,082. Completion is estimated to take 120 days after delivery. The project was anticipated to begin in mid-March and continue through May. The County informed us that there was a delay due to COVID at the factory, and the rooftop units would now be shipped from the factory on March 22. Demo of the old units began on March 29<sup>th</sup>. The first three of five units were lifted into place on April 5<sup>th</sup>. The remaining two units were lifted into place on May 10<sup>th</sup>. The Library closed for the day for this to safely take place. Final connections were made and testing conducted. The County continues to work through programming issues with the contractor relating to the two larger units. The branch is experiencing higher than normal humidity which is not acceptable. An extension of the project has been granted to August 6<sup>th</sup>.

**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 into the building. Library space planning prioritizes designing with flexibility and adaptability for future technology and needs. During this time of exploring options, the library will continue to maintain the appearance and functionality of the building to include small refresh projects in the meeting room, stairwells, and more. Meetings to begin the conversation of adapting the branch to include administrative functions began in February and continue. Colimore Architects is the lead agency working on designing the space with HBM consulting. The County issued a purchase order in the amount of \$28,839 for the design project. Colimore recently completed the Abingdon window project and HBM completed the Library Facilities Master Plan. Colimore Architects completed a Bel Air Library Programming and Scope Study in early April and it is being reviewed with the county. The Library submitted a State Library Capital Grant to offset some of the cost for fiscal year 2023 in the amount of a \$4,086,000 State grant request and a total project amount of \$8,513,000. Many thanks to the County Executive, Delegate Susan McComas, Senator Bob Cassilly, and Councilman Chad Shrodes for writing letters of support for the project.

**Darlington Library** – The County settled on the new property located at 3535 Conowingo Road in April 2020 and the consultants Colimore/HBM are leading the renovation and overall improvements to this facility. Purchase price was \$812,000 and the Library Foundation contributed \$300,000. We are working with the County on the future of the existing modular and historic building. The site plan has been finalized and the entrance will remain on the front of the building. This will be the first library with after-hours locker pickup. The schematic plans are complete and we are now working on interior electrical and furniture layout. Planning continues and demolition began July 13<sup>th</sup>.

**Edgewood** – The Rolling Reader outreach vehicle has been repaired. The passenger window was replaced from the break-in last month. The second phase of replacing the branch security cameras and upgrading to HD is underway. Additional cameras may be installed to provide enhanced coverage of the property.

**Havre de Grace** – Power outages occur during extreme weather and the Havre de Grace Branch has experienced several power outages since it opened. Each time there is a power outage, the keyless entry system and the elevators need repair. To minimize damage and repairs to the library equipment, such as the elevators and keyless entry system, the Library has requested that a whole building surge suppressor be installed. A surge suppressor was originally requested during the planning and construction phase of the building but was eliminated from the plans. New surge protection equipment is on order, delivery is anticipated July 19 and the county is providing the funding.

**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 was anticipated to begin on May 17<sup>th</sup> with an estimated completion date of May 28<sup>th</sup>. The project was expected to take about 1.5 weeks. The branch remained open during this time. Cones were used to safely guide traffic through the drive through while allowing customers to enter the branch through a meeting room door. The County contracted to repave the parking lot the week of July 6<sup>th</sup> through July 9<sup>th</sup>. The branch remained opened and customers parked near the Sheriff's Office Northern Precinct and walked up to the branch. The project is complete and we received just a few comments that it was hot walking from the parking lot to the building. The majority of customers were happy that we were able to remain open.

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

## **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 8<sup>th</sup> at limited capacity (50%).

The opening of all the branches took place over a three-week period and on Monday, March 22, all library branches once again allowed people back in the buildings. Limited capacity was lifted by the Governor on Friday, March 12<sup>th</sup> at 5 p.m. The Library continues with drive through and front door contactless pick up services along with free, contactless printing. Modifications have been implemented in the library spaces to include safe physical distancing.

Fines are continuing to be waived and we are encouraging customers to return the materials they may have at home so that others may have the opportunity to borrow. Masks are no longer mandatory for staff and customers. Plastic shields have been provided to all staff if they wish to wear a protective shield (optional) along with the mask (optional). Meeting rooms are now available for booking. Passport Processing returns on August 2. We are encouraging customers to make an appointment to avoid waits.

The Branches have expanded their virtual programming to the great outdoors. The outdoor storytimes, concerts and events have been very popular. Storytimes are a terrific way to reintroduce our youngest customers and their families to the library through the love of reading, play and music. Outdoor events will continue to expand. Saturday hours will expand on July 17<sup>th</sup> and all branches will be open until 5 p.m.

**Outreach** – The existing Opening the Gift, Sharing the Gift, and Partners in Reading outreach programs are on hiatus during COVID-19. However, a team of library staff have been working to create a new service delivery to our preschool population and their educators. Preschool Traveling Library launched this month and the library teams are delivering reading material, lesson plans and activities to licensed daycare providers, preschools, and more. The contents are themed and support pre and early literacy skill building. Our children are so excited to see the librarian coming up the path with the delivery. In addition, virtual story times are created that support the themes and the teachers/parents/caregivers can login and provide a complete learning experience with their charges. The Silver Reader team have created a new service delivery model and are making deliveries to nursing homes, etc. The goal is to keep our seniors engaged during the extreme times while practicing safety and wellness for both our staff and customers. The Rolling Reader team are assisting with deliveries to the daycares and licensed daycare providers.

The Library is partnering with Harford Community Action Agency to provide space in the parking lots of several of our branches for food banks.

The Library provided support to the Circuit Court of Maryland, Adult Drug Court, and purchased books for the graduates. The first graduation was held on March 26<sup>th</sup>.

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

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

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

### **Fines & Fees Legislation**

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

There are three main points to the bill:

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

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

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

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

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

**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 12<sup>th</sup>, 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.

**HCPL and HCPS MOU** – The MOU has been signed by the HCPS Superintendent, Library CEO and the County Executive launching the school ID project initiative. Students’ IDs will be able to be used to access online HCPL products remotely, anytime and anywhere. The IT Departments for the schools and library are working on testing the system in preparation for going live. We received a lovely thank you note from several teachers in appreciation of the library sponsorship for the Teacher of the Year program.

**July 4<sup>th</sup> Parades** – The Library participated in four parades this year (Darlington, Edgewood/Joppa, Havre de Grace and Bel Air) and the weather was the best we have experienced in a very long time. The library truck was decorated in red/white/blue and celebrated our local heroes.

### **Meetings & Presentations**

June 2021 (virtual unless noted)

- 6/1 Greater Bel Air Community Foundation Board Meeting
- 6/2 ALA Resolutions Committee
- 6/2 Harford County Consortium - Stop-Loss Alternatives
- 6/3 MD Humanities Meeting with Executive Director
- 6/3 HCPL Foundation: Once Upon A Rodeo Logistics Meeting
- 6/3 ALA Philanthropy Advisory Group Meeting
  
- 6/7 Route 40 Revitalization Meeting
- 6/7 HCPS Teacher Scholarship Meeting
- 6/8 Darlington Library Design Progress Meeting
- 6/9 Harford County Education Foundation Meeting
- 6/9 GBCF Celebration at Rockfield
- 6/10 MD Humanities Meeting with Executive Director
- 6/11 Chamber Education & Scholarship Recognition Event
- 6/11 MD Humanities Full Board Meeting
  
- 6/14 Harford County United Way RUN Board Meeting
- 6/14 PLA Budget & Finance Meeting
- 6/15 Darlington Library Design Progress Meeting
- 6/16 Bel Air Library - Design Contract Award Discussion
- 6/16 eBook Consortium Meeting

6/16 Harford County/UHC Quarterly Touch Base  
6/17 Maryland Humanities REWG  
6/17 HCEF Board Development Committee Meeting  
6/18 2021 SWN Virtual Annual Meeting  
6/19 HCPL Foundation: Once Upon A Rodeo

6/23-6/29 ALA Annual Conference

6/28 Paycom Annual Meeting with the Library  
6/28 Women's Commission Meeting  
6/29 Celebrating Women Veterans Community Conversation  
6/30 HCPL Foundation Annual Meeting  
6/30 EDAB Annual Celebration

### **Programming and Events**

Cicadas didn't bother June programming! The Children's Area at *Once upon a Rodeo* was a complete success. The young customers enjoyed the petting zoo, the catapult activity, riding pool noodle hobby horses through a maze and signing up for Summer Reading. Baby and Family & Friends Outside Story Times continue to be very popular. Mr. Jon was the first performer for *Summer Reading's Great Outdoor Concert Series*. A delighted crowd gathered at Aberdeen's Friendship Park to sing and dance.

Sandra Magsamen guided an appreciative virtual audience in creating a family or vision board. *How a Vision Board Can Create the Life You Imagine* was the final program in the series. Members of the Lally Foundation and Big Infinite band members provided two programs: *Introduction to Meditation and Mindful Mental Health* and *Creative Expression & Mindfulness Practices*. Not only were these virtual programs well received when viewed live; the recorded versions continued to attract customers throughout the month.

### **Marketing & Communications**

#### **Social Media:**

The HCPL social media audience & interaction continues to grow.

- Facebook = 22,771 total followers
  - HCPL Main Facebook – 7,753 followers
  - Branch Facebook combined – 15,018 followers
- Instagram = 6,092 total followers
  - HCPL Main Instagram – 1,209 followers
  - Branch Instagram combined – 4,883 followers
- HCPL Main Twitter – 1,816 total followers
- HCPL Main LinkedIn – 479 total followers
- HCPL Weekly Newsletter – 38,640 contacts/30,513 subscribers
  - Sent out 2 eNews per week for a total of 10 in June

#### **Programs and Partnerships**

HCPL's Summer Reading Adventure 2021 for All Ages began June 1 and over 7,100 Library customers have registered and read over 12,300 books.

- SRC Sign Up & Outreach table at Once Upon a Rodeo
  - Equestrian Center
  - June 19
  - 335 attendees
- Mr. Jon & Friends! The Great Outdoor Concert Series is part of HCPL's Summer Reading Adventure 2021 for all ages!
  - Festival Park in Aberdeen
  - June 28
  - 125 Attendees

Harford County Public Library and Harford County Department of Community Services joined together to present a variety of programs that support good mental health for all ages in our community. All programs were free, open to the public, and held live via Zoom.

- What's Next? How a Vision Board Can Create the Life You Imagine- with Sandra Magsamen
  - June 9
  - Over 200 Vision Board Take & Make bags were distributed to customers via all (11) HCPL branches.
  - 85 attendees
- Introduction to Meditation and Mindful Mental Health with the Ed Lally Foundation
  - June 15
  - 122 Attendees
- Creative Expression & Mindfulness Practices with the Ed Lally Foundation
  - June 23
  - 64 Attendees

**Other programs and partnerships:**

- Jazz Baby
  - June 5
  - 45 Attendees
- Fair Housing: Knowing Your Rights
  - June 22
  - 24 Attendees
- Outdoor Story Time programs.
  - Held outside, in-person at all branches with the exception of Darlington and Edgewood... due to space constraints.
  - 1,589 attendees, combined, for all Outdoor Story Times
- Virtual Story Times, Concerts, and STEAM Programs featured at HCPL-U
  - 1,364 views in May
- Book Bites, 1-minute videos of “bite-size” book recommendations from HCPL
  - 1,032 total views in May for all age groups
- Virtual Book Discussion programs
  - June 3, 10, 19, 24
  - Held live via Zoom
  - 16 attendees, combined
- Books and Beyond program
  - June 14
  - Held live via Zoom
  - 13 attendees
- Knot Just Knitting @ Noon program
  - June 8
  - Held live via Zoom
  - 8 attendees
- Virtual D&D programs
  - Held live via Discord
  - 6 team participants for Middle School on June 10
  - 3 team participants for High School on June 24
- On June 23, HCPL co-hosted, with other state Library systems, author Zakiya Dalila Harris who wrote, *The Other Black Girl*. This was a virtual event held via Zoom.
- Aberdeen Ironbirds Movie Night at the Ballpark partnership
  - Harford County Public Library's Choose Civility initiative was selected as the recipient of proceeds from this year's (3) \$5 movie nights.
- Eden Mill Nature Center StoryWalk partnership



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

### **Press Releases Distributed**

- *HCPL's Tails and Tales Summer Reading Adventure 2021* – June 14

### **Recent Media Hits and Press Mentions:**

#### **Television**

- “Once Upon a Rodeo” – *Good To Know* (WMAR 2 News) – June 4 – *Coffee With* (WJZTV 13 News) – June 15

#### **Print**

- “Harford County Council Passes \$1 billion budget” – *The Aegis* (online) – June 3 – *The Record* – June 4
- “We Cancerve Opens Its 2<sup>nd</sup> Free Little Library” – *The Aegis* – June 11
- “HCPL Foundation Once Upon a Rodeo” – *Good To Know* (online) – June 4 – *Cecil Whig*, *The Aegis* (online) – June 11 – *The Aegis* – June 16 – *The Record* – June 18 – *The Patch* – *Bel Air eNewsletter* – June 19 – *The Aegis* (online), *The Baltimore Sun* (online) – June 20 – *The Aegis* – June 25
- “HCPL Tails and Tales Summer Reading Adventure 2021” – *Bel Air News & Views*, *Harford County Living*, *The Patch* – *Aberdeen*, *Bel Air*, *Fallston & Havre de Grace*, *Harford County Chamber of Commerce* – June 14 – *The Cecil Whig* (online) – June 16 – *The Susquehanna Press* – June 18 – *The Aegis* – June 25 – *The Aegis* (online) – June 26 – *The Aegis* – June 30
- “HCPL Foundation President Receives MLA Award” – *The Aegis* (online) – June 27
- “Harford Cable Network’s ‘Kaleidoscope’ Wins Two Silver Telly Awards” – *The Aegis* – June 30

### **Advertising:**

#### **Radio**

- Harford’s Edge on WAMD 970 AM – Show airs from 9-10 am on Fridays and is repeated on Saturday. The Library is the program sponsor. We have had no live shows to report but have been running relevant re-plays of past shows each Friday & Saturday since 3/6/20.

### **Foundation**

The next meeting of the HCPL Foundation Board of Directors will be August 24, 2021.

### **Summer Reading Adventure**

The Foundation is honored to sponsor the Summer Reading Adventure and sends appreciation to this year’s sponsors.

### **Once Upon a Rodeo**

The 1<sup>st</sup> Annual Once Upon a Rodeo was held 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 went on sale, Monday April 19 and are \$30 per person for general admission and \$100 per person for VIP. 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. A \$5 discount coupon is currently available at

all 11 branches while supplies last. To date, we have sold 488 tickets, have 10 craft vendors and 5 food vendors: Chick-Fil-A, Don's Dogs, Eat Like a Greek, Pit n Pinchers, Kona Ice of Bel Air. Let's take a moment to celebrate our current sponsors: Premiere Sponsors – GFL Environmental, Keene Dodge, Visit Harford!, WSMT Insurance, Supporting Sponsors – Chesapeake Bank of Maryland, Robert Button Trucking, Harford Retirement Planners.

**17<sup>th</sup> Annual HCPL Gala: VEGAS Baby!**

This year's Gala will take place on Saturday, November 6 at the Abingdon Library. Tickets are \$150 per person and will go on sale on Friday, August 6 at 11:06 AM. This year's Gala theme was revealed on Wednesday, April 28<sup>th</sup> and is "Welcome to the Fabulous 17<sup>th</sup> Annual Library Gala, VEGAS BABY! What happens at the Library Gala, stays at the Library Gala." Sponsors of the 2020 Gala will be given the opportunity to carry over their commitment to the 2021 Gala or increase their support. Sponsorship opportunities have been revised to include "Double Down Sponsors". Double Down Sponsors are supporters who have committed to double their contribution. Double Down Sponsors will receive 2 VIP tickets, a Hi Roller Lounge (reserved private lounge space with optional bottle service), special recognition at the Gala, in the program and on the website, be showcased as Double Down Sponsors at the gaming tables and on the back of the bottle service menu in the Hi Roller Lounges. The Gala Committee met for the first time since January on April 22 and will continue to meet on the 4<sup>th</sup> Thursday of the month at 9:30 AM via Zoom. Let's take a moment to recognize our current sponsors which have helped us raise over \$70,000 in sponsorship dollars:

Double Down Sponsors - Freedom Federal Credit Union, Harford County Chamber of Commerce, Sharon and Brian Lipford, Mary & Mark Hastler, Harford Mutual Insurance

Presenting Sponsor - Saxon's Diamond Centers, Freedom Federal Credit Union, The Kelly Group, Richardson's Flower's and Gifts, GFL Environmental

Headlining Sponsors - Rainbow International Restoration, WebIXI, The Daily Record, Water's Edge Catering, Harford Mutual Insurance

Premier Sponsors - Chesapeake Bank of MD, Coffee, Keene Dodge, Mark and Mary Hastler, Comcast, Huether McClelland Foundation

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, Abingdon Friends of HCPL, Visit Harford!, Greater Harford Committee, MELOS Inc., Dex Imaging, Chesapeake Employers Insurance

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, Dianna and Jorge Pinagotte/TrueCoach4Me, United Way of Central Maryland, The Local Oyster, Sanctuary Title.

Ms. Gahs asked whether there were any fundraising goals for Once Upon a Rodeo and the Library Gala. Ms. Hastler responded that the goal for the Gala is to net as much funding as possible, and that recently the event has net \$100,000-120,000. Ms. Hastler noted that this was the first year for the rodeo so the goal was to break even from the financial side, and to be well-received in the community would deem this event a success. Ms. Hastler explained that this is typical for first-time events, and as the rodeo becomes a regular event, there will be an increased focus on a budget and offsetting costs with sponsorship funds.

**ACTION ITEMS**

**Conflict of Interest Policy**

The Conflict of Interest Policy is to be acknowledged and signed on an annual basis by each Board Trustee and certain key Library employees including the CEO, CFO, Finance Administrator, and Foundation Director of HCPL to document their reaffirmation of their understanding of the policy and that they have complied with its

provisions. Copies of the Harford County Public Library Conflict of Interest Policy were distributed to all Trustees. Dr. Allen requested that all Trustees review the policy and those present at the meeting were asked to sign the annual policy acknowledgement form. Those Trustees not present in-person were asked to submit the document electronically to Ms. Button.

Note – This agenda item was presented out of order due to technical difficulties.

### **Personnel Changes – June 2021**

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

#### **NEW HIRES:**

**Jamal Boyer**, Custodian PT, Joppa Branch, 19 hours per week. Effective Date: July 12, 2021.

**Karen Petr**, Library Assistant – Circulation, Whiteford Branch, 15 hours per week. Effective Date: July 12, 2021.

#### **PROMOTIONS:**

**Carmen Cortez**, Library Assistant I – Circulation, Edgewood Branch, 15 hours per week has been promoted to the position of Library Assistant II – Circulation, Abingdon Branch, 37.5 hours per week. Effective Date: July 11, 2021.

**Rian Mitchell**, Library Assistant I – Circulation, Abingdon Branch, 15 hours per week has been promoted to the position of Library Assistant II – Circulation, Abingdon Branch, 37.5 hours per week. Effective Date: July 11, 2021.

**Andrea Pentz**, Facilities & Purchasing Specialist, Administrative Office, 37.5 hours per week has been promoted to the position of Circulation Manager, Whiteford Branch, 37.5 hours per week. Effective Date: July 12, 2021.

**Angela Pfeiffer**, Library Associate II, Abingdon Branch, 37.5 hours per week has been promoted to the position of Librarian-Children Services, Havre de Grace Branch, 37.5 hours per week. Effective Date: July 12, 2021.

#### **OTHER CHANGES:**

None

#### **RETIREMENTS:**

None

#### **RESIGNATIONS/TERMINATIONS:**

**Robert Six**, Library Assistant I – Circulation, Bel Air Branch, 15 hours per week. Effective Date: June 11, 2021.

**Brittany Barnette**, Library Associate II, Adult Services, Bel Air Branch, 15 hours per week. Effective Date: July 2, 2021.

**Justin Wineke**, Circulation Manager, Jarrettsville Branch, 37.5 hours per week. Effective Date: July 3, 2021.

**Dasha Casciero**, Library Associate II, Norrisville Branch, 15 hours per week. Effective Date: July 23, 2021.

#### **DISCIPLINARY ACTIONS:**

None

**LEAVE OF ABSENCE REQUESTS:**

None

**OPEN POSITIONS:**

**Aberdeen Branch**

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

**Abingdon Branch**

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

**Administrative Office**

- **Web Content Specialist**, Administrative Office, 37.5 hours per week. On hold.
- **Special Collections Processor**, Administrative Office, 37.5 hours per week. Posted internally/externally. Open until filled.
- **Facilities & Purchasing Specialist**, Administrative Office, 37.5 hours per week.

**Bel Air Branch**

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

**Edgewood Branch**

- **Librarian – Children Services**, Edgewood Branch, 37.5 hours per week. Posted internally/externally. Open until filled.
- **Library Associate I/II – Adult Services**, Edgewood Branch, 37.5 hours per week. On hold.
- **Library Associate I/II**, Edgewood Branch, 15 hours per week. On hold.
- **Library Assistant I – Circulation**, Edgewood Branch, 15 hours per week. On hold.

**Fallston Branch**

- **Librarian – Teen Services**, Fallston Branch, 37.5 hours per week. On hold.
- **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.

**Havre de Grace Branch**

- **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 (2 Positions). On hold.

**Jarrettsville Branch**

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

- **Circulation Manager**, Jarrettsville Branch, 37.5 hours per week. Posted internally/externally. Open until filled.

**Joppa Branch**

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

**Norrisville Branch**

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

**Whiteford Branch**

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

**FUTURE VACANCY DUE TO RETIREMENTS:**

None

Ms. Gahs asked whether any resignations reported were due to preventable causes. Mr. Ross explained that each of the vacancies resignations this month were due to unforeseeable causes. Reasons included resignation to pursue another career, relocating internationally for a career opportunity, running for public office, and for a promotional opportunity.

**MOTION: Motion by Mr. Adams seconded by Mr. Vogelhut and carried by unanimous vote to approve the personnel changes for June 2021 as presented.**

**OLD BUSINESS**

None

**NEW BUSINESS**

**FY22 Board Committee Assignments**

Dr. Allen noted that two Board committees had vacancies, including the Budget & Finance Committee and the Foundation Committee. Trustees were offered the opportunity to remain on their current committee or move to a new committee. Mr. Vogelhut joined the Budget & Finance Committee and the Human Resources Committee. Ms. Brown was named Chair of the HR Committee and Dr. Allen moved to an ex-officio role on the committee. Dr. Allen was named to the Foundation Committee. The full committee roster was sent to Trustees following the meeting.

**BUSINESS FROM THE CHAIRPERSON**

Dr. Allen distributed copies of *George Washington’s Guide to Civility* to Board members present at the meeting, and copies will be mailed to those not present. The Library hosted Dr. Allen for a discussion entitled *Hiding Our Vices From Others: George Washington’s Guide to Civility* at the Abingdon Library on February 21, 2020.

Dr. Allen advised Mr. Oguh that the Student Representative typically provides a report on Library activities as they relate to students, although this has been on hiatus during the pandemic. As this is Mr. Oguh’s first meeting, he was encouraged to offer any comments or suggestions he felt may be appropriate. Ms. Hastler assured Mr. Oguh that the Student Representative is usually provided with an update in advance of Board meetings that he reports out to the full Board, and to which he may add his comments or suggestions, and this report will resume beginning with the September Board meeting.

**BUSINESS FROM BOARD MEMBERS**

Ms. Martin, in her role with the Havre de Grace Independence Day Parade, shared appreciation from Jeff Thompson who works for the city of Havre de Grace and on the Independence Day Parade. Mr. Thompson noted that there were issues with the bandwidth during the parade, and reached out to the Library's IT Department for assistance. The Library was able to resolve the issue, and staff were professional and easy to work with.

### **PUBLIC COMMENTS**

There were no comments from the public.

### **EXECUTIVE SESSION**

Dr. Allen requested the Board retire to an Executive Session to receive an update on the FY22 CEO Work Plan.

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;

**MOTION: Motion by Ms. Wright, seconded by Ms. Gahs 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 7:10PM and the Executive Session began at 7:11PM.

Present during the Executive Session were: Mr. Adams, Dr. Allen, Ms. Brown, Ms. Gahs, Dr. Head, Ms. Martin, Mr. Vogelhut, Ms. Wright, Ms. Hastler, and Ms. Button. Mr. Vido was absent.

Ms. Hastler presented the FY22 CEO Work Plan.

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

The Executive Session was closed at 7:28PM and the Public Meeting resumed at 7:29PM.

### **ADJOURNMENT OF PUBLIC MEETING**

There being no further comments or questions, the public meeting adjourned at 7:29 PM.