

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

MEETING MINUTES

March 16, 2023

Present: Dr. William B. Allen, Chair; Carol Wright, Vice Chair; Dwayne R. Adams; Terrance Flannery; Dr. Monique H. Head; Taryn J. Martin; Colonel Jonas Vogelhut, US Army, Retired; Student Representative David Simberg; Mary L. Hastler, CEO; and Jennifer Button

Absent: Shannon G. Gahs; Durbin Vido, Treasurer; County Council Member Jessica Boyle-Tsottles

CALL TO ORDER

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

CHANGES TO THE AGENDA

There were no changes to the agenda.

RECOGNITIONS/PRESENTATIONS

There were no recognitions/presentations.

APPROVAL OF MINUTES

The minutes of the February 16, 2023 meeting were reviewed and Dr. Allen submitted a minor typo for correction.

MOTION: Motion by Colonel Vogelhut, US Army Retired, seconded by Mr. Adams, and carried by unanimous vote to approve the Minutes of the February 16, 2023 Meeting as presented.

COMMITTEE REPORTS

Budget & Finance Committee – Colonel Vogelhut, US Army Retired for Mr. Vido

The committee did not meet.

The Treasurer’s Report was prepared by Kathy Cogar, Chief Financial Officer. Operating expenditures for the fiscal period ending February 28, 2023 were within the annual FY2023 budget. Revenues were \$15.7 million and Expenditures were \$13.2 million. Expenditures for Operating Expenses were within budget and we continue to monitor as the cost for paper products has continued to increase (copier paper and janitorial paper products).

Executive Committee – Dr. Allen

The committee met on Wednesday, February 22, 2023. The committee discussed a report on the results of the survey that was conducted, highlighted items they wanted to see included, and a recommended plan to communicate survey results.

Capital Improvements Committee – Mr. Adams

The committee did not meet.

Human Resources Committee – Ms. Wright

The committee did not meet.

Foundation Board – Ms. Wright for Ms. Martin

Ms. Wright noted that recruitment for a Director of Philanthropy and Development is underway. The Foundation Board also discussed plans for the upcoming summer reading program. Additional information is included in the CEO report below.

PUBLIC SERVICES REPORTS

Statistics – Ms. Hastler for Ms. Parry

Ms. Hastler reviewed the submitted Monthly Statistical Report.

Dr. Allen observed that statistics for library card registrations were extraordinary, a year to date increase of 508% compared to FY2020.

Colonel Vogelhut, US Army Retired, noted that online database statistics appeared to be trending lower and questioned whether that was normal. Ms. Hastler noted that the trend could be due to seasonal changes and Dr. Allen opined that the trend could be a reversal of trends experienced during the pandemic.

Programming and Events – Ms. LaPenotiere

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

Teen Services – Mr. Simberg

Mr. Simberg reviewed the Teen Services Report included in the CEO report below.

CEO REPORT

Capital & Building Projects

Capital Projects Planned for FY 2024 – The County Administration has “pushed back” all capital projects planned for FY 2024, including the Bel Air Library renovation project. No further details have been provided.

Aberdeen –The replacement security system is installed and functional.

Bel Air – Both elevators will be replaced simultaneously starting April 10th and the branch will close for approximately 8-10 weeks.

The roof needs replacing immediately along with repair to some structural damage. The County estimate is \$500,000. The roof was included in the major renovation planned for FY 2024 and now may be a separate project.

Colonel Vogelhut, US Army Retired, requested and received confirmation that the Bel Air drive-through would be closed during the branch closure.

Dr. Allen asked whether the deployment of Bel Air Library staff to other branches during the Bel Air branch closure would aid in any backlog of vacant positions at other library branches. Ms. Hastler noted that current staffing reflected FY2019 levels, and there was no backlog of vacant positions. She explained that there were occasional staffing issues related to leave of absence,

emergency situations, etc. and those were resolved on an individual basis. Ms. Hastler also shared that Bel Air Library staff had the opportunity to identify three locations they would prefer to be assigned and the library was able to accommodate all requests.

Ms. Wright asked whether customers have provided any feedback on the upcoming branch closure. Ms. Hastler noted that customers always are concerned when their neighborhood library is closed but have expressed understanding for the need to close.

Darlington – This project is 90% complete. Punch list items continue to be addressed.

Fallston - Sidewalks are scheduled for repair/replacement this spring. It is estimated the work will take 2 to 3 days to complete. There may be a need to close the branch for part of the repair. We will know more specifics closer to the start date.

All Branches - Hydration Stations are scheduled for installation in late spring early summer for branches that currently do not have this type of water fountain. Once the County completes their RFP for Plumbing services, we will be able to select a plumber and begin the project.

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:

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.”

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.”

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. Notices and bills resumed in February 2023. A media push is underway.

Meetings & Presentations

February 2023

2/1 Harford Night in Annapolis

- 2/3 Baltimore’s Child Interview
- 2/3 Filming: HCPL Valentine’s Message
- 2/3 MLA Legislative Panel Meeting

- 2/6 Maryland State Library Inter-Governmental Relations Task Force Meeting
- 2/6 Cultural Arts Board Meeting
- 2/7 Harford County Council & County Executive State of the County Address
- 2/8 Harford County Education Foundation Meeting
- 2/8 Harford County Budget Presentation
- 2/8 Privacy Audits for Public Libraries
- 2/9 Meeting with Town of Bel Air
- 2/10 Meeting with Harford County Council President
- 2/10 Meeting & Tour of Darlington Library with Council Member Jim Reilly
- 2/11 Omega Psi Phi Book Dedication

- 2/13 Route 40 Revitalization Meeting
- 2/13 Maryland State Library Inter-Governmental Relations Task Force Meeting
- 2/13 HCPL Foundation Dinner & Conversation
- 2/14 Harford County Chamber Government Affairs Committee Meeting
- 2/15 Maryland Library Day in Annapolis & Meetings with Local Delegation
- 2/16 Maryland Arts Day in Annapolis
- 2/16 2023 Lincoln Financial Status meeting

- 2/21 HCPL Virtual Program: The Trifecta: Tips for Researching the Formerly Enslaved
- 2/22 Healthy Harford Board Meeting
- 2/23 Harford County Chamber State of the County Luncheon
- 2/24 Harford County Consortium Investment Committee Meeting
- 2/24 Chesapeake Farm & Bay to Table Planning Meeting
- 2/25 Harford County Education Foundation Board Retreat
- 2/25 Sylvia Bryant Retirement Party Community Services

- 2/27 Maryland State Library Inter-Governmental Relations Task Force Meeting
- 2/27 Women’s Commission Meeting
- 2/28 Harford County Chamber Government Affairs Committee Meeting
- 2/28 Tour of Joppa Library with County Executive Bob Cassilly

Programming and Events

Aberdeen set up a Black History Month Story walk. Staff created the story walk from the book “Trombone Shorty.” Families really enjoyed it and the banjo Take and Make! Harford County Public School’s Spanish Speaking Families also visited Aberdeen where they learned about early literacy resources. Everyone was so pleased; they are scheduling several other visits.

The Judy Center and Spanish speaking families participated in Edgewood’s Workshop for Spanish speakers. The library shared available resources and established a partnership for future outreach.

Jarrettsville’s Genealogy Discussion Group’s topic this month was Guilds. One attendee excitedly reported that she discovered that her husband shares a distant relative with another participant’s family!

Two North Harford Elementary School Kindergarten classes were visited by Whiteford staff. The children were so excited, especially those who received their very own HCPL library card for the first time. Several students already had their own cards and were happy to be recognized with a special certificate. All the students received brightly colored pencils provided by our Marketing Department. Thank you, Marketing Department.

The Rolling Reader is now providing programming and services to the newly opened Deerfield Judy Center. They have a number of families attending and are expecting this number to grow now that the word is out that they are open. It was exciting to connect with so many families that are not currently utilizing the library, and they issued a lot of new library cards!

Teen Services

Aberdeen High School embraced Winter Reading. This month 69 students and staff registered, and with that Aberdeen library has noticed an increase attendance for their teen programs.

The February Teen After Hours at Darlington hosted the most teens so far (11). In addition to playing with the Switch, a small group of them enjoyed playing with the Sphero Indi set and the Oculus VR. Some also made Valentines for the local Broad Creek Manor Assisted Living facility.

Joppa’s Teen Coffee House was very successful with many teens in attendance. Plenty of them signed up for Winter Reading.

Teen Candy Bar Bingo at Norrisville was a big hit! Everyone walked away a winner, with their choice of either a candy bar or a fun non-candy prize (some were lucky enough to win both!) Many attendees said they would like Norrisville to offer this program again, and they hope to do so in the future.

Finally, Whiteford’s Chocolate Taste Off with the teens was oh so sweet and just in time for Valentine’s Day! Attendees learned about the chocolate making process, sampled, and rated different types of chocolate. A good time was had by all.

Marketing & Communications

Social Media

The HCPL social media audience & interaction continues to grow.

- Facebook = 28,263 total followers
 - HCPL Main Facebook – 8,566 followers
 - HCPL Choose Civility Facebook – 1,160 followers
 - Branch Facebook combined – 19,697 followers
 - *(All 11 branches, Choose Civility, Rolling Reader, Silver Reader)*
- Instagram = 7,791 total followers
 - HCPL Main Instagram – 1,588 followers
 - Branch Instagram combined – 6,203 followers
 - *(All 11 branches, Rolling Reader, Silver Reader)*

- HCPL Main Twitter – 1,907 total followers
 - (10 branches – no ABD)
- HCPL Main LinkedIn – 654 total followers
- HCPL Weekly Newsletter – 37,713 contacts/27,618 subscribers
 - Sent out 1 eNews per week for a total of 4 in February

Programs and Partnerships

Library Lover’s Month

HCPL recorded a special “Celebrate Library Lover’s Month” video that featured Library CEO Ms. Hastler along with a variety of Valentine-themed materials. The piece was shared on social media and included in the weekly eNews.

Winter Reading 2023: “You Are What You Read”

Following the December 21 start date, Winter Reading 2023 continued in February. This year’s theme, “You Are What You Read,” is focused on wellness – body, mind, and soul. Originally scheduled to end on March 4, the program has been extended an additional two weeks and will now end on March 18.

Registration is open to adults and high school students. Participants who read/listen to at least 5 books for adults, or 3 books for teens, earn your free 2023 Winter Reading collectors’ mug that can be picked up at any HCPL location (while supplies last).

For those who want to do more than just read this winter, we’re also offering a Passport to Wellness that features a variety of activities, such as visiting local businesses and attending library programs. Passport booklets are available for pick-up at all HCPL locations and participating is easy! Simply complete selected activities and collect at least 8 stamps to earn a free Winter Reading keepsake tote bag (while supplies last).

Winter Reading would not be possible without the generous support of this year’s sponsors: APGFCU, Bel Air Friends of HCPL, PK Law, and the Harford County Public Library Foundation.

Current stats through 11 weeks of Winter Reading...

- 3,451 Enrolled
- 2,311 Completers
- 4,211 Total Community Activities Logged
- 14,861 Total Books Logged

Great Baltimore Committee - Harford County Night in Annapolis

HCPL had a presence at the annual Harford County night. This event is an opportunity for Harford County organizations and businesses to showcase Harford County to state leaders in Annapolis.

- February 1
- The Governor Calvert House at Historic Inns of Annapolis
- 375 attendees

Annual Omega Psi Phi Book Dedication

February is Black History Month and, each year, HCPL hosts the Iota Nu chapter of Omega Psi Phi fraternity for a Book Dedication. Havre de Grace Library hosted the 2023 speaker Dante R. Brizill, author of *Red Ball Express: Greatness Under Fire*, on February 11. In addition to Mr. Brizill's book, HCPL also received copies of *They Call Me Big House* by Clarence E. Gaines.

- February 11
- Havre de Grace Library
- 35 attendees

Community Partnership – Harford County Chamber of Commerce Minority & Small Business Resource Fair

Held at APGFCU Arena at Harford Community College, HCPL staff provided attendees with details of all of the library resources that are available to small businesses, both in the branches and online. Promotional materials included the winter Check-Out programming guides as well as HCPL pencils and visitors to the HCPL table were shown where to find business related resources on our website. Library card sign-up was also offered and there were three new cards issued.

- February 16
- APGFCU Arena at Harford Community College
- More than 20 people visited the HCPL table

Community Partnership – College Prep 101

In partnership with Havre de Grace Library, Harford Community College, and the Havre de Grace Youth Commission, high school students were invited to learn the ins and outs of applying for college admission, financial aid, and scholarships at this program.

- February 18
- Havre de Grace Library
- 20 attendees

Genealogy – The Trifecta: Tips for Researching the Formerly Enslaved

Presented virtually on February 21, Nicka Sewell-Smith took attendees on a deep dive through case studies to learn how Civil War Records, the Freedmen's Bureau, and Probates/Successions came together to reveal the pre-emancipation, post emancipation, and 20th Century lives of the formerly enslaved and their families.

- February 21
- Streamed live on Zoom
- Recording available on HCPL website
- 96 attendees

Community Partnership – The Havre de Grace Colored School Museum and Cultural Center

In celebration of Black History Month, the Aberdeen Library hosted a program highlighting the History of Colored & Consolidated Schools in Harford County, presented by The Havre de Grace Colored School Museum and Cultural Center board president, Patricia D. Cole.

- February 23
- Aberdeen Library
- 18 attendees

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

Community Partnership – Eden Mill Nature Center StoryWalk®

HCPL has an on-going relationship with Eden Mill and each quarter, creates a fun, educational, self-guided StoryWalk® that places the pages of a children's book out in nature! As of December 21, the Winter edition is now available and will be displayed until March 20.

Additional Views for Previously Reported Programs, Events, and Partnerships

- Book Bites, 1-minute videos of “bite-size” book recommendations from Harford County Public Library
 - 743 total February views for all age groups
- Previous Episodes of *Chesapeake Farm & Bay to Table*
 - 38 total February additional views
- Previous Genealogy Virtual Programs
 - 225 total February additional views

Press Releases Distributed

- *HCPL Seeking Candidates for Board Membership and Student Liaison Representative* – February 1

Recent Media Hits and Press Mentions

Television

- “Harford County 250th Anniversary Video” – *HarfordTV* – February 2023

Print

- “Harford County Black History Month Preview” – *The Aegis* (online) – February 1
- “Snow Much Fun at Havre de Grace Library” – *Cecil Whig* (online) – February 2
- “Library Board Seeks Trustee and Student Representative” – *The Aegis* (online) – February 2 – *The Aegis* – February 3
- “Tribute to a ‘True Blue’ Bel Air Librarian” – *The Aegis* – February 8
- “‘Harford County’s 250th Anniversary’ Video Now Showing” – *The Aegis* – February 8
- “What’s Open, Closed on Presidents Day 2023: Harford County” – *The Patch* – *Aberdeen, Bel Air, Fallston, Havre de Grace* – February 19
- “Darlington Lions Club” – *The Aegis* – February 22
- “Best of Harford - Rainy Day Activity, Honorable Mention: Harford County Public Library” – *Harford Magazine* – February 26

Foundation

Recruitment for the Director of Philanthropy and Development is underway. The Foundation Board is scheduled to meet on Tuesday, March 28, 2023. The FY 2022 Form 990 has been filed and will be available on the Board portal for review.

DRAFT Statement of Financial Position as of January 31, 2023

Assets	
Checking/Savings	\$ 470,225.68
Accounts Receivable	8,000.00
Total Assets	\$ <u>478,225.68</u>
Liabilities & Equity	
Accounts Payable	\$ 1,385.00
Other Liabilities	145,643.13
Total Liabilities	\$ 147,028.13
Equity	
Temporarily Restricted Net Assets	\$ 382,807.04
Board Designated Net Assets	2,258.99
Unrestricted Net Assets	-112,963.13
Net Income	59,094.65
Total Equity	\$ <u>331,197.55</u>
Total Liabilities & Equity	\$ <u>478,225.68</u>

Cultural Arts Board

Many members of the Harford County Cultural Arts Advisory Board attended Maryland Virtual Arts Day on February 16th. Priorities included funding for the Arts. The Harford County members hosted virtual visits with Delegates Andre Johnson Jr., Steve Johnson, Lauren Arikan, as well as representatives from the offices of Delegates Reilly and Senators James and Jennings.

Arts in Education Grant application approved for the following:

- Halls Cross Roads Elementary School - Blacktastic
- Edgewood Middle School - Blacktastic
- The Ward Y in Abingdon – Bus Trip to Museum of the Bible

The Cultural Arts Board has offered to be a sponsor of the musical acts at the Harford 250 Showcase.

After reviewing many fine applications, the Cultural Arts Board has submitted fifteen recommendations to County Executive Cassilly’s office for member appointments.

ACTION ITEMS

Personnel Changes – March 2023 – Mr. Ross

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

NEW HIRES:

Emily Corral, Library Assistant II - Circulation, Abingdon Branch, 15 hours per week. Effective Date: March 06, 2023.

Karen Baker, Library Associate II, Adult Services Department, Bel Air Branch, 15 hours per week: Effective Date: March 20, 2023.

Amy Corselius, Library Associate I, Children's Services Department, Bel Air Branch, 20 hours per week. Effective Date: March 20, 2023.

Lynda Shrader, Library Assistant II - Circulation, Whiteford Branch, 15 hours per week. Effective Date: March 20, 2023.

Matthew Linz, Library Assistant II – Circulation, Abingdon Branch, 15 hours per week. Effective Date: April 03, 2023.

PROMOTIONS:

The following staff members have been promoted to the position of Library Associate II based upon successful completion of the Maryland Library Associate Training Institute program. Effective Date: March 19, 2023.

- **Rachel Dellman**, Library Associate I – Children's Services, Abingdon Branch, 37.5 hours per week.
- **Corrine Selba**, Library Associate I – Teen Services, Joppa Branch, 37.5 hours per week.
- **Hannah O'Sullivan**, Library Associate I – Children's Services, Havre de Grace Branch, 37.5 hours per week.
- **Danielle Thompson**, Library Associate I – Adult Services, Bel Air Branch, 15 hours per week.
- **Sara Wecht**, Library Associate I – Children's Services, Bel Air Branch, 15 hours per week.

OTHER CHANGES:

None

RETIREMENTS:

Rosemary Arms, Circulation Manager, Edgewood Branch, 37.5 hours per week. Effective Date: June 1, 2023.

RESIGNATIONS/TERMINATIONS:

Leann Keller, Library Assistant II – Circulation, Bel Air Branch, 37.5 hours per week. Effective Date: March 03, 2023.

Alexandra Brewster, Library Assistant II – Circulation, Bel Air Branch, 15 hours per week. Effective Date: March 10, 2023.

DISCIPLINARY ACTIONS:

None

LEAVE OF ABSENCE REQUESTS:

An employee, effective 3/3/2023 to 5/30/23 has requested FMLA for self.

OPEN POSITIONS:

Aberdeen Branch

- None

Abingdon Branch

- None

Administrative Office

- **Finance Director**, Finance Department, Administrative Office, 37.5 hours per week. On hold.
- **Director of Philanthropy & Development**, Foundation Department, Administrative Office, 37.5 hours per week. Posted internal/external. Interview Schedule March 22 & 23, 2023
- **Administrative Assistant**, Administration, Administrative Office, 37.5 hours per week. On hold
- **Procurement Agent**, Purchasing, Administrative Office, 37.5 hours per week. On hold.

Bel Air Branch

- **Library Assistant II – Circulation**, Bel Air Branch, 15 hours per week. Posted internal/external. (2 Positions)
- **Library Assistant II – Circulation**, Bel Air Branch, 37.5 hours per week. On hold.

Darlington Branch

- None

Edgewood

- **Library Associate I/II**, Edgewood Branch, 15 hours per week. On hold.
- **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 2023. Posted internally/externally

Fallston Branch

- None

Havre de Grace Branch

- None

Jarrettsville Branch

- **Library Assistant II – Circulation**, Jarrettsville Branch, 15 hours per week. Posted internal/external.

Joppa Branch

- None

Norrisville Branch

- **Library Assistant II – Circulation**, Norrisville Branch, 15 hours per week. Posted internal/external.

Whiteford Branch

- None

FUTURE VACANCY DUE TO RETIREMENTS:

- **Library Associate I/II – Adult Services**, Bel Air Branch, 37.5 hours per week. Effective Date: April 1, 2023. [Nancy Smith]
- **Circulation Manager**, Edgewood Branch, 37.5 hours per week. Effective Date: June 1, 2023. [Rosemary Arms]
- **Library Associate I/II – Opening the Gift**, Bel Air Branch, 28 hours per week. Effective Date: September 1, 2023. [Melinda Chase]

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 requested a motion to approve the Personnel Changes as presented.

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

Dr. Head asked whether exit interviews were conducted when staff separated from the library. Mr. Ross that they were, and about 80% of staff chose to complete them.

OLD BUSINESS

There was no old business.

NEW BUSINESS

Dr. Allen noted that the annual election of Board Officers would occur at the May meeting, and that there would be an opening for Chair of the Capital Improvements Committee. He requested that he be notified of any nominations and reminded Trustees that they could express interest in new committee assignments. Mr. Adams nominated Dr. Head to serve as Chair of the Capital Improvements Committee.

BUSINESS FROM THE CHAIRPERSON

Dr. Allen observed that the Library's Chesapeake Farm & Bay to Table program was part of its collection of resources that customers could continue to make use of, and another resource made available that the public is taking advantage of.

BUSINESS FROM BOARD MEMBERS

Dr. Head expressed kudos for the Whiteford Library's recent program, which hosted North Harford Elementary School art in the library. It was a very well attended event involving students, families, and teachers.

PUBLIC COMMENTS

Two members of the public registered to address the Board.

Dr. Allen reminded speakers to begin by stating their name and home address, and noted that each speaker was limited to three minutes.

Ms. Morgan Michael, Harford County Public Library employee, shared comments related to recent changes in the Library's salary scale.

Ms. Megan Baker, Harford County Public Library employee, shared comments related to the survey conducted by an outside consultant in October 2022.

EXECUTIVE SESSION

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

As a point of order, Dr. Allen cited this provision at the start of the closed Executive Session, after the meeting had closed to the public.

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 review the CEO Work Plan and 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 7:05PM and the Executive Session began at 7:06PM.

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

The Board reviewed the CEO Work Plan and discussed confidential personnel issues.

The Board came to consensus on a directive to distribute a survey summary.

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

The Executive Session was closed at 7:53PM and the Public Meeting resumed at 7:53PM.

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 Colonel Vogelhut, US Army Retired and approved by unanimous vote to approve the adjournment of the Public Meeting.

The public meeting adjourned at 7:53PM.