

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

MEETING MINUTES

March 17, 2022

Present: Dwayne R. Adams, Dr. William B. Allen, Shannon G. Gahs, Taryn J. Martin, Durbin P. Vido, Jonas Vogelhut, Carol Wright, Student Representative Joshua Oguh, and CEO Mary L. Hastler, and Jennifer Button

Absent: Trustee Dr. Monique H. Head and County Councilman Chad R. Shrodes

CALL TO ORDER

Dr. Allen called the meeting of the Harford County Public Library Board of Trustees to order at 6:31 PM.

CHANGES TO THE AGENDA

There were no changes to the agenda.

PRESENTATIONS/RECOGNITIONS

There were no presentations or recognitions.

APPROVAL OF MINUTES

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

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

PUBLIC COMMENTS

Dr. Allen encouraged all guests in attendance to share their comments with the Board and provided ample time for guests to speak. There were no comments from the public.

COMMITTEE REPORTS

Budget & Finance Committee – Mr. Vido

The Treasurer's Report was prepared by Kathy Cogar, Chief Financial Officer. Operating expenditures for the fiscal period ending February 28, 2022 were within the annual FY2022 budget. Revenues are just under \$14 million and Expenditures are \$11.7 million. Mr. Vido noted that it was good to see an increase in Passport processing numbers. A detailed budget was submitted for review.

Executive Committee – Dr. Allen

Dr. Allen reported that the Executive Committee met to discuss correspondence and review the situation with respect to potential legislation. The Executive Committee provided a recommendation to the Board regarding communication with the legislation's sponsor and committee reviewing the proposed legislation. The Executive Committee will continue to keep the full Board apprised.

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

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

PUBLIC SERVICES REPORTS

Statistics – Ms. Parry

In February, circulation was at 227,600. There were 58,819 walk-ins and 4,710 drive through customers. Information reader assistance was 31,271. There were 614 programs with 34,308 attending. A detailed report was submitted.

Programming and Events – Ms. LaPenotiere

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

Teen Services – Mr. Oguh

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

Mr. Oguh also shared that he has made a commitment to the University of Pittsburgh for the next stage of his education! The Board congratulated Mr. Oguh!

CEO REPORT

Building Projects

Aberdeen – The outdoor Sails were ordered to provide partial shade in the new story garden. The sails will be installed in the spring. The County contracted with a concrete vendor to modify the sidewalks that had been a tripping hazard and the work was completed on March 7th. A ribbon cutting will be scheduled to celebrate the newly refreshed branch as soon as the space is completed and COVID metrics are in a good place.

Abingdon Pond Repair – The pond pump stopped working and the Library is working with the Harford County Department of Parks & Rec to schedule the repairs. The pump was picked up by the County’s vendor for repair. The repair requires more parts which are not scheduled to ship for 3-4 weeks and we have not received a delivery date yet.

Bel Air – The branch is the busiest branch in the system with approximately 27% of total activity (circulation, walk-ins, programming and attendance). It was last renovated/built in the mid- 1990s and is overdue for a refresh. The library is working with the county on a space assessment and exploring the possibility of incorporating some of the Administrative functions in the building. Library space planning prioritizes designing with flexibility and adaptability for future technology and needs. During this time of exploring options, the library will continue to maintain the appearance and functionality of the building to include small refresh projects in the meeting room, stairwells, and more. Meetings to begin the

conversation of adapting the branch to include administrative functions began in February and continue. Colimore Architects completed a Bel Air Library Programming and Scope Study in early April 2021 and it is being reviewed with the county. The Library submitted a State Library Capital Grant to offset some of the cost for fiscal year 2023 in the amount of a \$4,086,000 state grant request and total project amount \$8,513,000. Many thanks to the County Executive, Delegate Susan McComas, Senator Bob Cassilly, and Councilman Chad Shrodes for writing letters of support for the project. The County selected Murphy & Dittehafer Architects for the Schematic Design Phase which is in progress.

Darlington Library – The County settled on the new property located at 3535 Conowingo Road in April 2020 and the consultants Colimore/HBM are leading the renovation and overall improvements to this facility. Purchase price was \$812,000 and the Library Foundation contributed \$300,000. We are working with the County on the future of the existing modular and historic building. The site plan was finalized. This will be the first library with after-hours locker pickup. The schematic plans are complete and we are now working on interior electrical and furniture layout. Planning continues and interior demolition began July 13, 2021, and is now complete. A pre-bid meeting took place on August 31, 2021, with all bids due September 22nd. The due date was extended to September 29th. The project was approved by the Board of Estimates on October 12, 2021, with construction beginning on November 8th.

Construction is well underway. All demolition was completed, interior wall studs are up, HVAC ductwork was installed and insulated, plumbing rough-in completed, and electric rough-in is in progress. Selection of interior finishes is also in progress. The walls are insulated and the drywall is being installed. Construction is moving along as scheduled. Floor outlets were installed and the concrete poured, walls are painted, and the ceramic tile floor was installed.

Fallston – A new intrusion alarm panel has been ordered to replace the old malfunctioning panel. Delivery of the panel is anticipated the week of March 14th and installation will follow.

Jarrettsville – There are five LED parking lot pole lights that needed replacement bulbs. The replacement bulbs were installed and this project is complete.

Security Systems - The Library received quotes for a security system for the Fallston and Jarrettsville libraries. We are finalizing the details and preparing to place the order for both systems.

Fiscal Year 2023 Budget Update – The CEO met with the County Executive who is committed to ensuring that county and library employees keep up with the rate of inflation in terms of salary increases for fiscal year 2023. The Library revised its budget request to include a 7.5% salary increase for eligible employees and the entire budget packet was submitted last week to the County Executive and team. A follow up meeting was held on Monday, March 14th, with the County Executive to discuss priorities for the upcoming year.

Fines & Fees

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

There are three main points to the bill:

1. Not charging Overdue Fines - The bill (as amended) states that “A Public Library may not charge a fine for overdue library materials on a minor’s library materials.” It further states, “A Public library may not attempt to collect any outstanding fees for overdue library materials that are incurred by a minor after June 30, 2021.”

2. With regard to lost materials – “A public library may not charge a fee for a minor’s overdue library materials until 21 days after the date on which the library materials were due.”
3. If materials are returned - And “If a minor’s overdue library materials are returned after a public library has charged a fee, the public library shall cancel the fee.”

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

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

Grants

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

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

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

Governmental Relations – The County Delegation has been contacted by a representative of the International Association of Machinists & Aerospace Workers and some library employees. HB 1225 Collective Bargaining for Harford County Public Library employees was “dropped” by Delegate Steve Johnson on February 11th. The Union Lawyer attended the January Library Board meeting and spoke during the public comment session. We understand that the Union held zoom meetings for interested library employees and also have mailed packets of information to their homes. The Library did not provide any employee information to the Union (including home addresses) and we understand that the Union has informed employees that this information was secured from other sources that they utilize. After the public comment section during the January Board meeting, the Trustees prepared a response letter that was sent to Delegate Steve Johnson and the entire County Delegation. This letter was shared with all library employees. A follow up letter was submitted to the House Appropriations Committee Chair, Committee Members, and Harford County Delegation following the committee hearing on March 8 restating the library position and noting the amendment that Delegate Johnson submitted to the House Appropriations Committee involving most public libraries in Maryland. This letter became part of the official committee hearing on HB1225.

Maryland Libraries are supporting several bills this session. Maryland Association of Public Library Administrators (MAPLA) sent a letter to the Governor requesting one-time funding of \$.44 for the Regional Library Resource Center and \$.40 for the public libraries per capita formula. During the 2020 session, the Governor vetoed legislation prohibiting Maryland Libraries from collecting fines from minors. This was overruled by the General Assembly but the funding was not added to the FY 2022 budget that helped libraries with this lost revenue. The libraries are also supporting an increase in per capita funding for the regionals and all public library systems along with additional funding for the State Library Resource Center and support for the State Library Capital Grant program.

Maryland Law on Digital Access and Licenses for ebooks – AAP Lawsuit regarding HB518/SB432 – Last Friday, Maryland Attorney General Frosh and his office filed to dismiss the Association of American Publishers' (AAP) suit against Maryland pertaining to the Maryland Law passed last session on digital access and licenses for eBooks. The motion is 42 pages long and well documents the reason for dismissing the lawsuit and more. Unfortunately, Maryland did not prevail in the suit. On February 16, 2022, the U.S. District Court for the District of Maryland granted a preliminary injunction of Maryland's library digital book law in the case of AAP v. Brian Frosh.

The current status of the case is that the AAP request for a preliminary injunction was granted by the Court. A decision has not yet been rendered on the AG Motion to Dismiss. The publishers will most likely seek a permanent injunction and will likely prevail. The deadline to make a decision to appeal the Court's ruling on the preliminary injunction is very short. By March 2, the AG legal team would have to set out the main issues, strengths, and weaknesses for internal review. The Court ruling states that the Maryland law is preempted by federal copyright law. Based on the Court's recent opinion, we do not anticipate a successful court outcome. An appeal to the 4th Circuit would have to show an abuse of the judge's discretion. In addition, the Maryland State Library Agency (MSLA) would be responsible for discovery costs, attorney fees and transcripts if we appeal the ruling. Maryland Libraries are currently considering their options for future efforts in this direction.

Board Student and Trustee Search – We are currently searching for the Student Representative to serve on the Board for fiscal year 2023. Candidates are current juniors in High School who will be entering their senior year in September. Information has been distributed through social media, library website and sent to both public and private high schools in the county. In addition, we are in the process of beginning the search for a Trustee to replace Ms. Brown. The search has begun and applications are available on the library website.

National Employee Appreciation Day – First Friday in March

Thank you to Denise Sconion and Jamie Reilly from the Havre de Grace Library, who brought this annual special day to our attention. We took the opportunity to thank our staff for all they do, and for their dedication to Harford County Public Library with treats in all the branches along with social media and website thank you posts.

Meetings & Presentations

February 2022

- 2/1 MD Humanities Advocacy Subcommittee Meeting
- 2/1 Darlington progress meeting
- 2/2 Leadership Facilitators Program Follow-up Meeting
- 2/3 HCPL Foundation Gala Committee Meeting
- 2/3 HCPL/Lincoln: Quarterly Retirement Plan Review
- 2/3 Bibliotheca Initiative
- 2/4 Filming for Omega Psi Phi Donation
- 2/4 MLA Legislative Panel
- 2/4 MD Humanities Programs & Communications Committee Meeting

- 2/7 MAPLA - Weekly Legislative Meeting
- 2/8 Bel Air Library Design Meeting
- 2/8 ALA LLX Post: Annual Pre; Annual Events
- 2/8 HCPL Virtual Program Rehearsal: A Love Story for All
- 2/9 Greater Bel Air Community Foundation Meeting
- 2/9 HCPL Virtual Program: Farm & Bay to Table: A Love Story for All
- 2/10 MLA Legislative Panel - Maryland Library Legislative Week Briefing
- 2/10 MD Humanities Development & Governance Committee Meeting
- 2/10 MD Humanities REWG Meeting

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- 2/10 Bel Air Library Design Meeting
- 2/10 Library Associates Training Institute Meeting
- 2/10 Bel Air Library Design Meeting
- 2/10 HCPS Internal Customer Service Task Force

- 2/14-2/20 Libraries Legislative Week
- 2/14 Harford County Chamber Gov't Affairs mtg
- 2/14 MAPLA - Weekly Legislative Meeting
- 2/16 HCPL Board Executive Committee Meeting
- 2/16 HCPL Foundation Rodeo Committee Meeting
- 2/17 MD Humanities Meeting with Executive Director
- 2/17 HCPL Board of Trustees Meeting
- 2/18 eBook Consortium Meeting
- 2/18 Chesapeake Farm & Bay to Table Season 3 Planning Meeting
- 2/18 Women of Tomorrow Meeting

- 2/22 HCPL Foundation Board Meeting and Foundation Executive Committee
- 2/23 Investment Committee Meeting
- 2/24 MD Humanities Finance Committee Meeting
- 2/25 PLA Board Virtual Meeting
- 2/28 Local Management Board Meeting
- 2/28 MAPLA - Weekly Legislative Meeting

Programming and Events

Lots of Dots by Craig Frazier was the featured book title at Havre de Grace's Art & Stories program. Participants also learned about African American Artist Alma Thomas and her radial abstract artwork. The 20 attendees made a variety of artwork using circles and dots including a paper mosaic inspired by Alma Thomas. One mom commented, "This program is great! Can't wait to come next month."

Norrisville's Family & Friends story times really took off this month with a large increase in attendance. Themes explored by the attendees included: Winter, Valentine's Day, Wild Animals, and Stars. Whiteford continued to have new families join their story times each week. Some new families have learned of them through neighbors and friends. Like the other branches, Joppa's story time participation is growing. They had a total of 88 attendees in their four Family & Friends programs. Their popular themes included Black History Month and 2's Day on 2/22/22! And finally, Fallston also saw an uptick in customers attending their programs. They have been nearly to capacity on several occasions and actually went to the wait list one day. To accommodate this surge in popularity, they will be adding a story time on Mondays beginning in April.

Due to the high positivity numbers in the beginning of February the Rolling Reader modified their services yet again. They offered virtual story times, Take & Makes and Book Bundles to their community partners. In spite of the cold temperatures, story times and afterschool visits were conducted outside. By mid- February the Covid numbers had declined so the Rolling Reader was able to go back into the classrooms. They presented five live-virtual story times with 109 children and parents in attendance, 15 in-person story times with 211 children and parents in attendance; partnered with the County Dental Health Dept. and presented 15 oral care STEM programs with 342 students in attendance. Even though their programming was impacted by COVID, weather and truck mechanical issues, the stalwart Rolling Reader staff, Rebeca Lloyd and Addison Smith, conducted a grand total of 35 programs with 662 people in attendance.

Teen Services

Beautiful paintings were created during Whiteford's Teen Connect/Paint by Numbers program, and their Homeschool program made two Valentine's Day cards for each resident of the Hart Heritage Assisted Living Estate.

To increase the number of participants in their teen programs, Aberdeen is rebranding their Teen Time program into a Video Game Club. Also, Aberdeen High School students and staff are participating in the Winter Reading program. Over 30 mugs were delivered and handed out to the completers.

Jarrettsville's teens and adults joined in on Mardi Gras festivities by crafting unique carnival masks at the branch's Mardi Gras Mask Craft program. One attendee arrived already excited with the announcement, "What perfect timing! We just got invited to a Mardi Gras ball!"

Marketing & Communications

Social Media:

The HCPL social media audience & interaction continues to grow.

- Facebook = 25,262 total followers
 - HCPL Main Facebook – 8,021 followers
 - HCPL Choose Civility Facebook – 1,127 followers
 - Branch Facebook combined – 16,114 followers
- Instagram = 6,654 total followers
 - HCPL Main Instagram – 1,329 followers
 - Branch Instagram combined – 5,325 followers
- HCPL Main Twitter – 1,850 total followers
- HCPL Main LinkedIn – 528 total followers
- HCPL Weekly Newsletter – 38,522 contacts/29,445 subscribers
 - Sent out 2 eNews per week for a total of 8 in February

Programs and Partnerships

Winter Reading 2022, Celebrate with a Good Book:

This annual reading program has been extended an additional two weeks and will now end on Saturday, March 19. Adult participants are asked to read 5 books and high school students should read 3 books to complete. Customers are encouraged to log their participation in HCPL's programs/events, contactless services, Take & Makes, social media, digital materials, and so much more! And, again this year, we are encouraging support for our amazing local business community. Customers can also log their activities such as dining out, ordering take out, shopping, visiting entertainment venues, and the like... at businesses located right here in Harford County.

When customers log any combination of these activities, they will be entered to win one of ten HCPL Swag Bags – each will include a signed copy of Chef John Shields' The New Chesapeake Kitchen cookbook and an autographed "Chesapeake Farm & Bay to Table" apron.

- 2,159 Adult registrations
- 121 High School student registrations
- 1,632 Completions, combined
- 10,075 Books logged

Black History Month

HCPL celebrated Black History Month with special in-branch displays; several dedicated book discussion groups; Take & Make kits, a Genealogy program; our Omega Psi Phi Book Dedication and the 10th Annual Black Gospel Musical event partnership.

Omega Psi Phi 2022 Book Dedication - Virtual Event

Monday Raquel Webb, an award-winning author, filmmaker, and performing artist, joined the annual Omega Psi Phi Book Dedication at Harford County Public Library this year! Copies of her book, Red Clay

Dirt & Mountains were dedicated to HCPL by members of the Omega Psi Phi Fraternity, in honor of Black History Month.

- 15 total views

Genealogy: Finding John Lee – From Slavery to Freedom - Virtual Event

Discover how DNA along with online and offline genealogy, converged to break down a more than 100-year-old brick wall revealing the life, times, and relations of a mysterious multi-ethnic man named John Lee. This fascinating genealogical case study is presented by family historian Nicka Smith.

- 71 virtual attendees

Gee's Bend Quilts - Aberdeen Library

Celebrate Black History Month by exploring the history of the Gee's Bend Quilts and creating your own square with needle and thread or fabric glue. Gee's Bend Quilts are an important African- American visual and cultural contribution to American art.

- 75 attendees

Black History Month Scavenger Hunt – Abingdon Library

Explore the library and learn about Black history through our scavenger hunt.

- 10 participants

Black Gospel History Music Program

Havre de Grace Cultural Center at the Opera House Local gospel choirs and soloists will bring the sounds and history of Black Gospel Music. Learn about its roots and its place in the African American community of today. In partnership with the Havre de Grace Cultural Center at the Opera House. Supported by the Havre de Grace Friends of HCPL. This event took place on March 8.

Chesapeake Farm & Bay to Table: Season 2:

This popular program series with Chef John Shields continued on February 9 with “A Love Story for All.” This month’s special guest was Joyce J. Scott, a Baltimore-born artist, who joined Chef John & Mary as they discussed the intersection of food, love, art, and community before whipping up some amorous treats like profiteroles with Amaretto chocolate sauce.

- February 9
- Aired live on Zoom, streamed live on Facebook, Twitter, and YouTube
- 248 virtual attendees

Blind Date with a Book

In celebration of Valentine’s Day, HCPL customers were invited to go on a blind date with a good book! The activity consisted of displays where mysterious books that were wrapped in paper and tagged with clues were available to be checked out.

- February 14-19
- 126 participants

Library Lover’s Month

Celebrated throughout February, we’re always hearing how much our customers LOVE the library and this is our chance to tell our customers that we love them all in return! This was a feature in the February 15th eNews and on social media.

Community Partnership - First Annual Harford County Diaper Drive

In partnership with Harford County Government, all HCPL locations collected new/unopened diapers and wipes throughout the month of February.

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 once per month at Aberdeen, Edgewood, Havre de Grace, and Joppa Libraries

Community Partnership - Lawyer in the Library:

This free* brief legal advice clinic, by appointment only, features counsel from the Harford County Bar Foundation (HCBF). They offer legal advice for family issues like divorce and custody; help filling out forms; and more. A \$5.00 administrative fee is due to the HCBF at time of appointment: cash only. Took place at Bel Air Library.

Community Partnership - Eden Mill Nature Center StoryWalk® partnership

HCPL has an on-going relationship with Eden Mill and each quarter, creates a fun, educational, self- guided StoryWalk that places the pages of a children's book out in nature! The winter StoryWalk® will be removed later this month and replaced with the spring title.

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

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

Recent Media Hits and Press Mentions:

Print

- “Best of Harford 2022: Rainy Day Activity Honorable Mention – Abingdon Library” – *Harford Magazine*
- “Feb 9 Chesapeake Farm & Bay to Table Season 2” – *Baltimore Magazine* – Feb 2 – *Cecil Whig* (online) – Feb 3 – *The Aegis* – Feb 4
- “Harford County Hosts First Annual Diaper Drive” – *The Star* – Feb 17
- “Public Library Employees Move to Unionize” – *The Aegis* – Feb 23

Advertising:

Print

- Athena Awards 2022 Program – February 9
- 2022 Chocolate Brew & Wine Tour – February 16

Foundation

The Foundation Executive Committee and full Board is scheduled to meet on Tuesday, March 22 at the Bel Air Library. The Library Gala is scheduled for Saturday, April 9, 7-11 p.m., and 6-7 p.m., the VIP Reception at the Abingdon Library. It should be a wonderful evening and tickets will be emailed on beginning Monday March 21. We are very appreciative of the Foundation sponsorship and support for the Winter Reading Program for adults and teens this year. The headlining sponsor for the Winter Reading program is APGFCU and we are very thankful for their support.

The Foundation is planning to hold a summer reading challenge kickoff on Tuesday, June 21, 2022, and sponsors will be invited to spend the day at two of our library branches as we celebrate summer reading. We are very appreciative of the Foundation support for summer reading which provides a book to each child who completes the challenge. The Aberdeen Rotary Club is once again a sponsor for the Summer Reading Program and a portion

of the proceeds from their upcoming Shrimp, Oyster and Bull Roast on April 23 will support summer reading. Thank you to all who make this possible!

Save the date for the 2nd Annual Once Upon a Rodeo scheduled for Saturday June 18th.

Cultural Arts Board

A Harford Living Treasure nomination for Frank Marsden III was forwarded to the Harford County Council.

Maryland Arts Day is the annual, state-wide advocacy day for funding the arts sector, i.e. Maryland State Arts Council budget. Over 300 people attended the event hosted by Maryland Citizens for the Arts on Thursday, February 17, 2022.

Grants 101 is back! Harford County Cultural Arts Board hosts free Grants 101 training, open to all, online on March 29. Tips and best practices for grant-seeking and writing especially for the arts, humanities, and education fields, but useful for any type of grants.

Arts in Education Grants support arts experiences through June 30th for underserved audiences of any age. Applications have been approved for the following programs:

- Carpe Diem Arts: Transmuting Trauma Through Medicine Painting for Young Adults
- Linking All so Others Succeed – Celebration of Cultures Community Event
- Springboard Community Services – Mommy & Me Trauma-Informed Dance Workshop

ACTION ITEMS

Personnel Changes – March 2022

NEW HIRES:

Catherine Brown, Library Assistant I-Circulation, Havre de Grace Branch, 15 hours per week. Effective Date: March 7, 2022.

PROMOTIONS:

None

OTHER CHANGES:

Lisa Vadas, Library Assistant II – Circulation, Jarrettsville Branch, 37.5 hours per week has been awarded the position of Library Assistant II – Circulation, Whiteford Branch, 37.5 hours per week. Effective Date: March 20, 2022.

RETIREMENTS:

None

RESIGNATIONS/TERMINATIONS:

None

DISCIPLINARY ACTIONS:

None

LEAVE OF ABSENCE REQUESTS:

None

OPEN POSITIONS:

Aberdeen Branch

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

Abingdon Branch

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

Administrative Office

- **Custodian**, Facilities & Operations Department, Administrative Office, 19 hours per week. On hold.
- **Finance Director**, Finance Department, Administrative Office, 37.5 hours per week. On hold.
- **Foundation Specialist**, Administrative Office, 37.5 hours per week. Interviews conducted March 7 and 10th. Recommendation to be forwarded.
- **Digital Content Coordinator**, Marketing Department, Administrative Office, 37.5 hours per week. Posted internally/externally.
- **Public Service IT Technician**, IT Department, Administrative Office, 37.5 hours per week. Posted internally/externally.

Bel Air Branch

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

Edgewood Branch

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

Fallston Branch

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

Havre de Grace Branch

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

Jarrettsville Branch

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

Joppa Branch

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

Norrisville Branch

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

Whiteford Branch

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

FUTURE VACANCY DUE TO RETIREMENTS:

None

POSITION RECLASSIFIED

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

HCPL Library Jobs:

<https://www.paycomonline.net/v4/ats/web.php/jobs?clientkey=A80FE008691EC4F03A189014B9C1100A>

The following are examples of some sites that may be used to recruit for open positions: LinkedIn, Indeed, American Library Association (ALA), MaryLib listserve, CareerBuilder, Monster.com, and Facebook.

MOTION: Motion by Mr. Adams, seconded by Ms. Gahs and carried by unanimous vote to approve the Personnel Report as presented.

OLD BUSINESS

June Board Meeting Date Change

Dr. Allen confirmed that the date of the June Board meeting has been moved to Wednesday, June 15, 2022.

NEW BUSINESS

FY23 Board Officer Nominations

Dr. Allen noted that all Board Officer positions are reconsidered annually. This topic will be handled formally at the next Board meeting.

BUSINESS FROM THE CHAIRPERSON

Dr. Allen shared that the Board consulted with counsel to develop a process for responding to the proposed legislation. He noted that the Board utilized an iterative process and was careful to identify what would be most advantageous for the entire system for a whole, not just for staff or for customers.

BUSINESS FROM BOARD MEMBERS

There was no business from Board members.

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 an Executive Session to discuss confidential personnel issues.

MOTION: Motion by Mr. Vido, seconded by Mr. Adams 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 7:00PM and the Executive Session began at 7:01PM.

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

The Board discussed confidential personnel issues.

MOTION: Motion by Mr. Vogelhut, 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 7:28PM and the Public Meeting resumed at 7:29PM.

ADJOURNMENT OF PUBLIC MEETING

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

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

The public meeting adjourned at 7:30PM.