

**HARFORD COUNTY PUBLIC LIBRARY  
FY 2021 BOARD OF TRUSTEES**

**VIRTUAL MEETING MINUTES**

**March 18, 2021**

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**Present:** Dwayne R. Adams, Dr. William B. Allen, Alex M. Allman, Shannon G. Gahs, Dr. Monique H. Head, Taryn J. Martin, Carol Wright, County Councilman Chad R. Shrodes, Student Representative Jacob T. Buler, and CEO Mary L. Hastler, and Jennifer Button

**Absent:** Trustee Nancy A. Brown, Durbin P. Vido

**CALL TO ORDER**

Chairperson Alex Allman called the 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**

There were no presentations/recognitions.

**APPROVAL OF CONSENT AGENDA**

Mr. Allman read the list of items included in the Consent Agenda for the record, including:

- Approval of February 18, 2021 Board Meeting Minutes
- Statistical Report – February 2021

All voting Board members had the opportunity to review Consent Agenda items in advance of this evening's Board meeting.

**MOTION: Motion by Dr. Allen, seconded by Dr. Head and approved by unanimous vote to approve the Consent Agenda as presented.**

**COMMITTEE REPORTS**

**Budget & Finance Committee - Mr. Allman for Mr. Vido**

The committee did not meet.

Mr. Allman read the Treasurer's Report for Mr. Vido. The Treasurer's Report was prepared by Kathy Cogar, Chief Financial Officer. Operating expenditures for the eight months ending February 28, 2021 were within the annual FY2021 budget. Revenues are \$13.5 million and Expenditures are \$11.7 million. Revenue from operations is under budget as the Library has temporarily suspended the collection of fines and the branches have not allowed customers inside to make copies or apply for passports. Expenditures for Materials is over budget as several annual contracts are paid early in the fiscal year – i.e. databases, leased books and downloadable media. A detailed budget was submitted for review.

**Executive Committee - Mr. Allman**

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 Foundation Board met and discussed the success of the virtual 5K and the sponsorship of the Winter Reading Program. Planning continues for the Rodeo in June and for the November 2021 Gala. Ms. Hastler also noted that the Foundation is working on a new virtual event, Golf FORE Reading, for National Library Week. This will be a family-friendly event, and participation in other golfing fundraisers in the County will count towards completion of this event.

**CEO REPORT**

**Building Projects**

**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 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 are now to be shipped from the factory on March 22. Demo of the old units will begin on March 29<sup>th</sup>. The first three of five units will be lifted into place on April 5<sup>th</sup>. The remaining two units will be lifted into place at a later date yet to be determined. At this time, the branch may need to close for a day or two to allow the crane to be positioned correctly.

**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 begin in February and continue. Colimore/HBM is the lead agency working on designing the space. 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.

In the meantime, Bel Air’s meeting room received a small facelift – wallpaper has been removed and the space has been painted. New flooring is in the process of being selected and installed. The hand rails for the stairs throughout the building were replaced. A dehumidification system was installed in the ductwork for the meeting room and it is operational.

**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. Planning continues.

**Havre de Grace** – The installation of the sound attenuating panels was completed in early January. The tops of the shelving units will be replaced and delivery is anticipated the end of March. The shelving units were raised and put on wheels requiring new tops to be retrofitted.

**Jarrettsville** – The moisture at the front entrance is causing the deterioration of the threshold. The County is in the process of getting bids for the project and will oversee the repair once a vendor is selected.

**Joppa** – Two cooling compressors are being replaced. One compressor was put on the roof without the need for a crane and the second compressor is expected for delivery today. The county is working on installation.

### **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 is taking place over a three week period and on Monday, March 22, all library branches will once again be allowing 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 is continuing 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, early literacy learning centers remain closed, stand up computer use, and discouraging customers from gathering or lingering inside the buildings when browsing the collection or using the computers.

Fines are continued to be waived until the end of June 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 mandatory for staff and customers as well as safe physical distancing. Plastic shields have been provided to all staff if they wish to wear a protective shield (optional) along with the mask (mandatory). We have implemented many safety and wellness measures to do our best to minimize risk to include safe physical distancing, mandatory masks, and encouraging a maximum of 60 minutes maximum spent in the building. Meeting rooms are not available for booking yet. Programming will continue virtually and outdoors and no group events or activities permitted inside the library. We are working closely with the County and Health Department to provide the COVID-19 Vaccine to all interested library staff as soon as possible and as of this week, approximately 70 employees have received the vaccine. The majority have received it through their own efforts independent of the County Health Department. The Library recruited a team of employee volunteers to provide onsite support for distributing the vaccine for the County Health Department and have offered the Edgewood Library parking lot as a possible vaccine site for the mobile clinic. The County and library is seeing an uptake in positivity cases over the past two weeks.

**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 is providing support to the Circuit Court of Maryland, Adult Drug Court, and providing graduates with a selected book. The first graduation is scheduled for March 26th.

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.

### **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 that "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.

**Governmental Relations** – Humanities on the Hill took place over the span of three days in early March, 2<sup>nd</sup> through the 4<sup>th</sup>. Several meetings were held with our representatives in Congress over the three days to discuss federal funding and specifically highlighting Maryland Humanities. I also took the opportunity to highlight public libraries, including Harford County Public Library.

**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 have been 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 enables 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. Demand for this type equipment far exceeds supply inventory and we are working on acquiring as soon as possible.

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 patrons 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 will be 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 are working with the Harford County School Superintendent on identifying families that remain without connectivity. It is estimated that about 300 families do not have access and we are doing the best we can to close the gap.

**Board of Trustee Search** – A search is underway for one Trustee vacancy for Fiscal Year 2022. In addition, the search for next year’s Student Representative is also underway. Information and applications are available on the Library website and a press release has been issued. Applications are due back to the library by March 31 with interviews to be scheduled in April. Our goal is to embody a diverse and inclusive library Board of Trustees in terms of professions, demographics and strengths that candidates bring to the board.

### **Meetings & Presentations**

February 2021 (virtual unless noted)

- 2/1 MAPLA Bi-Weekly Legislative Call
- 2/1 FY2022 HECEF Development Plan Meeting
- 2/3 Weekly Pandemic Conference Call Update
- 2/3 Meeting with HCC, Dr. Austin Hill
- 2/3 Webinar: Dismantling Institutional Racism
- 2/4 MAPLA Meeting
- 2/4 HCPL/Lincoln Quarterly Retirement Plan Review
- 2/4 HCPL Virtual Program: The Roots of Black Music in America
- 2/5 MLA Legislative Panel
- 2/5 MD Humanities Meeting
  
- 2/8 Harford County Chamber Government Affairs Committee Meeting
- 2/8 Harford County RUN Board Meeting
- 2/8 MAPLA Weekly Legislative Meeting
- 2/8 HCPL Virtual Program: In Love with Pairings Bistro & the Library!

## Board Meeting Minutes – March 18, 2021

- 2/9 D&G Committee Meeting
- 2/9 Harford County Chamber Program: Health in Harford County
- 2/9 Mental Health Month Partnership Meeting
- 2/10 Harford County Education Foundation Board Meeting
- 2/10 HCPL Virtual Program: Betty Crocker and Her Cookbook That Changed How America Cooks
- 2/11 Local Management Board Meeting
- 2/11 SB432 eBook Bill Hearing
- 2/11 MD Humanities Board: Cocoa and Wine: A Fireside Conversation Zoom Meeting
- 2/12 MD Humanities Advocacy Sub-committee
- 2/12 Memorial for Margaret Carty
- 2/12 ALA Follow Up Meeting on PAG, 1876 Club, and Campaign planning
- 2/12 ALA President Meet & Greet
  
- 2/15 Empathy Concert & Perspectives
- 2/16 MD Humanities Finance Committee Meeting
- 2/16 Bel Air Library Space Planning Discussion
- 2/16 MAPLA Weekly Legislative Meeting
- 2/16 Harford County Commission on Women Meeting
- 2/17 Weekly Pandemic Conference Call Update
- 2/17 Annapolis Early Childhood Subcommittee
- 2/17 Senate B&T Bill Hearing (incl. SB 660)
- 2/19 MD Humanities Executive Committee Meeting
  
- 2/23 Investment Committee Meeting
- 2/25 Manns Woodward Reference Meeting

### **Programming and Events**

In February we celebrated Black History Month and Food!

HCPL continues to offer our amazing virtual program, highlighting Black History Month, and this year, the library and Omega Psi Phi collaborated virtually to present the annual book dedication featuring Earl Christy. We were truly pleased with the outcome. *Roots of Black Music in America with Karlus Trapp* offered an inspiring and entertaining night of music. And to wrap things up, storyteller, Donna Washington, presented two programs: *Trickster, Trials & Trouble* and *Through Their Eyes*, keeping viewers enthralled throughout both events.

The Winter Reading Program's theme of food was well represented. *Betty Crocker and the Cookbook that Changed America* and *Maryland Cooking: Cookbooks & Recipes from Maryland's Historic Past*, provided customers with suggestions for reading and cooking. Our local chefs provided two very popular cooking demonstrations. *In Love with Pairings Bistro and the Library* and *John Shields, Warm Winter Cooking* were very entertaining whether you are an amateur or a pro in the kitchen.

Our social media posts and Take and Makes revolving around Black History Month, National Pizza Day and National Potato Month were well received and popular.

### **Marketing**

#### **Social Media**

The HCPL social media audience & interaction continues to grow.

- Facebook = 21,957 total followers
  - HCPL Main Facebook – 7,550 followers
  - Branch Facebook combined – 14,407 followers
- Instagram = 5,731 total followers

- HCPL Main Instagram – 1,128 followers
- Branch Instagram combined – 4,603 followers
- HCPL Main Twitter – 1,827 total followers
- HCPL Main LinkedIn – 462 total followers
- HCPL Weekly Newsletter – 38,774 contacts/31,050 subscribers
  - Sent out 2-3 eNews per week for a total of 11 in February

### **Virtual Events, Programs & Partnerships**

HCPL launched Book Bites to customers on February 25. The Book Bites are comprised of a 1-minute video of “bite-size” book recommendations from Harford County Public Library staff! Book Bites are broken down by age-group Grades K-2; Grades 3-5; Middle School; High School; Adult and can all be viewed on HCPL-U whenever and however many times a customer wishes.

- 815 total views for all age groups

Booked for Lunch: A Virtual Book Discussion Group

- February 4, 11, 18 (cancelled due to weather closing), 25
- All held live via Zoom
- 29 attendees at events, combined

The Roots of Black Music in America

- February 4
- Aired live via Zoom and streamed live on select HCPL social media channels
- 80 attendees, combined

In Love with Pairings Bistro & the Library!

- February 8
- Aired live via Zoom and streamed live on select HCPL social media channels
- 232 attendees, combined

Knot Just Knitting @ Noon

- February 9
- Held live via Zoom
- 8 attendees

Veterans Book Discussion Group

- February 10
- Held live via Zoom
- 12 attendees

Betty Crocker and the Cookbook That Changed How America Cooks

- February 10
- Aired live via Zoom and streamed live on select HCPL social media channels
- 532 attendees, combined

Virtual D&D

- Held live via Discord
- 5 team participants for Middle School on February 11
- 9 team participants for High School on February 25

Maryland Cooking: Historic Cookbooks and Recipes from Maryland’s Past

- February 17
- Aired live via Zoom and streamed live on select HCPL social media channels
- 158 attendees, combined

Romance Book Lovers! Book Buzz

- February 24
- Aired live via Zoom and streamed live on select HCPL social media channels
- 111 attendees, combined

John Shields Warm, Winter Cooking Demo

- February 25
- Aired live via Zoom and streamed live on select HCPL social media channels
- 380 attendees, combined

Storyteller Donna Washington

- 28 views- Tricksters, Trials, and Trouble! aired February 1-14 on HCPL-U
- 21 views- Through Their Own Eyes aired February 15-28 on HCPL-U

#### Omega Psi Phi Book Dedication

- 220 views in February

#### **Additional Views for Previously Reported Programs, Events, and Partnerships**

- 2021 Winter Reading, “Take Out a Good Book” was extended through March 27, numbers as of 3/8/21
  - 2,063 customers registered for 2021 Winter Reading
  - 2,815 customers logged “Take Out Menu” activities
  - 1,611 customers completed
  - 1,328 customers picked up mugs at branches
- Genealogy Virtual events addition views of past programs
  - 50 additional views
- Virtual Story Times, Concerts, and STEAM Programs featured at HCPL-U.
  - 2,715 views in February
- HCPL partnership with Harford Cable Network (HCN) continued in February.
  - The Winter 20/21 edition of *KidsTVNews*, which includes a 10-minute segment starring CEO Mary Hastler as she shares highlights of various materials, services, and programs available at/through HCPL to assist children of all ages during the pandemic, was replayed 24 times throughout February.
  - Although HCN does not have a way of measuring their viewership for individual shows, they reach more than 70,000 cable subscribers in Harford County (Comcast channel 21, Armstrong channel 7 & Verizon channel 31).

#### **Press Releases Distributed**

- *HCPL Hosts Chef John Shields for Virtual Warm Winter Cooking Demo*, February 3
- *HCPL Seeking Candidates for Board Membership and Student Representative*, February 25

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

##### Print:

- “SARC Holiday Project Donation” – *Harford County Living* (monthly eNewsletter) – February 1 – *The Aegis* – February 17
- “Chef John Shields Warm Winter Cooking Demo” – *The Patch* – *Aberdeen, Bel Air, Fallston Havre de Grace* – February 3 – *Bel Air News & Views, Harford County Living* – February 4 – *The Aegis* (online), *Capital Gazette* (online) – February 10 – *The Aegis, The Record* – February 19
- “Around the County, After Snow” – *The Aegis* – February 5
- “Prepare to Care: A Virtual Seminar offered Feb 16” – *Cecil Whig* (online) – February 12

#### **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.

##### Print

- HCPL Congratulates 2021 Athena Award Nominees

#### **Foundation**

The next meeting of the HCPL Foundation Board of Directors will be March 23, 2021.

#### **Warm up to Reading Virtual 5k**

The Foundation hosted its first “Warm up to Reading” Virtual 5k, in celebration of the Winter Reading Program. To date, we have had 161 registrations and raised over \$6,000.

Registration opened on Monday, December 7 and was \$35 per person. Participants received their race packets by picking them up at the branch of their choice.



The race packets included an embroidered beanie hat, collectible race medal, and a race bib. Winter Reading sponsors were featured on the race bibs and on the website. Registration is still open and will close on March 22 at the end of Winter Reading.

### **Winter Reading**

The Winter Reading Program, “Take out a good book!”, began on Monday, December 21<sup>st</sup>. A special thanks to our Winter Reading Sponsors: APGFCU, Gold Medal Physical Therapy, Klein’s Shoprite, Shaffer, McLaughlin & Stover, LLC. The Library will be featuring many virtual events in celebration of Winter Reading and participants who complete the program will receive the Winter Reading Mug.

### **Golf FORE! Reading**

The Foundation will be hosting a virtual golf tournament, “Golf FORE! Reading”, in celebration of National Library Week, April 3 – April 10. Participants will have the option to play one of four 18-hole golf courses (Maryland Golf and Country Club, Bulle Rock Golf Course, Winters Run Golf Course or Ruggles Golf Course) or miniature golf courses (Churchville Mini Golf, Mountain Run Mini Golf, Bel Air Golf Center and Jurassic Golf) and enter their scores on a live leader board. Registration is \$35 per adult and \$15 for kids 18 and under (registration does not include greens fees, cart fees or admission fees). Participants will receive an embroidered golf visor, golf ball lip balm and tropical themed socks. The winner of the 18-hole tournament will receive a basket of cheer and the winner of the miniature golf tournament will receive a basket of books.

### **16<sup>th</sup> Annual HCPL Gala & 17<sup>th</sup> Annual HCPL Gala**

This year’s Gala will take place on Saturday, November 6 at the Abingdon Library.

Sponsors of the 16<sup>th</sup> Annual Gala will be given the opportunity to carry over their commitment to the November Gala or increase their support. Revised sponsorship opportunities will be available sometime in April. The Gala Committee will reconvene in the beginning of April and the theme of the 17<sup>th</sup> Annual Library Gala will be revealed in May. Let’s take a moment to recognize our current sponsors which have helped us raise over \$66,000 in sponsorship dollars:

Presenting Sponsor – Saxon’s Diamond Centers, The Kelly Group, Richardson’s Flower’s and Gifts, GFL Environmental

Headlining Sponsors – Rainbow International Restoration, WebIXI, Freedom Federal Credit Union, The Daily Record

Premier Sponsors – Chesapeake Bank of MD, Coffee, Harford Mutual Insurance, Keene Dodge, Mark and Mary Hastler, Comcast

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, APG Federal Credit Union, Abingdon Friends of HCPL, Visit Harford!, Greater Harford Committee, MELOS Inc., Dex Imaging

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, True Cycling Fitness Studio, United Way of Central Maryland, The Local Oyster, Sanctuary Title.

### **Once Upon a Rodeo**

The 1<sup>st</sup> Annual Once Upon a Rodeo was be hosted 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 will go on sale on April 19, 2021 through Eventbrite. General Admission tickets are \$30 at the gate. A \$5 discount coupon will be available at all 11 branches beginning in April but are only available while supplies last. VIP tickets will also be available for \$100. 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. Sponsorships and vendor spaces are available.

**DRAFT Statement of Financial Position as of February 28, 2021**

<b>Assets:</b>	
Checking/Savings	\$ 559,436.16
Accounts Receivable	26,500.00
Total Current Assets:	\$ <u>588,936.16</u>
<b>Liabilities &amp; Equity:</b>	
Accounts Payable	\$ 1,375.00
Other Liabilities	177.99
Total Current Liabilities:	<u>1,552.99</u>
Long Term Liabilities	<u>200,000.00</u>
Total Liabilities	\$ <u>201,552.99</u>
<b>Equity:</b>	
Temporarily Restricted Net Assets	324,564.01
Board Designated Net Assets	2,258.99
Unrestricted Net Assets	23,651.15
Net Income	<u>37,209.02</u>
Total Equity:	<u>387,383.17</u>
<b>Total Liabilities &amp; Equity</b>	<b>\$ <u>588,936.16</u></b>

**Cultural Arts Board**

The February 2021 meeting of Harford County Cultural Arts Board was not held due to inclement weather. Even though meetings since April 2020 have been exclusively online, internet connectivity among members disbursed throughout the county is often intermittent, and poor weather exacerbates this issue.

Thursday February 11 was Maryland Arts Day, the annual statewide advocacy event bringing together arts professionals and the Maryland General Assembly. This year’s virtual event gathered 475 people – pushing Zoom to its limits, and enabling a truly accessible and successful opportunity to participate in the democratic process.

A robust group of more than twenty-five of Harford’s arts leaders shared their pandemic-related struggles and pivots during the last year and described the power of the arts to enrich life and lift humanity, as well as the arts’ important economic impact on our state and county.

Continued advocacy is needed to gain sufficient legislative support for all areas of consequence – most notably a cut to the Maryland State Arts Council proposed by Gov Hogan in the Budget Reconciliation and Financing Act. A study from the Brookings Institute warns “any lasting damage to the creative sector will drastically undercut our culture, well-being, and quality of life” because the creative sector is “one of three key sectors that drive regional economies.” [Source: Lost art: Measuring COVID-19’s devastating impact on America’s creative economy Richard Florida and Michael Seman August 11, 2020](#)

Mr. Buler asked whether the new virtual study hall sessions for teens allowed an opportunity for students to lead the sessions. Ms. Hastler explained that the sessions were led by library educators in order to ensure a safe virtual space for teen participants, but noted that we could consider having student co-leaders if these sessions take off. Ms. Wright asked whether participants' teachers are made aware of their involvement so teachers know their students have reached out for help. Ms. Hastler will follow up to make sure school liaisons are notified when a student participants so the information is passed along to the teacher.

Mr. Allman asked whether customers coming into library buildings have been compliant with the safety protocols in place. Ms. Hastler shared that customers have been compliant for the most part, although some customers have needed reminders on proper mask wearing requirements. Ms. Wright asked whether the Innovation Lab at Abingdon would be available. Ms. Hastler explained that spaces like the Innovation Lab, early literacy centers, and interactives in the Children's Areas are smaller spaces and challenging to properly sanitize. The plan is to slowly reopen the special areas to the public, ensuring that safety protocols are working to help customers and staff remain safe.

## **ACTION ITEMS**

### **Personnel Changes – March 2021**

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

#### **NEW HIRES:**

**Stanley Estremsky**, Finance Director, Administrative Office, 37.5 hours per week. Effective Date: April 19, 2021.

#### **PROMOTIONS:**

None

#### **OTHER CHANGES:**

**Deborah Banks**, Circulation Manager, Darlington Branch, 22 hours per week has accepted an increase in hours to 37.5 hours per week to help the branch with additional service hours coverage and in preparation of new building. Effective Date: March 21, 2021.

**Cindy Scarpola**, Branch Manager, Darlington Branch, 30 hours per week has accepted an increase in hours to 37.5 hours per week to help the branch with additional service hours coverage and in preparation of new building. Effective Date: March 21, 2021.

**Leann Keller**, Circulation Supervisor, Abingdon Branch, 37.5 hours per week has transferred to the position of Library Assistant II – Circulation, Bel Air Branch, 37.5 hours per week. Effective Date: March 21, 2021.

**Peter Purol**, Custodian/Delivery Driver, Administrative Office, 28 hours per week has been awarded the position of Custodian/Delivery Driver, Administrative Office, 37.5 hours per week. Effective Date: March 21, 2021.

#### **RETIREMENTS:**

None

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

**Meghan Haines**, Library Associate II – Children's Services, Jarrettsville Branch, 37.5 hours per week. Effective Date: March 26, 2021.

**Katelyn Thomas**, Library Associate II – Children's Services, Havre de Grace Branch, 37.5 hours per week. Effective Date: March 26, 2021.

**DISCIPLINARY ACTIONS:**

None

**LEAVE OF ABSENCE REQUESTS:**

An employee has requested FMLA for self for medical attention effective 3/15/2021 to 6/4/2021, consecutive use of time.

An employee has requested FMLA for self for medical attention effective 3/8/2021 to 3/20/2021.

**OPEN POSITIONS:**

- **Circulation Supervisor**, Aberdeen Branch, 37.5 hours per week. On hold.
- **Library Associate I/II**, Aberdeen Branch, 20 hours per week. On hold.
- **Circulation Supervisor**, Abingdon Branch, 37.5 hour per week (2 Positions). One position is on hold. The other position has been posted internally/externally. Open until filled.
- **Library Associate I/II**, Abingdon Branch, 15 hours per week. On hold.
- **Library Assistant II – Circulation**, Abingdon Branch, 37.5 hours per week. On hold.
- **Library Assistant I – Circulation**, Abingdon Branch, 15 hours per week (3 Positions). On hold.
- **Web Content Specialist**, Administrative Office, 37.5 hours per week. On hold.
- **Special Collections Processor**, Administrative Office, 37.5 hours per week. On hold.
- **Librarian – Children Services**, Bel Air Branch, 37.5 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.
- **Library Associate I/II – Children Services**, Edgewood Branch, 37.5 hours per week. On hold.
- **Library Associate I/II**, Edgewood Branch, 15 hours per week. On hold.
- **Custodian**, Bel Air Branch, 37.5 hours per week. Posted internally/externally. Open until filled.
- **Assistant Branch Manager**, 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.
- **Librarian – Children Services**, Havre de Grace, 37.5 hours per week. On hold.
- **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 II - Circulation**, Havre de Grace Branch, 37.5 hours per week. Posted internally/externally. Open until filled.
- **Library Assistant I - Circulation**, Havre de Grace Branch, 15 hours per week. On hold.
- **Library Associate I/II – Children’s Services**, Jarrettsville Branch, 37.5 hours per week. Posted internally/externally. Open until filled.
- **Assistant Branch Manager**, Jarrettsville Branch, 37.5 hours per week. On hold.
- **Library Assistant I – Circulation**, Jarrettsville Branch, 15 hours per week. On hold.
- **Library Associate I/II**, Joppa Branch, 15 hours per week. On hold.
- **Library Associate I/II**, Norrisville Branch, 15 hours per week. On hold.
- **Library Assistant I – Circulation**, Whiteford Branch, 15 hours per week (2 Positions). On hold.

**FUTURE VACANCY DUE TO RETIREMENTS:**

None

Mr. Allman noted that he’s pleased the Finance Director has been filled, and asked about Mr. Estremsky’s professional background. Mr. Ross noted his strong background in both libraries and nonprofit organizations.

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

## **NEW BUSINESS**

### **Nomination of Officers**

Board members were directed to contact Mr. Allman to express interest in serving as a Board officer, or on any Board sub-committees. Board members may wish to continue on their existing committee or serve on a different committee. A reminder email will be sent to Board members in advance of the next monthly meeting. As a reminder, Mr. Allman will be stepping down from his position as Board Chair, and on the Budget & Finance, Foundation, Executive, and OPEB Trust Committees once his tenure on the Board has concluded. In addition, we will need a Trustee to replace Mr. Allman as the Maryland Open Meeting Law expert. Currently, Ms. Button and Ms. Hastler are certified and the State of Maryland requires a board member also be certified.

### **BUSINESS FROM THE CHAIRPERSON**

There was no business from the chairperson.

### **BUSINESS FROM BOARD MEMBERS**

Ms. Gahs suggested that the adult reading programs offer drawings for small promotional items to encourage participation. Ms. Hastler noted that our practice has been to distribute gifts to all participants completing the programs instead of a drawing that would limit the number of participants that receive a gift. For the Winter Reading Program, all completers receive a mug, and sometimes individual branches and their Friends groups will distribute additional items. For the Summer Reading Program, gifts for completion is focused on children and teens since the adults receive a gift during the Winter Reading Program. Of note, this will be the second year the Summer Reading Program has included adults, for whole-family participation, and the program timeline has been expanded to June 1 through the end of August. Mr. Allman noted that the gifts for Summer Reading Program completers can be enjoyed by the entire family, and that his family used the coupons they received for a whole summer of fun. Ms. Wright asked whether reading program participants are encouraged to share what they are reading on social media. Ms. Hastler confirmed there is an opportunity for participants to post on social media if they would like, and shared more about the details of the program, including registration, activities, etc. Participants receive badges as awards when they complete an activity. The Winter Reading Program featured partnerships with local restaurants and an emphasis on Take Out at the Library. Participants would earn badges for ordering carryout at our local restaurants during Winter Reading. It was a win/win /win for the local restaurants, participants and library. Mr. Allman noted that he is always pleasantly surprised to observe students rush from the last day of school to the library's Summer Reading Program kickoff. Ms. Martin noted that, as a middle school teacher, she is excited that this year's program will begin on June 1<sup>st</sup>, allowing her the opportunity to encourage more student participation. Ms. Hastler noted that the library plans to have more of a presence at outdoor activities this year, such as local farmers' markets, to promote the library and events.

Councilman Shrodes thanked Ms. Hastler for personally reaching out to constituents asking when library buildings would reopen to the public, providing detailed information on why decisions were being made, and continuing the conversation until the customer had all of their questions answered. Councilman Shrodes has received nothing but positive feedback from his constituents, and believes the library has continued to try to move in the right direction for both staff and customers. Ms. Hastler thanked Councilman Shrodes for his comments.

Councilman Shrodes noted his excitement about the new Darlington Library, noting its great location and shared that he loves the planned agricultural theming for the branch. He also noted that the location will allow the new branch to better serve the areas of Churchville and Dublin.

Councilman Shrodes noted that Mr. Allman will be sorely missed on the Board, and we “don't know how we'll replace you.” Mr. Allman thanked Mr. Shrodes for his thoughtful comments.

Ms. Hastler thanked the Board for their support and kind words over the course of the past year and a half, during her mother's illness and recent passing.

Mr. Allman expressed his belief that this is a great community, warm, welcoming, unlike any other county in Maryland, and truly a great place to live and work.

**PUBLIC COMMENTS**

There were no comments from the public.

**ADJOURNMENT OF PUBLIC MEETING**

There being no further comments or questions, the public meeting adjourned at 7:16 PM.