

**HARFORD COUNTY PUBLIC LIBRARY
FY 2024 BOARD OF TRUSTEES**

MEETING MINUTES

November 15, 2023

Present: Dr. William B. Allen, Chair; Terrance Flannery; Dr. Monique H. Head; Durbin Vido, Treasurer; Colonel Jonas Vogelhut, US Army, Retired; Michael Woods; Carol Wright, Vice Chair; Student Representative Ava Holloway; Mary L. Hastler, CEO; and Courtney Tramontana for Jennifer Button

Absent: Taryn J. Martin; 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 6:29PM.

CHANGES TO THE AGENDA

There were no changes to the agenda.

RECOGNITIONS/PRESENTATIONS

There were no recognitions or presentations.

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 Dr. Head, seconded by Colonel Vogelhut, US Army, Retired, and carried by unanimous vote to approve the Minutes of the October 18, 2023 Meeting as presented.**

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 October 31, 2023 were within the annual FY2024 budget. Revenues were \$7.9 million and Expenditures were \$7.4 million. Expenditures for Contracted Services were over budget as several annual contracts, Polaris, Envisionware (Library software), and OCLC (cataloging), are paid in July/August. Utilities were over budget by 4.6% as of the end of October. Electricity, specifically, was slightly higher than the budgeted amount. The Library is part of a consortium through the Chamber with other Harford County businesses to obtain lower supply costs for gas and electricity. We will continue to closely monitor these expenses monthly.

The Budget & Finance Committee met on November 8, 2023 to review the FY2025 proposed Operating and Capital Budgets.

The committee thoroughly examined the draft of the proposed operating budget for Fiscal Year (FY) 2025. The budget reveals a comprehensive increase of \$1.5 million or 6% compared to the FY 2024 operating budget. Key highlights include a 4% increment designated for staff, allocation of funds for 13 teen pages at minimum wage for 9 hours per week, and an estimated 10% rise in healthcare expenses for both active employees and retirees.

The committee expresses its full support for the prepared operating and capital budgets.

Executive Committee – Ms. Wright for Dr. Allen

The committee met on November 15, 2023 to discuss the FY2025 Operating and Capital Budgets. There were some adjustments made to the Capital Budget as related to the Bel Air renovation project, and updated documents were provided to Trustees at tonight's meeting.

Capital Improvements Committee – Dr. Head

The committee met on November 14, 2023 to review the FY2025 Capital Budget and receive an update on ongoing capital facility projects.

Mr. Flannery motioned to approve the proposed Capital Budget for FY 2025, seconded by Dr. Head, and the motion was unanimously approved.

Human Resources Committee – Ms. Wright

The committee met on November 6, 2023. The committee conducted a review of the draft HR Report for November 2023. The report covered promotions, changes, resignations, and the current status of open positions. Notably, several positions are in the recruitment process, while a few remain on hold. Mr. Ross will present an updated report at tonight's meeting.

Ms. Hastler provided an update on the proposed FY 2025 operating budget pertaining to personnel. Special attention was given to the reinstatement of teen pages for all branches. The proposed budget incorporates 13 new teen page positions, each at minimum wage, with a commitment of nine hours per week.

Foundation Board – Ms. Hastler for Ms. Martin

A detailed report is included in the CEO report below.

PUBLIC SERVICES REPORTS

Statistics – Ms. Parry

Ms. Parry reviewed highlights from the submitted Monthly Statistical Report.

Programming and Events – Ms. LaPenotiere

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

Teen Services – Ms. LaPenotiere for Ms. Holloway

Ms. LaPenotiere 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 decided to postpone the capital projects originally planned for FY 2024. The County Executive has provided confirmation in a letter, certifying a local minimum match of 45% for the Bel Air Library Renovation Project. Additionally, the County has allocated \$575,000 in FY 2024 County Capital Funds for the Bel Air roof replacement.

Abingdon

The Library Team engaged with the County to address persistent roof leakage issues. The primary areas requiring attention are the coping and flashing. Garland/DBS, Inc. has been contracted by the County to work on coping replacement and redoing the sill plate and caulking. Work on the north side of the roof, focusing on coping and

flashing replacement/redoing, commenced on July 3rd as a test to resolve ongoing leaks in that area. Facilities will monitor this section for the next six months. If successful, the rest of the roof will undergo similar treatment. Despite ongoing efforts, additional leaks have occurred during recent storms.

The pond pump replacement has been successfully installed.

Bel Air

The Bel Air Library's roof necessitates immediate replacement, along with repairs for some structural damage. The County's estimate for FY 2024 is \$575,000. The project received approval from the County's Board of Estimates on September 12th and began with material staging in the back parking lot and shingle removal on October 9th. As of November 10th, cap sheet installation and atrium glazing are underway. Smaller canopy roofs are also being demoed and installed. The back parking lot and drive-thru were closed on November 8th due to construction.

Edgewood

The County has informed the library about the use of balances from a Community Development Block Grant (CDBG) to repave the Edgewood Library parking lot. The total eligible funding for the project is \$166,886.21. A recent pre-bid meeting was held, and the county has determined that if the ADA ramp in the back of the building is retained, the parking lot project will not proceed, and funding will not be available. The Library insists that the ADA ramp is crucial for staff and HCC access to the classroom wing. This project is on hold until warmer weather arrives, and the asphalt plants reopen in the spring.

Fallston

Sidewalks are scheduled for repair/replacement. Further details, including a start date, are awaited. There may be a need to temporarily close the branch for part of the repair.

Whiteford

Whiteford's well tested positive for Coliform on July 28th. The County and the Library collaborated to address the issue. The library installed a UV light, and the County replaced the cracked well casing and made several repairs to the water treatment system. Chlorine levels are satisfactory, and the next step is for MDE to conduct a bacterial test. The branch has been provided with handwashing stations and additional bottled water, as the building's water can only be used to flush toilets. The water passed and will be tested monthly to ensure it continues to meet safety standards.

Administration

The library is exploring the possibility of installing a new electric gate in the back parking lot. Currently, library staff must manually close the gates and lock them at closing.

All Branches

Hydration Stations are scheduled for installation in branches that currently lack this type of water fountain. A plumber has been selected, and installation is underway.

Board Updates

Trustee Shannon Gahs resigned from the Board, having relocated to Howard County and is no longer eligible to serve. The seat will be filled, and the new Trustee will complete Ms. Gahs' term (until June 30, 2025) and be eligible for their first five-year appointment to the Board.

Time to Care Act

The new Maryland Time to Care Act (TCA) allows employers to purchase insurance to fulfill their obligations to provide TCA paid leave to employees, instead of contributing to the State Plan. The library has submitted a statement of intent to join the TCA Insurance Collaborative, along with the County.

Strategic Planning and Futures Thinking

The Library has received two grants to support upcoming strategic planning and futures thinking. The Maryland State Library Agency has awarded \$22,500 for the Strategic Plan and \$13,000 for Futures Thinking, both supported by the Institute of Museum and Library Services (IMLS). The RFP has been completed, and an agreement has been signed with the Maryland-based Quinn Strategy Group led by Ann Quinn, Principal Chief Action Officer.

FY 2025 Operating and Capital Budgets

A preliminary budget has been drafted and discussed at the Board Budget and Finance Committee and the Board Capital Improvement Committee. The Library has recommended a 4% salary increase for eligible staff, the return of teen pages for all branches (13 pages, minimum wage, and nine hours per week), and a 10% increase in health care benefits. The total proposed increase is \$1.5 million or a 6.23% increase. This reflects an overall increase of 14% for materials, 14% for operating expenditures; 5% salaries and benefits; 3% contractual services (insurance/equipment/software support; telecommunications; contract services).

Harford Leadership Academy

This year, two staff members successfully completed and graduated from the 2023 Harford Leadership Academy: Jennifer Jones, Branch Manager Aberdeen Library; and Tracy Miller, Branch Manager Fallston Library. A graduation celebration was held on November 2nd.

Annual Report

The Annual Report, titled "A Hometown Heart, Harford County Public Library, Annual Report FY23," has been completed and distributed. It is also available on the Library website.

Meetings & Presentations

October 2023

10/1 Passport Processing Services 10th Anniversary
10/2 Intergovernmental Relations Task Force Meeting
10/2 HCPL Diversity & Inclusion Committee Meeting
10/3 Harford Chamber Spirit of Thanks
10/4 Harford County RUN Board Meeting
10/4 Coffee with the CEO for Non-Supervisory Staff
10/4 HCPL Virtual Program: Mysteries & Macabre Kensington Book Buzz
10/5 Harford Family House Annual Leadership Appreciation Breakfast
10/6 Harford County Education Foundation Excellence in Education Awards
10/6 Mason-Dixon Oktoberfest

10/9 HCPL Staff In-Service Day
10/9 HCPL Strategic Planning Session
10/9 The Highlands School Big Event
10/10 HCPL Board Budget & Finance Committee Meeting
10/11 Harford County Education Foundation Board Meeting
10/11 Planning Advisory Board
10/12-13 MAPLA

10/16 Intergovernmental Relations Task Force Meeting
10/16 HCPS Customer Service Task Force Meeting
10/17 Harford Chamber Government Affairs Committee
10/17 HCPL Strategic Planning Kickoff Meeting
10/17 HCPL Program: Meet the Author Mark Dawidziak
10/18 HCPL Foundation Gala Meeting
10/18 HCPL Board of Library Trustees Meeting
10/19 Harford's Most Beautiful Awards

Board Meeting Minutes – November 15, 2023

10/20 HCPL Foundation Fireside Chat & Reception in Darlington

10/20 HCC Screech's Night Owl 5K Glow Run and Fun Walk

10/21 2023 CML Annual Conference

10/21 Ladew Garden's 2023 Garden Glow

10/21 Harford Center Spooky Soiree

10/23 HCPL Virtual Program: Genealogy Week! Rumors, Stories and Tall Tales Forging Family Connections with Oral History

10/24 HCPL Foundation Board & Executive Committee Meeting

10/24 HCPS Library Materials Procedures Team

10/24 Harford Awards

10/25 Chamber Legislative Update

10/25 Legislative Pre-Session Presentation

10/25 The Daily Record Women's Leadership Summit & Empowering Women Awards

10/26 Library Journal Day of Dialogue

10/26 Executive Alliance Annual Event

10/27 Harford County Education Foundation Governance Meeting

10/27 Harford County Education Foundation Recruitment Meeting

10/29 10th Annual Run for Recovery

10/30 UWCM Neighborhood Grants Reviewer Training for RUN Board Members

10/30 Intergovernmental Relations Task Force Meeting

10/31 WID (Women in Defense) MidAtlantic

Programming and Events Highlights

The month of October contained Fire Prevention Week and multiple Trunk or Treat events.

The Jarrettsville Volunteer Fire Department brought a fire truck to the library, along with “goodies” for the children. A firefighter even read a firefighter story before sharing about fire safety.

Over 60 people came out for Havre de Grace's firefighter story time, a fire truck craft, fire fighter activities and a visit to the fire station across the street! The Susquehanna Hose Company members showed the kids what they look like in full gear, let them on the truck and let them spray the fire hose!

The Jarrettsville Volunteer Fire Company's Trunk or Treat was a fun warm day. Staff handed out treats and saw over 700 people.

At the Havre de Grace Elementary School Trunk or Treat, staff dressed up like the brothers Mario and Luigi. They saw over 400 community members. Staff even got to see the firefighters at work while they rescued a little boy who got his leg stuck in some playground equipment.

Fallston had a good time at the Trunk or Treat organized by the Klein Family Center. The staff member and her car were dressed as lady bugs. She passed out candy and talked about the library with several enthusiastic trick-or-treaters.

Aberdeen's Trunk or Treat was an overwhelming success with over 1,000 families visiting their “It's the Great Pumpkin, Charlie Brown” decorated trunk!

Teen Services Highlights

Fallston teens had a selection of programs this month. During Spy Training, teens got to create their own spy identity cards, crack some cyphers, navigate through the “laser” field (made of streamers), and do some target practice with Nerf guns. They got artsy with painting 3D sugar skulls (They all especially enjoyed using the puffy paint to decorate their skulls.) Teen Anime club made their own Japanese hand fans out of paper. During Retro

Video Gaming, the teens laughed as the pixelated graphics of the old games they played, played against each other. All had a great time.

During Teen After-Hours at Havre de Grace participants enjoyed taking pictures in the “Green Screen” area, dominated during Mario Kart, created a spooky craft, and played board games! The code breakers passive activity inspired teens to break the weekly code in the teen room and to create their own codes. They also filled out what they loved about fall onto leaves to decorate the teen room.

Whiteford’s Teen volunteers cleared out the garden for winter! Their Teen-After Hours was a lively night with 18 teens painting pumpkins and playing games.

Marketing & Communications

Social Media

The HCPL social media audience & interaction continues to grow.

- Facebook = 30,897 total followers
 - HCPL Main Facebook – 9,319 followers
 - HCPL Choose Civility Facebook – 1,158 followers
 - Branch Facebook combined – 21,578 followers
- *(All 11 branches, Choose Civility, Rolling Reader, Silver Reader)*
- Instagram = 8,614* total followers *(previously reported # incorrect)
- HCPL Main Instagram – 1,794 followers
- Branch Instagram combined – 6,820 followers
 - *(All 11 branches, Rolling Reader, Silver Reader)*
- HCPL Main Twitter – 1,903 total followers
- HCPL Main LinkedIn – 739 total followers
- HCPL Weekly Newsletter – 37,658/26,874 contacts/subscribers
 - Sent 1 eNews per week for a total of 4 in October
- Patron Point Emails
- Sent 2 follow-up emails for Mystery Lovers Book Buzz
 - Audience: 72
- Sent 1 email for Mark Dawidziak promotion
 - Audience: 61
- Sent 6 follow-up emails for Genealogy Week
 - Audience: 465

Programs and Partnerships

Mystery Lovers Virtual Book Buzz

Kensington Publishing was featured at our virtual "Mystery Lovers Book Buzz". Recent publications were featured as well as books that are coming out soon. Surprise "pop-in" visits from a few authors also took place. Two Kensington Publishing gift baskets were raffled off to those in attendance.

- October 4
- Zoom
- 93 attendees

Staff In-Service Day

Branches were closed on Monday, October 9, for the annual Staff In-Service Day. Library staff were invited to breakfast at the Richlin Ballroom, followed by a presentation by the Futures team, and the event concluded with staff service recognitions as well as the highly coveted Roenna Fahrney Award.

- October 9
- Richlin Ballroom

Meet the Author: Mark Dawidziak

On Tuesday, October 17, the Abingdon Library hosted author Mark Dawidziak for a discussion about his newest book, *A Mystery of Mysteries: The Death and Life of Edgar Allan Poe*. Books were available for purchase and a book signing followed the author's presentation.

- October 17
- Abingdon Library
- 83 attendees

Community Partnership – SOCKtober

In partnership with Harford County Government, all HCPL locations collected new socks, hats, mittens, and gloves. Items will be distributed to local individuals and families experiencing or on the brink of homelessness.

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).

In addition to the weekly HCAA representative branch visits, a Mobile Pantry program is also being offered, where bags of non-perishable food are distributed, while supplies last.

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 Edgewood Library in October. *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, HCPL creates a fun, educational, self-guided StoryWalk® that places the pages of a children's book out in nature! The fall title, *A Fall Ball for All*, is available through mid-December.

Community Partnership – Fall Outreach Events

As the weather begins to grow colder and the days become shorter, HCPL branches continue to participate in their area's outreach events. These include activities organized by their local schools as well as various fall functions. Marketing coordinates the requests for these outreach materials as well as the distribution and delivery to all 11 branches.

Marketing Request Forms (MRFs) Completed in October

Promotional materials for HCPL programs and events are created by three full-time graphic designers. For the month of October, the group completed nearly 175 MRFs. These jobs involve designs for several different mediums, everything from printed flyers or posters to digital files, such as graphics for the various social media platforms, flat screens, and web slides.

Genealogy Week 2023 – October 23-27

Genealogy researchers were invited to participate in Genealogy Week at the end of October. This week offered several in-person and virtual programs. The schedule included:

- “Rumors, Stories, and Tall Tales: Forging Family Connections with Oral History”
 - October 23
 - Virtual

- 175 attendees
- “DNA Tools: A Tour”
 - October 24
 - Virtual
 - 120 attendees
- Genealogy Discussion Group
 - October 26
 - Jarrettsville Library
 - 12 attendees
- “Sanborn Fire Insurance Maps for Genealogy”
 - October 26
 - Virtual
 - 164 attendees
- Genealogy After Hours at the Bel Air Library
 - October 27
 - Bel Air Library
 - 20 attendees

Community Partnership – Empty Stocking Fund

Through December 1, all HCPL locations are serving as collection sites for new, unwrapped toys that will help make this year’s holidays a little brighter for those less fortunate.

Community Partnership – HCAA Holiday Food Drive

In partnership with Harford Community Action Agency (HCAA), all HCPL locations are collecting canned goods and other non-perishable food items for families in need. Community members are encouraged to drop donations off through November 30.

Additional Views for Previously Reported Programs, Events, and Partnerships

- Book Bites, 1-minute videos of “bite-size” book recommendations from Harford County Public Library
 - 620 views total – October for all age groups
- Previous Genealogy Virtual Programs
 - 99 views total – October additional views

Recent Media Hits and Press Mentions

Press Releases Distributed

- *The Daily Record Announces 2023 Empowering Women Awards* – October 16

Advertisements

- *Harford County Chamber of Commerce Harford Awards* – October 5

Television

- “Harford County Unites for Thanksgiving Food Drive to Aid Families in Need” – *Fox45 News* – October 28

Print

- “Harriet Caroline Kaufman Obituary” – *Legacy.com* (online) – October 28
- “Harford School Board, Teachers, and Community Leaders Address Concerns Regarding Inappropriate Curricula and Books” – *The Aegis* (online) – October 17
- “Empowering Women Award” – *Harford County Living, 195 Business* (online), *Harford County Chamber of Commerce, The Patch – Aberdeen, Bel Air, Fallston, Havre de Grace* – October 16 – *Bel Air News & Views* – October 17
- “Fireside Chat with Peter Jay” – *The Aegis* (online) – October 12 – *The Aegis* – October 13
- “SOCKtober Collection Drive” – *The Aegis* (online) – October 5
- “Fall 2023 Genealogy Week” – *Bel Air News & Views* – October 4

- “HCPL Celebrates Mysteries and Macabre Month in October” – *The Aegis* (online) – October 3 – *The Aegis* – October 4
- “HCPL Wins Third American In-house Design Award” – *Harford County Living eNewsletter* – October 1 – *Bel Air News & Views* – October 2

Foundation

The Harford County Public Library Foundation met on September 26th and October 24th. The next meeting will be held November 28 at 6:30 p.m. at the Abingdon Branch. The 19th Annual Gala, Spyball, was a tremendous success and the Foundation made more than \$100,000 net. More to come but in the meantime, thank you all who supported, attended, and had a fabulous time. Save the date for next year’s Gala, Saturday, October 26, 2024.

The Foundation hosted an inaugural event for the new Darlington Library. Author, historian, and former journalist, Peter Jay captivated 45 guests as he discussed his book *Timepieces: Three Decades of Commentary* in the Baltimore Sun on October 20th. The Foundation recognized Katherine Kelly for her contributions to Darlington Library at the event.

Collateral to market the 2024 Winter and Summer Reading Challenge Programs have been developed. \$9,000 has been raised to support the Winter Reading Program. A video appeal for the Foundation’s Annual Giving campaign is underway. All 2023 Summer Reading Challenge Sponsors have been asked to return as 2024 Sponsors.

DRAFT Statement of Financial Position as of September 30, 2023

Assets

Checking/Savings	\$ 1,465,062.81
Accounts Receivable/Prepaid-Other	6,500.00
Total Assets	\$ <u>1,471,562.81</u>

Liabilities & Equity

Accounts Payable	\$ 1,385.00
Other Liabilities	178,610.04
Total Liabilities	\$ 179,995.04

Equity

Temporarily Restricted Net Assets	\$ 1,302,918.36
Board Designated Net Assets	2,258.99
Unrestricted Net Assets	-99,005.72
Net Income	85,396.14
Total Equity	\$ <u>1,291,567.77</u>

Total Liabilities & Equity	\$ <u>1,471,562.81</u>
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ACTION ITEMS

Personnel Changes – November 2023 –Mr. Ross

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

NEW HIRES:

Hali Cocalis, Library Assistant II, Abingdon Branch, 15 hours per week. Effective Date: November 27, 2023.

Deborah Williams (Lien), Library Assistant II, Aberdeen Branch, 15 hours per week. Effective Date: November 27, 2023.

PROMOTIONS:

Emily Hernandez, Library Associate II, Jarrettsville Branch, 15 hours per week has been promoted to the position of Librarian – Adult Services, Bel Air Branch, 37.5 hours per week. Effective Date: November 26, 2023.

Angela Pfeiffer, Librarian Children, Havre de Grace Branch, 37.5 hours per week has been promoted to the position of Assistant Branch Manager, Whiteford Branch, 37.5 hours per week. Effective Date: December 10, 2023.

OTHER CHANGES:

James Sebra, Circulation Assistant, Fallston Branch, 9.5 hours per week. Passed away on October 17, 2023. Last day of work September 29, 2023.

RETIREMENTS:

None

RESIGNATIONS/TERMINATIONS:

Emily Huang, Library Assistant II – Circulation, Fallston Branch, 15 hours per week. Effective Date: November 1, 2023.

DISCIPLINARY ACTIONS:

None

LEAVE OF ABSENCE REQUESTS:

An employee, 37.5 hours per week has requested FMLA intermittent leave for own personal illness. Effective October 2, 2023 to November 30, 2023.

An employee, 37.5 hours per week has requested FMLA for own personal illness. Effective October 24, 2023 and pending.

OPEN POSITIONS:

Aberdeen Branch

- **Library Assistant II- Circulation**, Aberdeen Branch, 15 hours per week. Posted internally/externally. Hiring Process.

Abingdon Branch

- **Library Assistant II - Circulation**, Abingdon Branch, 15 hours per week. Posted internally/externally. Hiring Process
- **Librarian- Teen Services/Library Associate I-Teen Service-** Abingdon Branch, 37.5 hours per week. Posted internally/externally. Conducting Phone Interviews.

Administrative Office

- **Finance Director**, Finance Department, Administrative Office, 37.5 hours per week. On hold.
- **Administrative Assistant**, Administration, Administrative Office, 37.5 hours per week. On hold
- **Digital Content Coordinator**, Marketing Department, Administrative Office, 37.5 hours per week. Posted internally/externally.
- **Virtual Services Manager**, Information Technology Department, Administrative Office, 37.5 hours per week. Reviewing position description.

Bel Air Branch

- **Library Associate II – Opening the Gift Coordinator**, Bel Air Branch, 37.5 hours per week. This position was previously 28 hours per week, added 9.5 hours to construct this position to full-time, 37.5 hours per week. Reposted internally/externally.
- **Library Assistant II – Circulation**, Bel Air Branch, 15 hours per week (2 Positions). On hold.
- **Library Assistant II – Circulation**, Bel Air Branch, 28 hours per week. This position was previously 37.5 hours per week – gave 9.5 hours to the position of Library Associate I/II – Opening the Gift Coordinator to make it full-time. On hold.
- **Custodian**, 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.
- **Library Assistant II - Circulation**, Edgewood Branch, 15 hours per week. Posted internally/externally. Interview Schedule for November 17, 2023.

Fallston Branch

- **Library Assistant II - Circulation**, Fallston Branch, 15 hours per week. Posted internally/externally.

Havre de Grace Branch

- Librarian Children, Havre de Grace Branch, 37.5 hours per week.

Jarrettsville Branch

- **Library Associate I or II**, Jarrettsville Branch, 20 hours per week. This position was previously 15 hours per week, added 5 hours. Posted internally/externally.

Joppa Branch

None

Norrisville Branch

None

Whiteford Branch

None

FUTURE VACANCY DUE TO RETIREMENTS:

- None

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. Flannery, seconded by Colonel Vogelhut, US Army Retired and carried by unanimous vote to approve the Personnel Changes as presented.

FY2025 Operating and Capital Budgets

All Trustees had an opportunity to review the proposed FY2025 Operating and Capital Budgets.

Mr. Woods requested clarification on the timeline for capital projects budget decisions from the County. Ms. Hastler shared the process includes submitting the final budget to the County in December/January, then waiting to hear from the County either with questions, a request to meet, or with their final decision. Mr. Woods asked if there is a time limit on spending the matching funds received from Maryland State Library for the Bel Air renovation. Ms. Hastler noted that the funds do need to be used within a particular timeframe, and an annual deadline extension can be requested by both the Library and County.

The proposed operating budget for FY2025 totals \$25,737,000, including: County Appropriations \$22,900,149 (9.65% change); State Aid \$2,121,051 (no change anticipated); Library Revenue \$715,800 (26.29% change).

The proposed capital budget for FY2025 totals \$16,731,291, including: Technology \$693,200; Bel Air Renovation \$10,023, 091; Mobile Service Vehicles \$460,000.

Dr. Allen requested a motion to approve the FY2025 Operating and Capital Budgets as presented.

MOTION: Motion by Mr. Vido, seconded by Mr. Woods and carried by unanimous vote to approve the FY2025 Operating Budget as presented.

MOTION: Motion by Dr. Head, seconded by Mr. Woods and carried by unanimous vote to approve the FY2025 Capital Budget (revised, version #3) as presented.

OLD BUSINESS

There was no old business.

NEW BUSINESS

There was no new business.

BUSINESS FROM THE CHAIRPERSON

There was no business from the Chair.

BUSINESS FROM BOARD MEMBERS

There was no business from Board members.

PUBLIC COMMENTS

There were no comments from the public.

ADJOURNMENT OF PUBLIC MEETING

Dr. Allen requested a motion to adjourn the meeting.

MOTION: Motion by Ms. Wright, seconded by Dr. Head, and approved by unanimous vote to adjourn the Public Meeting.

The public meeting adjourned at 7:00PM.