

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

**MEETING MINUTES**

**October 20, 2022**

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**Present:** Dwayne R. Adams; Dr. William B. Allen; Terrance Flannery; Shannon G. Gahs; Dr. Monique H. Head; Taryn J. Martin; Durbin P. Vido; Colonel Jonas Vogelhut, US Army, Retired; Carol Wright; Student Representative David Simberg; Aurora Kahoe, Legislative Aide to Councilman Shrodes; CEO Mary L. Hastler; and Jennifer Button

**Absent:** 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 6:30 PM.

**CHANGES TO THE AGENDA**

There was one informal change to the agenda. The FY2022 audit presentation was moved to occur after committee reports to allow time for the auditor to arrive.

**PRESENTATIONS/RECOGNITIONS**

Dr. Allen recognized and welcomed Terrance Flannery, present for his first Board meeting as a Trustee.

**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. Adams, seconded by Colonel Vogelhut, US Army Retired, and carried by unanimous vote to approve the Minutes of the September 15, 2022 Board Meeting as presented.**

**COMMITTEE REPORTS**

**Budget & Finance Committee – Mr. Vido**

The committee met on October 17, 2022 at 3:30PM and reviewed the FY2022 Audit Report presented by Keith Amerman of CohnReznik. It was noted on page 5 of Management's Discussion and Analysis, that the first sentence reads, "...ended June 30, 2021." and should read "...ended June 30, 2022." The audit as submitted was accepted by the committee. Ms. Hastler and Ms. Cogar are working on preparing the FY2024 operating and capital budgets.

Dr. Allen noted that the date correction will need to be penciled in since the auditor's process for revision and republishing is too intricate for the minor correction.

The Treasurer's Report was prepared by Kathy Cogar, Chief Financial Officer. Operating expenditures for the fiscal period ending September 30, 2022 were within the annual FY2023 budget. Revenues were \$6.0 million and Expenditures were \$5.6 million. Expenditures for Materials are over budget as several annual contracts are paid in July including Midwest (\$150K); Kanopy (\$30K); CCPL consortium (\$54K); Baker & Taylor Leased Books (\$86K) and several databases. Expenditures for Contracted Services is similar, with the annual contract

for Polaris and Envisionware (Library software) also paid in July/August. These expenditures will even out as we move through the fiscal year. It was noted that the library is also experiencing the same supply chain cost increases as everyone else and will be monitoring these expenses and modify spending as needed.

**Executive Committee – Dr. Allen**

The committee did not meet.

**Capital Improvements Committee – Mr. Adams**

The committee did not meet.

Committee member Dr. Head shared a brief report on her experience attending the new Darlington Library and ribbon-cutting. She shared kudos for everyone involved and the team that made this project happen.

**Human Resources Committee – Ms. Wright**

The committee did not meet. Ms. Wright shared an informal update on the Meet & Greet with the Board of Trustees sessions that occurred this fall, noting that attendance was higher at morning sessions.

**Foundation Board – Ms. Martin**

The Foundation Board met and is working on planning for the upcoming Gala. Additional information is included in the CEO report below.

**PRESENTATION**

**FY2022 Annual Audit Presentation**

Ms. Cogar introduced and welcomed Keith Amerman, Manager, from Cohn Reznick, LLP who provided a summary of the Fiscal Year 2022 Audit of the Harford County Public Library. Mr. Amerman reviewed the responsibilities of management and the auditors, as well as highlights of the Independent Auditors Report as of June 30, 2022, and provided a brief explanation of the type of information included in the report.

The Management Discussion and Analysis was a narrative written by the Library’s management team and described significant events which occurred during the fiscal year.

The Independent Auditor’s Report reflected an unmodified opinion, the highest opinion possible, which means the Library’s financial statements are fairly and appropriately presented, without any identified exceptions, and in compliance with Generally Accepted Accounting Principles (GAAP), according to the auditors’ judgement. The audit was completed using Government Auditing Standards.

Mr. Amerman noted that his firm did not audit the supplementary financial statements of the HCPL Foundation since that information was audited by other auditors. However, those documents were included in this report since the Foundation is a component unit of the Library. Financial statements for the Other Post Employment Benefit (OPEB) Trust were also included in the report since the Library has fiduciary responsibility over the Trust.

There were no new accounting policies adopted in FY2022.

In summary, the Library received a clean report.

Mr. Vido summarized that the Library has been successful in reducing long-term liabilities and there were no issues with the Library’s handling of funds, and thanked Ms. Cogar for her continued good work as CFO.

**PUBLIC SERVICES REPORTS**

**Statistics – Ms. Parry**

Ms. Parry reviewed the Statistical Report. A detailed report was submitted.

**Programming and Events – Ms. LaPenotiere**

Ms. LaPenotiere reviewed the Programming Report, which can be found as part of the CEO's report below.

**Teen Services – Mr. Simberg**

Mr. Simberg reviewed the Teen Services Report, which can be found as part of the CEO's report below.

**CEO REPORT**

**Building Projects**

**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. The County has provided funding in the FY 2024 capital budget and the project will go out to bid after July 2023 with construction to begin fall 2023. This is a tentative timeline for now. Planning and design meetings with branch staff and contractors will begin late fall 2022. Dr. Allen asked to include the Board.

Both elevators will be replaced this fiscal year prior to the renovation project and many thanks to the County for coordinating the replacement. The project was presented to the County Board of Estimates for review on October 11, 2022. We are waiting to hear the outcome for the next steps.

**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. The wood accent wall has been installed behind the

service desk. Outdoor work has begun: trenching for septic is in place and tied in; roof downspouts were installed to empty into the stormwater management pond; storefront glass was installed; parking lot curbing has been framed and concrete poured; new roof installed; and brickwork is complete for the outdoor fireplace. A punch list walk-through was held on September 8, 2022. Items that need to be completed include installation of guardrails for the ADA ramp and the phenolic panels that are located about the exterior windows and soffits.

The modular Darlington Library closed at the end of business on Saturday, September 17 in preparation for the move and opening of the new Darlington Library. The Library and County received the Use and Occupancy certificate on October 4<sup>th</sup> and quickly began moving into the new facility. Ribbon cutting and opening day took place on Wednesday, October 19, at 9:30 a.m., and well attended by the community as we celebrated the new resource. New staff have been hired and training underway. In addition, the collection was “unmasked” on October 19<sup>th</sup> so that holds may be placed and materials once again available for circulation. Some furnishings have been delayed and several items remain pending including the drive through window service. The recent heavy rains of the hurricane remnant caused major damage to the front walls/windows causing the two conference rooms to flood and substantially damaged the sheetrock. The damage was quickly assessed by the county and it was determined that the exterior stone was not installed correctly and was missing both caulk and a waterproof membrane. The county is working diligently to have the stone replaced by brick and appropriately installed. In the meantime, a temporary plywood wall has been installed in both conference rooms, carpet tiles replaced and the rooms may be used.

It is anticipated that the furnishings and shelving end caps will be delivered and ready to be installed the end of November. The library will need to be closed for approximately 3 days to accommodate the installation with November 28<sup>th</sup> as the tentative beginning date.

**Fallston** - A maintenance bond inspection was held on October 18 coordinated by the County. Items of work to be completed prior to releasing the bond include filling in groundhog hole and oversee site to achieve minimum required turf grass coverage. In addition, screen trees will be planted in flat area below the library and the county will notify the library when the work is scheduled. The County is also working with a design engineer concerning dewatering of the facility.

**Dash Cams** – All Library vehicles are being fitted with front and rear dash cams. This was a recommendation made by employees who work on the outreach vehicles. Two cameras have been installed and installation for the remainder of the fleet is underway. Quotes have been received for a GPS system.

### **Fines and Fees**

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

There are three main points to the bill:

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.

**Welcome – Board Trustee** – Mr. Terrance Flannery was appointed to the Library Board at the September 20th Harford County Council meeting. Mr. Flannery has a strong background in information technology and management and has a Master’s Degree in Applied Information Technology from Towson University and a Bachelor’s Degree in Information Systems Management from University of Maryland. Mr. Flannery is a resident of the Edgewood Community.

**Annual HCPL Staff In-Service Day** – Library staff attended the Annual Staff Day on Monday, October 10<sup>th</sup> at Leidos Field at Ripken Stadium. This was our first Staff Day in-person since 2019 and we welcomed many new staff who joined the library team during the past three years. Keynote speaker was Jack Graham, General Manager of the Ironbirds, who spoke on collaboration and teamwork. In addition, all library staff received a baseball jersey in the Orioles colors, with the 75<sup>th</sup> anniversary logo, along with their name printed on the back of the shirt (staff had the option to opt out of having their name on the shirt). We experimented with assigned seating to enable staff to get to know their coworkers and to provide a warm welcome to the multitude of new staff who attended their first Staff Day. There was ample time for catching up with friends and we closed the day with a group photo on the pitchers’ mound.

**FY 2022 Audit** – The audit was completed and reviewed by the Board Budget & Finance Committee on October 17<sup>th</sup> and will be presented to the full Board tonight.

### **Meetings & Presentations**

September 2022

- 9/1 MD Humanities Finance Committee Meeting
- 9/1 HCPL Virtual Program: Chesapeake Farm & Bay to Table: Filming for MD State Fair
- 9/2 MLA Legislative Panel Meeting
- 9/7 Interview with Harford TV and Karen Francis
- 9/8 Maryland Humanities REWG
- 9/8 Arthur Brooks Author Event at HCC
- 9/9 MD Humanities Executive Committee Meeting
- 9/12 HCPL Virtual Program: Chesapeake Farm & Bay to Table: A Visit Down Memory Lane
- 9/13 HCPL Gala Sponsorship Meeting
- 9/13 APGFCU Meeting
- 9/14 Harford County Education Foundation Meeting
- 9/14 Route 40 Harford County Candidates Forum
- 9/14 Chesapeake Farm & Bay to Table Episode
- 9/15 Harford County Chamber Board Meeting
- 9/15 Homecoming Gala 2022
- 9/15 HCPL Board of Trustees Meeting
- 9/17 Connecting on Maryland Humanities
- 9/17 MLA Inter-Governmental Relations Task Force Meeting
- 9/17 MD Humanities Meeting with Executive Director
- 9/21 Greater Bel Air Community Foundation Meeting
- 9/22 Local Management Board Meeting
- 9/22 Council President Vincenti’s Backyard BBQ
- 9/23 MD Humanities Board Meeting

- 9/23 SARC Balloon Glow Gala
- 9/27 Harford MHAAC/LHIC/OIT Meeting
- 9/27 HCPL Foundation Executive Board & Board Meeting
- 9/28 Harford County Education Foundation Meeting
- 9/28 HCC President's Circle Dinner
- 9/29 Harford County Chamber of Commerce Finishing Strong Luncheon
- 9/30 Harford County Education Foundation Recruitment Committee Meeting
- 9/30 MLA Director's Forum on Board Effectiveness

**Citizens for Maryland Libraries Annual Meeting** – October 15<sup>th</sup> – Ret. Colonel Vogelhut requested an update on the meeting that Ms. Parry attended representing the Library. Topics discussed included the results of the Board Effectiveness Survey that some of our Trustees participated in and each Trustee received a copy of the final report. Two Keynote speakers were part of the day and Martin Garner, Ph.D., Director of Amherst College Library and author of the 10<sup>th</sup> Edition of the Intellectual Freedom Manual, *Intellectual Freedom: Fighting the Good Fight*, spoke on the topic of intellectual freedom and the flurry of challenges that many areas of the country are experiencing and Veronda Pitchford, Assistant Director of Califa, a nonprofit consortium of 230 California Libraries, who spoke on the topic of Library Board effectiveness training.

### **Programming and Events**

If it's September, then it's back to school! All branches participated in Back to School activities. Aberdeen librarians, Diane Berkman and Kate Waladt, attended the George D. Lisby and Halls Cross Roads events the turnouts were amazing, and lots of families registered for library cards. Whiteford Library Associate, Kristen DeLambo, participated at North Harford Elementary School's Back to School night, where she showcased HCPL and Whiteford's offerings. Much like Aberdeen, many stopped by the table to pick up informational brochures, ask questions about the library and pick up those great sunglasses! Thanks Marketing Department!

Two Abingdon Innovation Lab regulars from The ARC, Mike and counselor Jessica, used the green screen all summer to create the perfect picture to enter in an ARC contest. They won! Their prize was \$50 each. The smiles on their faces as they shared their win with the Abingdon staff were worth \$1 million!

Bel Air's first Saturday Story Time since 2020 was a success, with over 30 customers attending. They will continue monthly and we hope to maintain a healthy audience.

Perfect weather and a wondrous view graced Jarrettsville's staffer Katherine Ellis' open-mic event, "Literary Readings Among the Sunflowers of Jarrettsville"— an outreach adult program held in Jarrettsville's famous sunflower field. Local writers and literary enthusiasts read poetry and prose honoring the beauty of nature. The program was well-attended and reviewed. Evaluation comments included: "Wonderful blend of community engagement, literature, and nature.... What a lovely, inspiring event!... Excellent program and original readings.... Very well planned and executed."

And finally, the LEGO® Club returned to Norrisville for the first time since early 2020, and the attendees were so excited to explore the LEGO® collection and build their own fun creations. One Mom said her family made the trip from Bel Air because her son "is obsessed with LEGO®s!" The children were also happy to learn that their creations would be displayed in the library until the next session in October.

### **Teen Services**

Bel Air staffer, Morgan Michael, attended Bel Air High School's Back to School Night. There she talked to numerous families and teachers about HCPL's services, with a special focus on our online services (virtual tutoring was a popular topic) and the Student Link cards. Bel Air's revived TAG program brought in nine participants this month and one of the participants has already recommended the group to a friend!

Edgewood's teen activities are popular and plentiful. As always, teens enjoyed PlayStation gaming and meals provided by Harford County Public Schools fueled the teens. Teen Crafternoon helped the teens get into the fall spirit. They had a great time creating and decorating fall bookmarks. In this month's Teen Tech Time, teens learned about force through building and racing balloon rocket ships. Edgewood also held their first Anime Club of the school year! They discussed popular anime, gave each other anime and manga recommendations, and watched Demon Slayer.

At Fallston, Librarian Allison Maskaleris, hosted Teen programs featuring Retro Video Gaming, enamel pin banner and button making, and hosted the monthly Teen Anime Club.

Havre de Grace held their first Teen After Hours of the season! 18 teens participated by either playing with the Switch and PS4, while others preferred to play board games and color with their friends. Fandom Trivia was also a big hit! And of course, pizza was enjoyed by all!

Jarrettsville Teens LOVED the new "Nintendo Switch™ Free Play" program. Teens who were fairly new to the game were well-schooled by their peers and playing like pros in no time! This will definitely become a monthly staple.

Rinn Selba, Joppa's teen Library Associate, with the help of colleague Shannon McElroy, hosted Joppa's first Teen After Hours. The night was awesome. The big hit of the night was playing Man Hunt (reverse hide-and-seek) in the dark. The teens got creative with their hiding spots and played more than 5-6 rounds before taking a snack break. The teens said they are looking forward to coming to the After Hours in October, which will be spooky themed!

## **Marketing & Communications**

### **Social Media:**

The HCPL social media audience & interaction continues to grow.

- Facebook = 27,341 total followers
  - HCPL Main Facebook – 8,520 followers
  - HCPL Choose Civility Facebook – 1,149 followers
  - Branch Facebook combined – 18,821 followers
    - *(All 11 branches, Choose Civility, Rolling Reader, Silver Reader)*
- Instagram = 7,214 total followers
  - HCPL Main Instagram – 1,485 followers
  - Branch Instagram combined – 5,729 followers
    - *(All 11 branches, Rolling Reader, Silver Reader)*
- HCPL Main Twitter – 1,887 total followers
  - *(10 branches – no ABD)*
- HCPL Main LinkedIn – 599 total followers
- HCPL Weekly Newsletter – 37,846 contacts/28,201 subscribers
  - Sent out 2 eNews per week for a total of 8 in September

## **Programs and Partnerships**

### **Branch Hours Extended**

As of September 6, the hours at all HCPL locations were extended one hour, making the new schedule as follows: Monday-Thursday 10am-8pm, Friday & Saturday 10am-5pm.

### **Library Card Sign-Up Month**

September is Library Card Sign-Up Month, and a Harford County Public Library card is one of the most powerful cards in your wallet! Customers were invited to share photos of themselves holding their library card and tag with #myHCPLcard.

#### Sharing the Gift Volunteer Opportunities

Recruitment for new Sharing the Gift volunteers to encourage a child's enthusiasm for reading took place at the beginning of September. From October through May, these individuals visit licensed preschool or daycares to share stories, fingerplays, and other library materials with young children.

- 27 volunteers attended one of two training sessions held on September 6 and 8.

#### One Maryland One Book

Coordinated by Maryland Humanities each fall, the book selected for this statewide initiative is *What's Mine and Yours* by Naima Coster. While HCPL was not chosen to be an author event host in 2022, there are 15 different book discussions for Harford County readers to talk about this title during September, October, and November.

- 5 book discussion groups with a total of 45 attendees.

#### Chesapeake Farm & Bay to Table – Season 3

September 14 "A Visit Down Memory Lane" featured special guest Shelley Howell, local author of *Dining Down Memory Lane* Volumes I and II, who joined Chef John and CEO Mary for a behind-the-scenes tour of the Maryland State Fair! Back in the kitchen, the trio prepared blueberry ketchup, along with Hutzler's cheese bread and potato chip cookies.

- September 14
- Aired live on Zoom, streamed live on Facebook, Twitter, and YouTube
- Recorded program was also posted to HCPL-Universe for customer viewing
- 178 total attendees/views

The next episode, "Living a Plant Forward Life for the Bay and Your Body" airs on October 12.

#### Constitution Day Celebration

Customers were invited to visit their favorite HCPL location on September 17 to celebrate Constitution Day by reading and adding their own signature to this special document.

- 132 customers "signed" the Constitution

#### Remembering Queen Elizabeth II

To honor the life of the United Kingdom's longest reigning monarch, HCPL eNews and social medial channels pushed out that branches had special displays featuring related books, movies, and that additional ebooks, eaudiobooks, etc. were available for checkout through online resources collections like Hoopla and Kanopy.

#### New Little Leaper Kits

eNews featured the two new Little Leaper kits that have been added to the HCPL collection and are now available for checkout. "I am a Forest Ranger" and "I am an Auto Mechanic" are themes of the new kits, that includes toys, books, and activities to excite the library's youngest customers about science/math.

#### Community Partnership – University of Maryland Upper Chesapeake Health Medical Mobile Van

Started this fall at the Jarrettsville Library, this monthly program has been expanded to also include the Whiteford Library. Aimed to promote wellness in the Harford community by sharing information on health topics and offering a range of preventative screenings, each month focuses on a different topic. Healthy Aging Education was addressed in September.

#### Outreach – HCPS Back to School Events



Over the first few weeks of the new school year, promotional items along with information on HCPL resources and services were distributed to almost all 11 branches. The return of in-person Back to School events had many HCPL staff very excited to promote the library with Harford County students and their families.

- 2601 students/parents visited HCPL outreach tables.

#### Outreach - Miscellaneous

From Farmer's Markets to First Friday's, HCPL was represented at several Outreach events in September.

- 554 customers visited HCPL outreach tables.

#### Community Partnership – Harford Community Action Agency (HCAA)

HCAA has programs that support our community and there is an HCAA representative scheduled to visit one HCPL location each week. Customers are invited to learn more about community assistance programs and services that include Maryland Energy Assistance Program; Harford County Fuel Fund; Homeless Prevention; Homeless Services; Community Food Pantry/Food Bank; Financial Services Program; and GED Plus. Took place every Tuesday afternoon at a different branch each week (Aberdeen, Edgewood, Havre de Grace, and Joppa Libraries).

#### Community Partnership – Lawyer in the Library

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

#### Community Partnership – Eden Mill Nature Center StoryWalk®

HCPL has an on-going relationship with Eden Mill and each quarter, creates a fun, educational, self-guided StoryWalk® that places the pages of a children's book out in nature! The new fall edition was posted in mid-September.

#### Outreach – Harford County Wine Festival

For the 8<sup>th</sup> consecutive year, HCPL staff returned to Rockfield Manor as an outreach vendor for this sold-out annual event. More than 900 wine glass holders and approximately 100 sunglasses were distributed to attendees, along with information about library materials/services.

- September 24
- 873 visits to the HCPL outreach table

#### Outreach – Harford Community College (HCC) Wellness Fair

Harford County Public Library staff attended Harford Community College (HCC) Wellness Fair on September 27. Promotional items were distributed along with information on HCPL resources and services.

- September 27
- 38 visits to the HCPL outreach table

#### Community Partnership – START Family Book Club

START (Serving, Thriving, and Reading Together) is a unique humanities-based and family-focused program building community among military and civilian families. Six weekly storytelling, reading, and discussion sessions featuring award-winning children's books are led by professional storytellers and story lovers. Families with children ages 6 to 13 will enjoy discussing children's stories about such ideas as family, courage, and community. The program is free for participants; kid-friendly dinners and books are provided. Sponsored by Blue Star Families in partnership with Harford County Public Library. Meets weekly on Thursday evenings (Oct 6, 13, 20, 27; Nov 3) at the Aberdeen Library.

- September 29
- 13 participants

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

- Book Bites, 1-minute videos of “bite-size” book recommendations from Harford County Public Library
  - 3096 total views for all age groups
- Previous Episodes of *Chesapeake Farm & Bay to Table*
  - 41 additional views

### **Press Releases Distributed**

- *HCPL Announces Closing of Current Darlington Library Location as Preparations Begin for Move to New Darlington Library Location* – September 14
- *Chesapeake Farm & Bay to Table Focuses on Living a Plant Forward Life For The Bay And For Your Body on October 12* – September 21

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

#### **Print**

- “Maryland’s Public Libraries are Essential Community Hubs” – *The Aegis* (online), *The Baltimore Sun* – August 4
- “Aberdeen Library Ribbon Cutting” – *The Aegis* (online), *I95 Business* (online), *Harford County Chamber of Commerce*, *The Aegis*, *The Patch – Aberdeen, Bel Air, Fallston, Havre de Grace* – September 1 – *Harford County Living* – September 2 – *The Aberdeen Advocate* – September 5 – *Harford County Chamber of Commerce Weekly Chronicle*, *Bel Air News & Views* – September 6 – *The Susquehanna Press* – September 9 – *Limelight* – September 16
- “Harford Heritage Digital Archives Launched” – *Facebook Post* by Mike Dixon, Historian – September 6
- “September 14 Chesapeake Farm & Bay to Table” – *The Aegis* (online), *The Baltimore Sun* (online) – September 13 – *The Aegis* – September 14
- “October 12 Chesapeake Farm & Bay to Table” – *I95 Business* (online), *The Patch – Aberdeen, Bel Air, Fallston, Havre de Grace* – September 21 – *Harford County Living* – September 22 – *Harford County Chamber of Commerce* – September 23 – *Bel Air News & Views* – September 27
- “Community Foundation of Harford County Elects New Board Members” – *The Aegis* (online), *Yahoo News* – September 22
- “Harford County Council Provides Health Officer Search Update, Two Resolutions” – *The Aegis* (online) – September 22
- “Blue Star Families Welcome Week Comes to Harford County” – *The Aegis* (online) – September 27

### **Advertisements**

#### **Print**

- “Foundation Gala 2022 Ad – Thank You to Our Sponsors” – *Harford’s Heart* – October 1

### **Foundation**

The September Foundation Board and Executive Committee meeting was held on Tuesday, September 27<sup>th</sup> and the October meeting is scheduled for Tuesday, October 25<sup>th</sup>. Ms. Dombeck, Foundation Director, is no longer with the library and we wish her well in her future endeavors. We will begin recruiting for a Development Director position in the new year. The Gala is scheduled for Saturday, November 5<sup>th</sup>, and plans are underway for a spectacular evening. Rock the Yacht! Catalina Island is the theme and we are planning a memorable evening of cruising, entertainment, activities, lovely food and drink. Cynthia Hergenbahn, Foundation Emeritus, is graciously chairing the Gala Committee this year. A few tickets remain along with sponsorships and information is online at [eveninginthestacks.org](http://eveninginthestacks.org). A line up of truly delightful live auction packages are planned along with the “always fun” competitive silent auction. Raffle tickets for a \$10,000 shopping spree from Saxon’s Diamonds are also on sale. Tickets are \$100 and a limited quantity will be sold.

Gala sponsors to date include: Saxon's Diamond Centers, Richardson's Flowers and Gifts, GFL, Freedom Federal Bank, M&T Bank, The Daily Record, Rainbow International, Huether-McClelland Foundation, Klein's Family Markets, Lynch Design and Build, Laurel Bush Family Dentistry, WebIXI, Coffee, The Kelly Group, The Law Offices of Anthony J DiPaula, P.A., Mary and Mark Hastler, Harford Mutual, Champion Insurance, Chesapeake Employers Insurance, Truist Wealth, Tropical Smoothie Café, Keene Dodge, Thompson's Moving, Spartan Surfaces, Morgan Stanley, PNC, Rosedale Federal Savings and Loan, In The Name of the Highlands School, Tar Heel Construction Group, NVS Bridal and Beauty, Broom's Bloom, Harford Community College, Towson University in Northeastern Maryland, Bel Air Friends of HCPL, Harford County Government, Harford County Chamber of Commerce, Events By I Did It Myself, TENAX Technologies, T2S Solutions, Greater Harford Committee, MELOS Inc., Carol Wright and Mike Lafiandra, Harford Day School, Alan and Kristen Butler, WSMT Insurance, Harford's Heart, Hart to Heart Transportation, Jean and Jeff Foulk, BGE, Bumblejunk, MidAtlantic Photographic LLC, The John Carroll School, Jarrettsville Federal Savings & Loan Association, Harford Financial Group, Terry and Steve Troy, Mark and Pam DiBerardino, Sharon and Brian Lipford, Ellin & Tucker, Laurie and Steve Slizewski, Eastern Savings Bank, Dr William and Carol Allen, Law Office of Shannon Gahs, Janet and Manny Gomes, Ivy Hill Land Services, Town of Bel Air, RSC2, Plaza Ford, Modular Genius, Taylor Pickett, Absolute Investigative Services, Sanctuary Title, Janney Montgomery Scott, Kurt and Pam Rutherford, Matt and Abby Buecker, Safe Harbor Retirement Planners, Ballet Chesapeake, A Bright Idea, APEX Advertising, Oak Contracting, Sterling Care Forest Hill, Paige and William Cox.

The Foundation Audit was complete and reviewed by the Foundation Board at the September meeting.

### **Cultural Arts Board**

Harford County Cultural Arts Board Coordinator Jessica Cleaver, and Board members, participated in area events, sharing relevant information with a variety of constituents, including the following:

- Bel Air Festival for the Arts – for the general public and artisans from the region
- Harford Community College Wellness Fair – for students, staff, faculty, and the local wellness community
- Harford County Public Schools New Teacher Orientation Vendor Fair – for new K-12 instructional staff, many of whom are new County residents

Agreements have been drafted and delivered electronically to all FY23 grant applicants approved to date.

### **ACTION ITEMS**

#### **Temporary Closure of Darlington Library**

In response to Ms. Hastler's report, Dr. Allen requested the Board consider temporarily closing Darlington Library for approximately 3 days to accommodate the installation of furnishings and shelving end caps with November 28<sup>th</sup> as the tentative start date. He noted that the dates would be flexible to accommodate the delivery and installation schedules.

**MOTION: Motion by Mr. Adams, seconded by Ms. Wright and approved by unanimous vote to approve the temporary closure of Darlington Library on or around November 28, 2022 for approximately 3 days as presented.**

#### **Personnel Changes – August & September 2022 – Ms. Hastler for Mr. Ross**

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

#### **NEW HIRES:**

**Stevie Knight**, Library Associate I, Norrisville Branch, 15 hours per week. Effective Date: October 3, 2022.

**Julie Clifton**, Library Assistant I – Circulation, Jarrettsville Branch, 15 hours per week. Effective Date: October 3, 2022.

**Alexandra Brewster**, Library Assistant I – Circulation, Bel Air Branch, 15 hours per week. Effective Date: October 31, 2022.

**Bryan Gannon**, Library Assistant I – Circulation, Bel Air Branch, 15 hours per week. Effective Date: October 31, 2022.

**Victor Hensley**, Library Associate I, Abingdon Branch, 15 hours per week. Effective Date: October 31, 2022.

**Miranda Spivey**, Library Assistant I – Circulation, Aberdeen Branch, 15 hours per week. Effective Date: October 31, 2022.

**Karen Zaiko**, Library Assistant I – Circulation, Darlington Branch, 15 hours per week. Effective Date: October 31, 2022.

**Megan Brown**, Library Assistant I – Circulation, Bel Air Branch, 15 hours per week. Effective Date: November 14, 2022.

**Erin Jolley**, Library Assistant I – Circulation, Bel Air Branch, 15 hours per week. Effective Date: November 14, 2022.

**Rachel Schroeder**, Library Assistant I – Circulation, Bel Air Branch, 15 hours per week. Effective Date: November 14, 2022.

**Arthur Squire**, Facilities & Operations Director, Administrative Office, 37.5 hours per week. Effective Date: November 14, 2022.

**Rose Winter**, Library Assistant I – Circulation, Bel Air Branch, 15 hours per week. Effective Date: November 14, 2022.

**PROMOTIONS:**

**Deborah Hall**, Library Assistant I – Circulation, Abingdon Branch, 15 hours per week has been promoted to the position of Library Associate I, Havre de Grace Branch, 15 hours per week. Effective Date: October 02, 2022.

**Karen Petr**, Library Assistant I – Circulation, Whiteford Branch, 15 hours per week has been promoted to the position of Library Associate I, Darlington Branch, 15 hours per week. Effective Date: October 02, 2022.

**Katie Troch**, Senior Assistant Branch Manager – Adult Services, Abingdon Branch, 37.5 hours per week has been promoted to the position of Branch Manager, Whiteford Branch, 37.5 hours per week. Effective Date: October 02, 2022.

**Clayton McKenzie**, Library Associate II – Teen Services, Aberdeen Branch, 37.5 hours per week has been promoted to the position of Librarian – Adult Services, Bel Air Branch, 37.5 hours per week. Effective Date: October 16, 2022.

**Samuel Stubing**, Library Assistant II – Circulation, Bel Air Branch, 37.5 hours per week has been promoted to the position of Circulation Supervisor, Abingdon Branch, 37.5 hours per week. Effective Date: October 16, 2022.

**OTHER CHANGES:**

**Emily Carlson-Moy**, Library Associate II – Children’s Services, Bel Air Branch, 20 hours per week has been awarded the position of Library Associate II, Darlington Branch, 30 hours per week. Effective Date: October 02, 2022.

**Diane Nicolai**, Library Assistant I – Circulation, Edgewood Branch, 15 hours per week has been awarded the position of Library Assistant I – Circulation, Darlington Branch, 15 hours per week. Effective Date: October 16, 2022.

**RETIREMENTS:**

**Michele Sobieski**, Administrative Assistant- Human Resources, Administrative Office with 25 years of service, 37.5 hours per week. Effective 1/1/2023

**Sophia Van Schaick**, Librarian- Children’s Reference, Fallston Branch with 27 years of service, 37.5 hours per week. Effective 1/ 1/ 2023

**RESIGNATIONS/TERMINATIONS:**

**Laura Milcarzyk**, Library Assistant II – Circulation, Abingdon Branch, 30 hours per week. Effective Date: September 22, 2022.

**Jenny Dombeck**, Foundation Director, Administrative Office, 37.5 hours per week. Effective Date: September 26, 2022.

**Patricia Sampayo**, Library Assistant I – Circulation, Bel Air Branch, 15 hours per week. Effective Date: October 10, 2022.

**DISCIPLINARY ACTIONS:**

None.

**LEAVE OF ABSENCE REQUESTS:**

An employee has requested FMLA leave for their own serious health condition effective August 25, 2022 to November 24, 2022.

**OPEN POSITIONS:**

**Aberdeen Branch**

- **Library Associate I/II – Teen Services**, Aberdeen Branch, 37.5 hours per week. Posted internal/external.

**Abingdon Branch**

- **Senior Assistant Branch Manager – Adult Services**, 37.5 hours per week. Posted internal/external. Scheduling interviews for 10.28.2022.
- **Library Assistant I – Circulation**, Abingdon Branch, 15 hours per week. Posted internal/external. Interviews schedule for 10.21.2022.
- **Library Assistant I – Circulation**, Abingdon Branch, 30 hours per week. To be posted.

**Administrative Office**

- **Custodian**, Facilities & Operations Department, Administrative Office, 19 hours per week. Posted internal/external.
- **Finance Director**, Finance Department, Administrative Office, 37.5 hours per week. On hold.
- **Foundation Director**, Foundation Department, Administrative Office, 37.5 hours per week. On hold.

**Bel Air Branch**

- **Library Associate I/II – Adult Services**, Bel Air Branch, 37.5 hours per week. Posted internal/external.
- **Library Associate I/II – Adult Services**, Bel Air Branch, 15 hours per week. Posted internal/external. Interviews scheduled 10.24.2022.
- **Library Associate I/II – Children’s Services**, Bel Air Branch, 20 hours per week. To be posted.
- **Library Assistant II – Circulation**, Bel Air Branch, 37.5 hours per week. To be posted.

**Darlington Branch**

None

**Edgewood**

- **Librarian, Children Services**, Edgewood Branch, 37.5 hours per week. Interviews schedule 10.20.2022.
- **Library Assistant I – Circulation**, Edgewood Branch, 15 hours per week. To be posted.
- **Library Associate I**, Edgewood Branch, 15 hours per week. On hold.

**Fallston Branch**

- **Library Assistant I – Circulation**, Fallston Branch, 15 hours per week. Posted internal/external.
- **Library Associate**, Fallston Branch, 15 hours per week. Posted internal/external. Interviews scheduled 10.24.2022.

**Havre de Grace Branch**

None

**Jarrettsville Branch**

None

**Joppa Branch**

- **Library Associate – Children’s Services**, Joppa Branch, 37.5 hours per week. Posted internal/external.

**Norrisville Branch**

None

**Whiteford Branch**

- **Library Assistant I – Circulation**, Whiteford Branch, 15 hours per week. To be posted.

**FUTURE VACANCY DUE TO RETIREMENTS:**

- **Administrative Assistant**, Human Resources Department, Administrative Office, 37.5 hours per week.
- **Librarian – Children’s Services**, Fallston Branch, 37.5 hours per week. Position will be restructured to Library Associate I/II – Children’s Services.

**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 for October 2022.

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

### **FY2022 Financial Audit Report**

Dr. Allen requested a motion to approve the FY2022 Financial Audit Report.

**MOTION: Motion by Mr. Adams, seconded by Dr. Head and approved by unanimous vote to approve the Financial Audit Report for FY2022 as presented.**

### **OLD BUSINESS**

There was no old business.

### **NEW BUSINESS**

There was no new business.

### **BUSINESS FROM THE CHAIRPERSON**

Dr. Allen shared that several Trustees had the opportunity to visit branches and meet staff and customers at three recent Meet & Greet sessions. At Dr. Allen's request, Trustees shared informal reports about their experiences.

Dr. Allen noted that the Board should determine whether these sessions should become an ongoing practice, whether they should continue to be open to staff and customers or just staff, and clarify for itself expectations regarding the purpose of these sessions. All Trustees noted their agreement that these should be ongoing sessions, and Ms. Hastler noted that we are in the process of scheduling for the remaining branches and administration.

Mr. Vido and Ms. Wright proposed that there should be some sort of process to assimilate the feedback received at these meetings, perhaps through the Board's HR Committee. Dr. Allen noted that the feedback should be gathered in order to share with Trustees so that all received the same information.

Dr. Allen cautioned that the Board's involvement could not become too directive and reminded Trustees that it is Ms. Hastler's role to manage the organization. He noted that these sessions should be both an opportunity for Trustees to hear from staff, and also for staff to hear from Trustees. Ms. Hastler noted that the Board's role is policy, which is at a higher level, and Trustees may wish to consider how policies are affecting staff and contemplate changes as needed.

Dr. Allen asked that these topics be considered in future in order to set clear expectations for future sessions with staff.

### **BUSINESS FROM BOARD MEMBERS**

There was no business from Board members.

**PUBLIC COMMENTS**

There were no public comments.

**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 discuss confidential personnel issues.

**MOTION: Motion by Ms. Gahs, seconded by Dr. Head, 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 7:24PM and the Executive Session began at 7:25PM.

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

The Board discussed confidential personnel issues.

**MOTION: Motion by Mr. Adams, 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 8:01PM and the Public Meeting resumed at 8:02PM.

**ADJOURNMENT OF PUBLIC MEETING**

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

**MOTION: Motion by Colonel Vogelhut, US Army Retired, seconded by Ms. Gahs and approved by unanimous vote to approve the adjournment of the Public Meeting.**

The public meeting adjourned at 8:02PM.